

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
February 16, 2015**

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

ROLL CALL: Present were Trustees Ed Novak, Dave Barry, Bryan Darge, Francine Byron, Heidi Hopkins, and Ralph Wood. Trustee Jack Budz 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, Adult & Technical Services Manager Mary Jane O'Brien, and Youth & Teen Services Manager Ruth Anne Mielke. Also present were Magdalena Bromberg from the Examiner; Greg Mueller from Mueller Building Services Inc, Doug Pfeiffer, Brian Kerner, Sara Chrzanowski, and Carl Rappa from PSA Dewberry, and patron Joel Mercurio.

APPROVAL OF MINUTES: Trustee Barry made a motion to approve the minutes of the January 19, 2015 Board Meeting. It was seconded by Trustee Byron. Trustee Darge abstained. The motion was approved.

TREASURER'S REPORT

APPROVAL OF BILL LIST: February 16, 2015

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

APPROVAL OF TRANSFER OF FUNDS: February 16, 2015

Trustee Hopkins made a motion to transfer \$170,000 from the Illinois Funds to the Library's checking account. It was seconded by Trustee Byron. The motion passed by roll call vote. All Yeas. Trustee Budz was absent.

REVIEW OF FINANCIAL REPORT: The Financial Report of January 31, 2015 was reviewed by the Board.

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

COMMITTEE REPORTS: None.

ADMINISTRATION REPORT: Director Nance gave the Board updates on all current projects and library business listed in her Directors Report which is included in the monthly Board packet.

CORRESPONDENCE: None

REPORTS, QUESTIONS AND ANSWERS: President and Trustees

STUDENT ADVISORY TEEN TRUSTEE REPORT: Student Advisory Teen Trustee (SATT) Winget reported that about 20 teens attended the Open Mic Night on January 30. In the future the Teen Board would like to do more to attract middle-school-aged teens to their events also.

ACTION ITEMS:

Daikin / HVAC Assessment: Greg Mueller gave a report on the condition of the HVAC systems in the library. There are three systems in the building, two of which are scheduled to be replaced and upgraded this spring. The system in the two-story section of the building is currently not operating optimally. Mr. Mueller proposes to do a three-day assessment with Daikin to determine the current status of the system and identify what needs to be repaired. Trustee Darge made a motion to approve a \$6500.00 three-day assessment by Daikin of the HVAC system in the newest section of the library building. It was seconded by Trustee Hopkins. The motion passed.

Dewberry Design Development Submittal: Doug Pfeiffer, Brian Kerner, and Sara Chrzanowski presented the final plans of the Design Development for the Bartlett Library. Detailed drawings were reviewed and samples of carpet tiles and paint colors were displayed. Trustee Hopkins made a motion to approve the Design Development Submittal presented by Dewberry. It was seconded by Trustee Barry. The motion passed by roll call vote. All Yeas. Trustee Budz was absent.

E-Pay Transfer: Trustee Barry made a motion to approve the transfer of \$13,000.00 from the IL Funds E-Pay Account to the IL Funds Money Market Account. The motion passed by roll call vote. All Yeas. Trustee Budz was absent.

DISCUSSION ITEMS:

Joint Taxing District Meeting – April 14, 2015: The next meeting of the Joint Taxing District will be held at Bartlett High School on Tuesday, April 14, 2015 at 7:00 pm.

Live and Learn Construction Grant: Director Nance will go to Springfield on February 25 to attend the hearing and answer any questions about the Library's submitted application for the Live and Learn Construction Grant.

360 Energy Grant Funds Update: The Library was not awarded any energy assessment funding from the 360 Energy Grant.

NIMEC Update: The Library is part of the Northern Illinois Municipal Electrical Cooperative (NIMEC) – a group of governmental organizations who join together to bid on electrical rates. David Hoover, the person who runs the cooperative, will be going to bid sometime in February. The Board has already approved the Director and Assistant Director to approve this process for the current bidding year.

Major Contract Vendors: A list of the Library's major vendors has been compiled. The Board can review the vendors and the contracts and decide whether to solicit quotes for a new auditor and/or accountant.

2013 Annual DuPage County Financial Statement: The 2013 Annual DuPage County Financial Statement was verified with the Library's records by the accountant.

RAILS Library Certification: The Library has completed the certification process with RAILS. The Library is now eligible to continue participation in the services offered by the RAILS system.

Director Evaluation: The Director's evaluation has been postponed to the March Board meeting.

Election Update: There are two candidates running for the two open Board of Trustees' positions. The election will be held on April 7, 2015.

Foundation Update: The Foundation is hosting a Thank You event on Tuesday, February 17, 2015 at 7:00 pm in the meeting room.

2015 L.A.C.O.N.I. Annual Trustee Dinner: The Annual Trustee Dinner will be held on Friday, April 17, 2015 at the Alta Villa Banquets in Addison.

ILA Legislative Lunch Update: Trustee Barry and Director Nance attended the Legislative Lunch on February 13, 2015. Trustee Barry reported that State Representative Cullerton supports libraries and will work to keep Per Capita Grants.

ILA Trustee Forum Update: Teen Trustee Winget, Trustee Barry and Director Nance attended the Trustee Workshop on February 14, 2015.

Attorney Roger Ritzman Memo (Availability of Information, Public Employees): Governor Rauner signed an executive order that will create an online portal where agencies can submit required local government employee provisions mandated by 20ILCS405/405-335. More information will be provided in the near future.

Other Discussion Items:

TOWN HALL: Patron Joel Mercurio asked the Board to be economical with the remodeling plans. He also expressed concern about the height of the posters that have been hung in the stairwell leading to the Youth Services Dept. He felt they were too high. He also suggested installing hand dryers in the public washrooms.

ADJOURNMENT: There being no further business, a motion to adjourn was made by Trustee Darge and seconded by Trustee Barry. The motion was approved. Meeting was adjourned at 8:10 p.m.