

**BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
May 20, 2019**

The regular board meeting was called to order at 7:00 p.m. by President Barry.

**ROLL CALL:** Present were Trustees Shipman, Sias, DeSmidt, Byron, Hopkins, Bucaro, and Barry. Also present was Student Advisory Trustee Sangar.

Staff members present were Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, Youth & Teen Services Manager Ruth Anne Mielke, IT Manager Al Ramirez, IT Assistant Manager Bridgett DeJohn and Marketing & Technical Services Assistant Karen Kreterfield.

Patrons present were Joseph Olsen, Sherry Olsen, Christie Barry, Jody Fagan, Parth Patel, Jay Langfeld, Adam Hopkins, Amy Hopkins, Peggy Deyne, Jay Perkins, Amy Cawley, Marianne Kingsmill, James DeSmidt and Ruth Beckner.

**TOWN HALL:**

Patron Ruth Beckner spoke about the following item:

The U-46 CAC (Citizens' Advisory Council) would like to host a program at the Bartlett Public Library District for the parents of Special Needs Students during the 2019-2020 school year. They are requesting a special exception to the Library's Meeting Room Policy to enable the CAC to book the Library Meeting Room for some time during the 2019-2020 school year once they have set their program dates in August 2019. They are also requesting that the Library publicize their program in the Library's Newsletter.

**APPROVAL OF ITEMS ON CONSENT AGENDA:**

A motion to remove the minutes from the April 15, 2019 Board Meeting from the consent agenda was made by Trustee Hopkins and seconded by Trustee Byron. The motion was approved by a roll call vote. All ayes.

The motion to accept the amended Consent Agenda was made by Trustee Byron and seconded by Trustee DeSmidt. The motion passed by roll call vote. All ayes.

A motion to approve the April 15, 2019 Board Meeting minutes was made by Trustee DeSmidt and seconded by Trustee Byron. Trustee Hopkins abstained. All other ayes.

**THANK YOU TO TRUSTEE SHIPMAN AND BYRON:**

President Barry presented Trustee Shipman and Trustee Byron with Certificates of Appreciation and thank-you cards for their years of service. Trustee Shipman and Trustee Byron thanked the Board, the patrons, and the staff for allowing them to serve.

## **RECESS**

Trustee Shipman made a motion to adjourn into recess at 7:14 p.m. Trustee Byron seconded the motion. The motion was approved by a roll call vote. All ayes.

## **RECONVENE**

Trustee Hopkins made a motion to reconvene the regular Board Meeting at 7:30 p.m. Trustee DeSmidt seconded the motion. The motion was approved by a roll call vote. All Ayes.

**ROLL CALL:** Present were Trustees Sias, DeSmidt, Hopkins, Bucaro, and Barry. Also present was Student Advisory Trustee Sangar.

Staff members present were Library Director Karolyn Nance, Human Resources Generalist Dina Castelvechi, Youth & Teen Services Manager Ruth Anne Mielke, IT Manager Al Ramirez, IT Assistant Manager Bridgett DeJohn and Marketing & Technical Services Assistant, Karen Kreterfield.

Patrons present were Joseph Olsen, Sherri Olsen, Christie Barry, Jody Fagan, Parth Patel, Jay Langfeld, Adam Hopkins, Amy Hopkins, Peggy Deyne, Jay Perkins, Amy Cawley, Marianne Kingmill, Jim DeSmidt and Ruth Beckner.

## **SWEARING IN NEW TRUSTEES:**

Newly elected Trustees Joseph (A.J.) Olsen, Peggy Deyne, John Sias and Dave Barry were sworn in by Vice President Bucaro.

## **ELECTION OF OFFICERS:**

Trustee Hopkins nominated Trustee Barry for President. Trustee Barry accepted the nomination. Trustee Deyne seconded the nomination. Trustee Olsen nominated Trustee DeSmidt for President. Trustee DeSmidt did not receive a second nomination. A roll call vote to elect Trustee Barry to the position of President was taken. Aye, Trustee Bucaro, Trustee Deyne, Trustee Hopkins, Trustee Sias, and Trustee DeSmidt. Trustee Olsen and Trustee Barry abstained.

Trustee Hopkins nominated Trustee Bucaro for Vice President. Trustee Bucaro accepted the nomination. Trustee Deyne seconded the nomination. A roll call vote to elect Trustee Bucaro to the position of Vice-President was taken. Aye, Trustee Deyne, Trustee Hopkins, Trustee Sias, Trustee DeSmidt, Trustee Olsen and Trustee Barry. Trustee Bucaro abstained.

Trustee Bucaro nominated Trustee Hopkins to the position of Treasurer. Trustee Hopkins accepted the nomination. Trustee DeSmidt seconded the nomination. A roll call vote to elect Trustee Hopkins to the position of Treasurer was taken. Aye, Trustee Deyne, Trustee Bucaro, Trustee Sias, Trustee DeSmidt, Trustee Olsen and Trustee Barry. Trustee Hopkins abstained.

Trustee DeSmidt nominated Trustee Deyne for Secretary. Trustee Deyne declined the nomination. Trustee Barry nominated Trustee Sias for Secretary. Trustee Sias accepted the nomination. Trustee Hopkins seconded the nomination. A roll call vote to elect Trustee Sias to

the position of Secretary was taken. Aye, Trustee Deyne, Trustee Bucaro, Trustee DeSmidt, Trustee Olsen, Trustee Barry and Trustee Hopkins. Trustee Sias abstained.

Trustee Hopkins nominated Trustee DeSmidt for Ethics Advisor. Trustee DeSmidt accepted the nomination. Trustee Bucaro seconded the motion. A roll call vote to elect Trustee DeSmidt to the position of Ethics Advisor was taken. Aye, Trustee Deyne, Trustee Bucaro, Trustee DeSmidt, Trustee Olsen, Trustee Barry, Trustee Sias and Trustee Hopkins. Trustee DeSmidt abstained.

Trustee Hopkins nominated Trustee Sias for FOIA Officer. Trustee Sias accepted the nomination. Trustee Bucaro seconded the motion. A roll call vote to elect Trustee Sias to the position of FOIA Officer was taken. Aye, Trustee Deyne, Trustee Bucaro, Trustee DeSmidt, Trustee Barry and Trustee Hopkins. Trustee Sias and Trustee Olsen abstained.

#### **STUDENT ADVISORY REPORT:**

Student Advisory Trustee Sangar reported that the Teen Advisory Board (TAB) meeting was held on Wednesday, May 8, 2019. In attendance were: Teen Services Coordinator David Cassara, Andrew Sangar, Chloe Herby, Shriya Sirkanth and Garima Shah. The Poetry Jam is set to be held in October 2019 and they are working on organizing a surprise book swap in November 2019. Air pods have been confirmed as the grand prize for the teen summer reading program. They have also changed the name of Student Advisory Trustee to Teen Advisory Trustee.

#### **CORRESPONDENCE:**

Director Nance invited the Trustees to join in the Bartlett Memorial Walk and Remembrance on Memorial Day, May 27 beginning at 10:00 a.m. at Bartlett Park. Everyone is invited to join the walk.

#### **REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS: DIRECTOR NANCE**

Trustee Hopkins reported that the Directors report was very thorough as usual.

#### **REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS: TRUSTEES**

Trustee Olsen was pleased to see that there was an increase in activity by the teens during the month of April. This is a reflection of the Library Staff and the Teen Advisory Trustee's efforts.

President Barry commented about the status of RAILS (Reaching Across Illinois Library Systems) and how they have overcome some financial hurdles but are looking forward to a successful 2019-2020 Fiscal Year.

Trustee DeSmidt informed the Board that the ILA Conference will be held on October 22, 2019 through October 24, 2019 at the Tinley Park Convention Center. Trustee DeSmidt encourages all trustees to attend the conference and to at least participate in the Annual Trustee Day which is earmarked for Thursday, October 24, 2019. Trustee DeSmidt also serves on the Illinois Library Trustee Forum. They had a meeting on Saturday, May 18, 2019. They have selected all of their meeting dates through 2020 and would like to host one of the meetings at the Bartlett Public Library District on Saturday, August 15, 2020.

## **REGULAR AGENDA**

### **ACTION ITEMS**

#### **2019-2020 2<sup>nd</sup> Budget Draft**

Director Nance reviewed the updates and changes to the 2019-2020 2<sup>nd</sup> Budget Draft.

Trustee Hopkins made a motion to approve the 2<sup>nd</sup> Draft of the 2019-2020 Budget Draft. The motion was seconded by Trustee Sias. Trustee Olsen has concerns about the expenditure increase from the 1<sup>st</sup> draft to the 2<sup>nd</sup> draft of the budget in the Newsletter Line Item. Trustee Olsen wants to make sure that the Library is effectively spending the marketing money as he continues to see a decrease in active Library Users. Trustee Olsen would also like to see a Committee of the Whole Meeting scheduled prior to the June Board meeting so that all of the Trustees will have an opportunity to go over the budget in detail without being time limited by a Board meeting to begin at a time following the Committee of the Whole. Trustee Bucaro asked if there was going to be a charge or credit from the front lobby repair work that was done. Trustee DeSmidt inquired about where the \$9,0000 savings went to that was saved from moving to a different database. A roll call vote was taken. All ayes. The motion was approved.

#### **Property/Casualty Insurance Approval**

Director Nance asked the Board to approve the Liability/General Premium coverage, Workers Compensation insurance, the Crime/Treasurers Policy with Hanover, and the Directors and Officers Insurance to USLI, for a total amount of \$24,046.

Estelle Markham from the Kamm Insurance Group was unable to attend the May Board Meeting to review the Library's Property/Casualty Insurance renewal options.

Trustee Olsen made a motion to table the property/casualty insurance approval until the June Board Meeting so that the Insurance Broker could go over the proposal with the board. Trustee Bucaro seconded the motion.

A voice vote was taken to table the property/casualty insurance approval until the June Board Meeting. Trustees Barry, Hopkins, Bucaro, Sias, DeSmidt, and Olsen voted aye. Trustee Deyne voted nay.

#### **After-Hours Event/Friday, July 26, 2019/ Celebrating End of Summer Reading**

Trustee Olsen made a motion to approve the after-hours event on Friday, July 26, 2019 to celebrate the end of Summer Reading. Trustee DeSmidt seconded the motion. A voice vote was taken. The motion was approved. All ayes.

#### **Approval of the 2019 Library Trustee Commitment Statement**

The Trustees took turns reading out loud the Trustee Commitment Statement. Trustee Hopkins made a motion to approve the 2019 Library Trustee Commitment Statement. Trustee DeSmidt seconded the motion. A roll call vote was taken. All ayes. The motion was approved.

## **DISCUSSION ITEMS**

### **Board Committees**

President Barry asked for feedback on how the Library's committee formats. The Board discussed various options. Several suggestions were made:

1. Separate Board Meeting Dates and Committee of the Whole Meeting Dates.
2. Keep Committee of the Whole Meeting Dates on the same night as Board Meeting Dates.
3. Keep Committee of the Whole Meeting Dates on the same night if there are only one or two agenda items.
4. Have Managers and relevant staff present at the Committee of the Whole Meetings.
5. Committee of the Whole Meetings should be on the same night as the Board Meetings to accommodate all of the Trustees schedules.

### **Minimum Wage**

Human Resources Generalist Dina Castelvechi gave an overview of how the minimum wage increase is impacting the Library this year. She plans to attend RAILS Training this Summer and Fall to learn about how the minimum wage increase will have an impact on pay compression. She will keep the board updated on her research and findings.

### **Name Badges**

Director Nance gave an overview of what type of name tag that the Board will be supplied with. Trustee Olsen had a bigger name badge created that he would like to use. Trustee DeSmidt inquired to see if the rest of the trustees could get something in between the two sizes presented.

### **Town Hall**

Patron Jay Perkins commented on how when he was on the board that the Committee of the Whole format worked best. The only time that they did not use the Committee of the Whole format was when they were hiring a library director. He encourages the Board to go back to using the Committee of the Whole format.

Patron James DeSmidt inquired about what the Library Board will do to hold the line in regards to budgetary commitments. He feels that the Governor will be imposing a lot of new tax increases and he wants the Library Board and all of the governmental entities in Bartlett to consider holding the line.

### **ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Hopkins. It was seconded by Trustee Bucaro. The motion was approved. Meeting was adjourned at 8:28 p.m.