

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MINUTES**

May 21, 2018 7:00 p.m.

Location: Meeting Room, Bartlett Public Library District  
800 S. Bartlett Road, Bartlett, IL 630-837-2855

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

**ROLL CALL:** Present were Student Advisory Teen Trustee Ramya Gandhi, Trustees John Sias, Eric Shipman, Lynn DeSmidt, Fran Bryon, Peggy Bucaro and Dave Barry. Trustee Hopkins was absent.

Staff members present were Library Director Karolyn Nance, Adult & Tech Services Manager Mary Jane O'Brien, Youth & Teen Services Manager Ruth Anne Mielke, Adult & Youth & Teen Services Librarian Abby Weaver and Youth & Teen Services Associate Brian Erlich.

Also present were Greg Mueller, Mueller Building Services, and patron Joseph Olsen.

**TOWN HALL:**

Patron Joseph Olsen spoke on these topics:

- Comments on second draft of the 2018-19 Budget
  - The General Fund Tax Revenues in the budget for DuPage County are listed at \$1,900,000 but the actual billings by the county for 2018 due June 1, and August 31, 2018 are \$1,706,201. Strongly recommend changing this budget line to reflect the actual tax billings by reducing the DuPage county taxes budgeted and increase the Cook County tax budget. The actual tax billings were obtained from the DuPage County Clerk's office and provided to the Library Director.
  - Strongly recommend that the Special Funds revenues on page 2 of budget be broken down by county for each Fund as reported in the actual financial statements.
  - Column 2 Year to Date Actual as of April 30, 2018 for Building Maintenance Funds on page 2 is listed as \$1,484,430, according to the financial statements as of April 30, 2018, this number is \$179,586. This error flows thru the entire budget draft.
  - Strongly recommend that the budget specifically provide an amount for World Language materials equal to a minimum of 5% of the \$299,500 proposed in the 2018/19 Budget.
  - The Library Director has in the 2019 budget narrative stated that there was \$1,500 for Adult World Language materials and \$1,800 for Youth and Teen in the 2018 Budget. In the FOIA request that I filed for the 2018 Budget and supporting papers, I was not provided with this information.

- Urge the Board to form an active Finance Committee to do the following:
  - Review financial position of Library District.
  - Recommend to the Board a formal plan to overcome the accumulated deficit in the Library's Corporate Fund
  - Consider adoption of use of accrual form of accounting for monthly financial statements.
  - Actively be involved in the budget process including review of methodology and consideration of -0- based budgeting.

**APPROVAL OF ITEMS ON CONSENT AGENDA:**

Trustee Shipman made a motion to remove the minutes from the April 16, 2018 Board Meeting from the Consent Agenda. Trustee Bucaro approved the motion. The motion passed by a roll call vote. All ayes. Trustee Hopkins was absent.

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

A motion was made to approve the April 16, 2018 Board Meeting Minutes by Trustee DeSmidt. Seconded by Trustee Bucaro. All ayes, except Trustee Shipman abstained and Trustee Hopkins was absent.

**CORRESPONDENCE:**

Adult Services Librarian Leah Dudak sent a letter thanking the Board for letting her participate in the Illinois Library Association Elevate Illinois Libraries Leadership program on Saturday, April 28, 2018.

**REPORTS, QUESTIONS AND ANSWERS**

Trustee DeSmidt reported about the Illinois Trustee Meeting she attended at Lake Zurich (Ela Public Library). She said trustees will also have an opportunity to meet at the ILA Conference in Peoria October 9-11.

**STUDENT ADVISORY TEEN TRUSTEE REPORT:**

Ramya reported that TAB (the Teen Advisory Board) plans to decorate the outside wall of the south courtyard. They will participate in the 4<sup>th</sup> of July parade. They have a FASA (Free Application for Federal Student Aid) program planned for the fall. They are offering their High School 101 program on August 11.

Ruth Anne Mielke, Youth & Teen Services Manager introduced Brian Erlich, the new part-time Youth & Teen Services Associate.

**ACTION ITEMS:**

### **Approval of Building Committee Recommendation and Minutes**

Trustee Shipman reported the Building Committee's concerns about the front sidewalk, the sprinkler system having leaks, LED and outdoor lighting, front restrooms, carpeting, ceiling tiles, and the HVAC system. Trustee DeSmidt asked Greg Mueller about the sprinkler system. Trustee Bucaro asked about resurfacing the parking lot. There was discussion about resealing vs resurfacing. There was also a discussion about the ice melt system under the sidewalk in the front of the library entrance. Greg recommended that we continue to have one. In conclusion, Trustee Shipman highlighted the parking lot and sidewalks as priorities.

Director Nance requested approval of the recommendations of the Building Committee. Trustee Byron made a motion to approve the recommendations. It was seconded by Trustee Bucaro and approved by a roll call vote. All ayes. Trustee Hopkins was absent.

### **Electricity Quotes Approval**

Director Nance recommended to approve the quote from Constellation Energy. Trustee Bryon made a motion to approve the quote from Constellation Energy. It was seconded by Trustee Shipman and approved by roll call vote. All ayes. Trustee Hopkins was absent.

### **2018-2019 Health Insurance Renewal Plan Change**

Director Nance recommended that we renew the current Health Insurance Plan. Trustee DeSmidt made a motion to approve the renewal plan. It was seconded by Trustee Bucaro. All ayes. Trustee Hopkins was absent.

### **Audit Proposal and Acceptance of Proposal**

Trustee Shipman recused himself on this agenda item based on his familiarity with the firm Sikich. Director Nance recommended the Board select Sikich as the new auditing firm. Trustee Sias made a motion to approve Sikich as the new auditing firm. It was seconded by Trustee DeSmidt and the proposal was approved by a roll call vote. All ayes except Trustee Shipman abstained and Trustee Hopkins was absent.

### **2018-2019 Budget Draft 2**

Director Nance said she received the final numbers from DuPage County after draft 2 of the budget was completed. She has not received the final numbers for Cook County. She discussed the increase in the cost of water. This action was tabled per Director Nance's request to correct a figure.

### **Americans with Disability Act Compliance Policy**

Trustee DeSmidt made a motion to approve the policy. Trustee Sias seconded the motion and the revised policy was approved by a roll call vote. All ayes. Trustee Hopkins was absent.

### **Study Room Policy**

Trustee Bucaro made a motion to approve the revised Study Room Policy. Trustee Shipman seconded the motion and the revised policy was approved by a roll call vote. All ayes. Trustee Hopkins was absent.

## **DISCUSSION ITEMS**

### **Teen Advisory Board Movie**

Abby Weaver, our Youth & Teen Services Librarian, and Ramya Gandhi, our Student Advisory Trustee, showed the Summer Reading Challenge promotional video for the Bartlett Public Library District. This video was made by the Teen Advisory Board and was sent to all of the Bartlett U-46 School District schools to promote the Library's Annual Summer Reading Program, "Reading Takes You Everywhere!"

### **Lemonade with the Trustees**

Lemonade with the Trustees was held on Saturday, April 21, 2018. Trustee DeSmidt and Student Advisory Trustee Gandhi were present.

### **Strategic Plan 1<sup>st</sup> Floor Update**

Mary Jane O'Brien, Chair of this 1<sup>st</sup> Floor Committee reported on the changes:

- A bench, bistro table and matching tall chair were moved from the Meeting Room to the Café area.
- The magazines in the Quiet Room were condensed and the extra magazine shelving unit was removed. The shelves of the magazine units were all lowered to make access easier for patrons and staff. The removal of the old shelving unit made space for additional seating in the Quiet Room.
- The Career shelving unit from the Quiet Room was moved to the new space near the West Conference room to accommodate holds. A new Holds sign was created and the space is being used successfully. The books that had been on the shelf were reshelfed in the 600s with the other career books.
- One of the old holds shelves was moved to the Teen Space. The plan is for the remaining old holds shelf to remain where it is. The Family History collection will be moved there to make access easier for patrons using the computer lab for genealogy research. Once the Family History books are moved, the Teen Fiction collection will be expanded into that space.

### **Annual Village Breakfast Recap**

The Village breakfast was held on Wednesday, May 16, 2018 at the Bartlett Hills Golf Course. Trustee Bucaro and Trustee Barry provided a recap.

### **Bartlett Memorial Walk and Remembrance**

Director Nance invited the Trustees to join in on Memorial Day, May 28 beginning at 10:00 a.m. at Bartlett Park. Everyone is invited to join the walk.

### **Save the Dates for July 4<sup>th</sup> Activities**

Director Nance reported that the Library is scheduled to work the Bartlett 4<sup>th</sup> of July Days Beer Tent from 5 p.m. to 8 p.m. on Friday, July 6, 2018. On Sunday, July 8, 2018 the Library will be participating in the 4<sup>th</sup> of July Parade. She asked everyone to save the dates.

### **Elevate Illinois Libraries**

Leah Dudak, Adult Services Librarian, participated in the Illinois Library Association Elevate Illinois Libraries Leadership program on Saturday, April 28, 2018.

### **Friends Update**

Director Nance reported that the Friends met on Tuesday, May 8, 2018. The Annual Car Show and Fravinia concert is scheduled for Friday, June 8, 2018.

### **Foundation Update**

The Foundation's next meeting is scheduled for Monday, July 2, 2018 at 4:30 p.m. They will be voting on the election of new officers. They recently donated \$1,000 to the Bartlett Public Library District to enable the purchase HOSA (Health Occupations Students of America) books to be used by students at Bartlett High School. The Foundation is starting their planning for their annual campaign appeal and will be hosting a Dine-To-Donate Event at Ambrosia in early September.

### **Upcoming Meetings and Events**

Monday, May 28, 2018 Bartlett Memorial Walk and Remembrance 10:00 a.m. Bartlett Park

Monday, June 18, 2018 Regular Board Meeting 7:00 p.m.

Friday, July 6, 2018 Bartlett 4<sup>th</sup> of July Fest Beer Tent 5:00 - 8:00 p.m.

Sunday, July 8, 2018 Bartlett 4<sup>th</sup> of July Parade 11:00 a.m.

### **OTHER ITEMS:**

None

### **TOWN HALL:**

Joseph Olsen thanked the Board for the interactive meeting.

### **ADJOURNMENT:**

There being no further business, a motion to adjourn was made by Trustee Bryon and was seconded by Trustee Shipman.

The motion was approved. Trustee Hopkins was absent. The meeting adjourned at 8:21 p.m.