

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
January 19, 2015**

The meeting was called to order at 7:00pm in the Meeting Room by President Budz.

ROLL CALL: Present were Trustees Ed Novak, Dave Barry, Francine Byron, Heidi Hopkins, Ralph Wood, and Jack Budz. Trustee Bryan Darge was absent. Also present was Student Advisory Teen Trustee Renee Winget.

Staff members present were Library Director Karolyn Nance, Asst Director & Circulation Manager Mary Bavido, IT & Marketing Manager Al Ramirez, Adult & Technical Services Manager Mary Jane O'Brien, Youth & Teen Services Manager Ruth Anne Mielke, and Marketing Specialist Mary Smith. Also present were Peggy Bucaro and Magda Bromberg from the Examiner.

TOWN HALL: None.

APPROVAL OF MINUTES: Trustee Barry made a motion to approve the minutes of the December 15, 2014 Board Meeting. It was seconded by Trustee Novak. Trustee Budz abstained. The motion was approved.

TREASURER'S REPORT

APPROVAL OF BILL LIST: January 19, 2015

A motion was made to approve the Bill List by Trustee Byron. It was seconded by Trustee Novak. The motion was approved. Trustee Barry abstained.

APPROVAL OF TRANSFER OF FUNDS: January 19, 2015

Trustee Hopkins made a motion to transfer \$54,000 from the Illinois Funds to the Library's checking account, seconded by Trustee Novak. The motion was approved.

REVIEW OF FINANCIAL REPORT: The Financial Report of December 31, 2014 was reviewed by the Board.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS: Trustees Barry and Hopkins will review the monthly checks on February 16, 2015.

COMMITTEE REPORTS: None.

ADMINISTRATION REPORT: Director Nance gave the Board an update on the progress of the renovation plans by Dewberry. The architects will attend the February Board meeting and present the final plans and a detailed cost estimate budget to the Board.

CORRESPONDENCE: Notice was received from Secretary of State Jesse White that the Bartlett Library has received \$46,943.75 from the Public Library Per Capita Grant. Elgin Community College will be having a *Founder's Day* Celebration on February 15, 2015. The Courier News featured an article about the grand prize winner of the Library's Mixed Media contest, Dr. Hank Allen. Dr. Allen's entry is titled, "From Social Deprivation to the Joy of Learning."

REPORTS, QUESTIONS AND ANSWERS: President and Trustees

Trustee Barry will be part of the Membership Committee at RAILS and will be attending a meeting next month.

STUDENT ADVISORY TEEN TRUSTEE REPORT: Student Advisory Teen Trustee (SATT) Winget reported the Exam Cram week was successful. About 20 teens attended the study sessions in the meeting room each night. The upcoming Mic Night has been advertised with flyers in the schools and on Facebook. Several people have signed up for the event.

ACTION ITEMS:

Review/Approval of 2014-2016 Strategic Plan - 12 month goals:

Trustee Barry made a motion to approve the progress report of the Strategic Plan. It was seconded by Trustee Hopkins and the motion passed.

Review/Approval FY 2013-2016 Marketing Plan:

Trustee Byron made a motion to approve the FY 2013-2016 Marketing Plan that was created by IT & Marketing Manager Al Ramirez and Public Relations Specialist Mary Smith. It was seconded by Trustee Barry and the motion passed.

Approval NIMEC Authorized Signers (Karolyn Nance / Mary Bavido):

Trustee Wood made a motion to delegate the signing of the agreement with NIMEC to Karolyn Nance and Mary Bavido. It was seconded by Trustee Hopkins and the motion passed.

Trivia Event Friday, April 17, 2015:

The library is planning a special after-hours event for this year's National Library Week. Trustee Barry made a motion to allow after-hours use of the Library for a Trivia Contest on Friday, April 17, 2015. It was seconded by Trustee Novak and the motion passed. Trustee Wood abstained.

DISCUSSION ITEMS:

Illinois Governmental Ethics Act 5 ILCS 420/4A-101

Statement of Economic Interest:

Trustees are asked to review this information and submit their forms by May 1, 2015.

Per Capita:

See Correspondence above.

New Hire:

The Circulation Department welcomes Daniel Parra as a new shelver. Daniel is a student worker and attends Clare Woods Academy.

Revisions to Library System Rules and Standards:

A copy of the revision to the Library System (RAILS) Rules and Standards is available for the Board to review.

Budget Planning 2015-2016:

The preliminary budget is currently being drafted.

Live and Learn Construction Grant:

The Live and Learn Construction Grant has been completed and submitted to the state. Director Nance will attend the hearing on February 26, 2015 in Springfield.

Serving Our Standards Chapter 4 Facilities Review: In preparation for the Live and Learn Construction Grant application, the Board reviewed the Serving Our Standards Chapter 4. After the review it was determined that all standards have been met.

RAILS Library Certification:

The required online library certification is being completed by Director Nance and a copy will be included in the February Board packet.

Director Evaluation:

The Director's evaluation will be done during Executive Session of the February Board meeting.

Foundation:

The Foundation has received over \$4500.00 in donations during its recent campaign. They will hold a *Thank You* reception on Tuesday, February 17, 2015.

Friends:

The Friends of the Library will be holding their quarterly meeting on Sunday, January 25, 2015. They have recently purchased T-shirts that members can purchase. They will also discuss how to manage the planned Mini Book Sales that will occur in February, March, April, and May.

Other Discussion Items:

Trustees were reminded of the Annual Staff Award Banquet on Friday, January. 23, 2015.

ADJOURNMENT: There being no further business, a motion to adjourn was made by Trustee Barry and seconded by Trustee Byron. The motion was approved. Meeting was adjourned at 7:33pm.