

**BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
August 19, 2019**

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

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

Staff members present were Library Director Karolyn Nance, Human Resources Generalist Dina Castelveccchi, Adult & Technical Services Manager Mary Jane O'Brien, Facility Supervisor Jacob Coy, Teen Coordinator David Cassara, Public Relations Specialist Roslyn Summerville, Graphic Artist Lisa Marinelli, and Tech & Marketing Assistant Karen Kreterfield.

Patrons present were Marianne Kingsmill and Jodi Baxter.

**TOWN HALL:** None

**APPROVAL OF ITEMS ON CONSENT AGENDA:**

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

**TEEN TRUSTEE REPORT:** Andrew Sangar shared his report reviewing summer teen programs, including the summer reading challenge and chess committee. Andrew read a letter to the board, thanking them for the opportunity to serve as the Teen Trustee.

Recess – A short recess was held in honor of Andrew's service as Teen Trustee. The board reconvened at 7:12 p.m. President Barry thanked Teen Trustee Sanger for his contributions to the board, and his work to better serve teens through the library.

**CORRESPONDENCE:** None

**REPORTS, QUESTIONS AND ANSWERS:** President Barry shared information he obtained from a recent meeting of RAILS, regarding the impact of libraries on communities.

Trustee DeSmidt shared information from the recent ILA Trustee Forum Board meeting in regards to the October 24 conference, highlighting helpful sessions and creative ideas. Also, RAILS is applying for the Census Outreach Grant in October from the Illinois Department of Human Services. She shared that Lake Geneva Library hosted an author event on July 13, 2019, involving a meet and greet with 50 authors which she attended. She will provide Director Nance with the author contact information, for further consideration to host this event in 2020. The ILA Trustee Forum Board Meeting Trustee DeSmidt attended, introduced the "Trusty, Trustee" newsletter, providing ILA Trustee information. Trustee DeSmidt will forward this to Director Nance to share with the Trustees. Trustee DeSmidt also, shared a

positive experience regarding the Lake Zurich Library, and their successful podcast and suggested this may be an option for our Library.

Trustee Olsen commented on the recent Fravinia concert, upcoming Friday movie nights, and book club reactions. Trustee Olsen is in the library almost daily and had positive comments about what he sees with staff and their interaction with the public.

Trustee Sias shared positive comments about the recent Chess Competition. Trustees DeSmidt and Deyne attended a library event last Wednesday and had positive interactions with participants regarding the library and its events. Trustee Bucaro has joined two library book clubs. She found that they were well attended, with good book choices and good discussions. Trustee Bucaro shared an article from the Chicago Tribune book editor regarding the MacMillan company and its proposed plan to limit the number of copies of any e-book for libraries to one and then a waiting period of four months before an additional title can be ordered.

#### **ACTION ITEMS:**

##### **Approval of Tentative Budget & Appropriation Ordinance (Ordinance 2019-2).**

Trustee Hopkins made a motion to pass the Tentative Budget & Appropriation Ordinance. It was seconded by Trustee Bucaro. Approved by roll call vote. All Ayes.

##### **Establish Date and Time of Public Hearing Concerning Tentative Budget & Appropriation Ordinance (Ordinance 2019-2).**

Trustee DeSmidt made a motion to approve the date and time for the Public Hearing for Monday, September 23, 2019 at 7:00 p.m. It was seconded by Trustee Olsen and approved by roll call vote. All Ayes.

##### **Approval of Chief Fiscal Officer's Statement of Estimated Revenue.**

Trustee Bucaro made a motion to pass the Chief Fiscal's Officer Statement of Estimated Revenue. It was seconded by Trustee Olsen and approved by roll call vote. All Ayes.

##### **Date and Time of Presentation by the Auditor.**

Committee of the Whole shall meet on Monday, October 21, 2019 at 6:30 p.m. to review the audit.

##### **Approval of Annual Report (IPLAR) and the Inter-Library Loan Survey for the State Library**

Trustee Sias made a motion to approve the annual report (IPLAR) and the Inter-Library Loan Survey. It was seconded by Trustee DeSmidt. Discussion followed. Roll call vote. Trustee Olsen voted nay, and Trustees Deyne, DeSmidt, Sias, Hopkins, Bucaro and Barry voted aye. The motion passed.

##### **Approval of Teen Trustee Policy**

Trustee Bucaro made a motion to approve the Teen Trustee Policy. Second by Trustee Olson. Roll call vote. All ayes.

### **ILA Travel Reimbursement**

President Barry, Trustee DeSmidt, Trustee Olsen and Director Nance will be attending ILA this year. Trustee Olsen made a motion to pre-approve the reimbursement for Trustee expenses to the ILA conference. It was seconded by Trustee DeSmidt, and approved by roll call vote. All ayes.

### **ICMA Payment Method**

Trustee Hopkins made a motion to approve the direct debit method for ICMA payments. Seconded by Trustee Bucaro, and approved by roll call vote. All ayes.

### **Review of July 31 2019 Financial Report**

The financial report was reviewed by the Board. Director Nance reported that the total projected extension was \$3,105,820 for both counties (DuPage and Cook), with the actual amount received slightly lower at \$3,093,652. The library was helped by additional new property in Cook County, but DuPage underestimated taxes by about \$25,000. This is expected to be corrected next year.

### **Strategic Plan Update**

Much progress has been made. The current plan ends in June 2021, so work on the next plan will begin in June 2020. Discussion to clarify recommendations and prioritize actions.

### **Marketing Department Presentation-** Roslyn Summerville, Lisa Marinelli, Karen Kreterfield

The Marketing Department shared a comprehensive presentation reviewing their efforts over the past year and plans for the future.

The Board thanked the Marketing Department for its in-depth presentation, and discussed efforts to reach those in the community who do not currently use the library's services.

### **Upcoming Meetings and Events**

A list of important dates was included in Director Nance's Board Report.

### **TOWN HALL:**

None

### **ADJOURNMENT:**

There being no further business, a motion to adjourn to Executive Session was made by Trustee Hopkins and seconded by Trustee DeSmidt. The motion was approved. The meeting adjourned into executive session at 8:17 p.m. (as permitted by section 2(c)21 and of the Illinois Open Meetings Act Six-month review of Executive Session Minutes.

Present were Trustees Joe Olsen, Peggy Deyne, Lynn DeSmidt, John Sias, Peggy Bucaro, Heidi Hopkins, and Dave Barry.

Trustee Bucaro, made a motion to go back into the regular session meeting at 8:35 p.m. It was seconded by Trustee DeSmidt; the motion was approved. Present were Trustees Joe Olsen, Peggy Deyne, Lynn DeSmidt, John Sias, Peggy Bucaro, Heidi Hopkins, and Dave Barry.

**ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Bucaro. It was seconded by Trustee DeSmidt. The motion was approved. Meeting was adjourned at 8:36 p.m.