

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

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

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

Staff members present were Library Director Karolyn Nance, Asst Director & Circulation Manager Mary Bavido, and Youth & Teen Services Manager Ruth Anne Mielke. Also present was Greg Mueller from Mueller Building Services Inc.

**APPROVAL OF MINUTES:** Trustee Byron made a motion to approve the minutes of the February 16, 2015 Board Meeting. It was seconded by Trustee Darge. Trustee Budz abstained. The motion was approved.

**TREASURER'S REPORT**

**APPROVAL OF BILL LIST: March 16, 2015**

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

**APPROVAL OF TRANSFER OF FUNDS: March 16, 2015**

Trustee Byron made a motion to transfer \$72,000 from the Illinois Funds to the Library's checking account. It was seconded by Trustee Barry. The motion was approved.

**REVIEW OF FINANCIAL REPORT:** The Financial Report of February 28, 2015 was reviewed by the Board.

**DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:** Trustees Budz and Hopkins will review the monthly checks on April 20, 2015.

**COMMITTEE REPORTS:** None.

**STUDENT ADVISORY TEEN TRUSTEE REPORT:** Student Advisory Teen Trustee (SATT) Winget reported that the teens would provide feedback on the chairs being chosen for the new teen area. The Science Project Class will be held on March 26, 2015

**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:** The Library received the Elgin Community College Annual Report – 2014.

**REPORTS, QUESTIONS AND ANSWERS: President and Trustees:** As a member of the RAILS governing Board, Trustee Barry will be attending the National Library Legislative Day in Washington D.C. on May 4 & 5, 2015. He will be representing RAILS and Illinois Libraries.

**ACTION ITEMS:**

**Outside Pavilion:** Trustee Darge made a motion to approve the installation of a concrete pad with electrical access on the north lawn of the library. This space would provide a stage for Fravinia performers and an outside venue for Adult, Teen, and Youth Services summer programs. The motion was seconded by Trustee Barry. The motion was approved by roll call vote. All Ayes. The Friends of the Bartlett Library will be asked to help fund a project to erect a shelter over the area in 2016.

**Moving Relocation Proposal:** This item was tabled to the April 20, 2015 Board Meeting.

**iPad Use Policy:** The iPad Use Policy was updated. Trustee Wood made a motion to approve the new policy. It was seconded by Trustee Darge and the motion was approved.

**Long-Term Care Insurance (LTC):** This is a new option from IMRF. The Library has to approve the option of the new service for the Library but it is up to the employee to purchase it or not. There is no cost to the Library. Trustee Barry made a motion for the Bartlett Library to opt in to Long-Term Care Insurance offered by IMRF. It was seconded by Trustee Hopkins and the motion was approved.

**DISCUSSION ITEMS:**

**Renovation Update:** The renovation project is on schedule and meetings with Dewberry are continuing.

**Daikin/HVAC:** Greg Mueller, Building Maintenance, and Daikin (HVAC) have completed a three-day building assessment of the Library's HVAC system. Mr. Mueller presented a report of the findings. Daikin completed many repairs, opened up closed duct work, and cleaned some filters. They will present a proposal for cleaning the entire duct system in the next Fiscal Year.

**NIMEC Update:** The Library has signed with Dynegy Energy Services for a new one-year electrical contract. The new charge per kilowatt hour will be 5.689 which is lower than our current rate of 6.148.

**Chronology Annual Financial Ordinances:** The Library's Attorney distributed a chronology for annual financial ordinances.

**Competitive Bids:** The Library's Attorney distributed a copy of the updated act concerning the Competitive Bidding process.

**Consolidated Election:** The Consolidated Election is set for Tuesday, April 7, 2015. There are two candidates running for two Library Board positions.

**Legislative Updates:**

Two handouts were reviewed that outline what the Illinois Library Association supports and opposes in regards to various legislative action that pertain to public libraries.

**2015-2016 Budget:** The 2015-2016 Budget has been postponed to the April Board Meeting.

**Proposed Illinois Library System Rules:**

The State Library reviewed the revisions that RAILS proposed. The Illinois State Library System Rules were officially filed on April 10, 2015.

**Bartlett TIF District Meeting, Wednesday, April 22, 2015:** A meeting has been scheduled for Wednesday, April 22, 2015 at 1pm at the Village of Bartlett. The Board asked the Library Director to research creating a resolution that outlines the Board's level of support for the proposed TIF. This will be reviewed at the April Board Meeting.

**Tax Levy Confirmations 2014:**

The 2014 Tax Levy fund amounts were confirmed and filed with the County of DuPage.

**IMRF Annual Statement:** The new rates are not available yet but will be presented at the April Board meeting.

**Spring Intergovernmental Meeting, Tuesday, April 14, 2015:** Trustees Barry and Hopkins will attend the Intergovernmental meeting that will be held Tuesday, April 14, 2015 at 7:00 pm, Bartlett High School.

**Statement of Economic Interest:** The annual Statement of Economic Interest for DuPage County is now available to complete online as well as the paper document. The deadline for submission is May 1, 2015.

**National Library Week, April 12-April 18:** The after-hours Library program, Trivia Night, already has 45 patrons registered. It will be held on Friday, April 17, 2015 at 7:00 pm.

**Foundation Update:** The Foundation will be having a fundraiser, *Dine to Donate*, at *Pilot Pete's* restaurant in Schaumburg on the evening of April 23, 2015.

**Other Discussion Items:** None.

**TOWN HALL:** None.

**ADJOURNMENT:** Trustee Darge made a motion to adjourn to Executive Session. It was seconded by Trustee Barry. The motion was approved. Meeting adjourned to Executive Session.

The Board went into Executive Session at 8:16pm as permitted by 5 ILCSA Section 2(c)1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body.

Trustee Barry made a motion to go back into the regular session meeting at 8:56pm. It was seconded by Trustee Darge, the motion was approved. Present were Trustees Ed Novak, Dave Barry, Bryan Darge, Francine Byron, Heidi Hopkins, Ralph Wood, and Jack Budz.

**ADJOURNMENT:** There being no further business, a motion to adjourn was made by Trustee Wood. It was seconded by Trustee Byron. The motion was approved. Meeting was adjourned at 8:57pm.