

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
April 20, 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, 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, Youth & Teen Services Manager Ruth Anne Mielke, and Publications Specialist Mary Smith. Also present was Greg Mueller from Mueller Building Services Inc., Eagle Scout Daniel Rawden, Kelly Rawden, Peggy Bucaro, and Lynn DeSmidt.

APPROVAL OF MINUTES: Trustee Barry made a motion to approve the minutes of the March 16, 2015 Board Meeting. It was seconded by Trustee Hopkins.

TREASURER'S REPORT

APPROVAL OF BILL LIST: April 20, 2015

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

APPROVAL OF TRANSFER OF FUNDS: April 20, 2015

Trustee Barry made a motion to transfer \$141,000 from the Illinois Funds to the Library's checking account. It was seconded by Trustee Novak. The motion was approved.

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

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS: Trustees Wood and Hopkins will review the monthly checks on May 16 and 18, 2015.

COMMITTEE REPORTS: None.

STUDENT ADVISORY TEEN TRUSTEE REPORT: Student Advisory Teen Trustee (SATT) Winget reported that the Teen Advisory Board met on Monday, April 13th for their monthly meeting. Because of the success of the Valentine-themed book recommendations ("Blind Date with a Book" display), new book recommendations-themes were discussed and more recommendations were given out. Science club occurred Thursday, April 23rd in the Meeting Room.

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 a memo from Attorney Roger Ritzman on the Open Meeting Act. The Village of Bartlett invites residents to participate in the Memorial Day Walk and Remembrance to be held on Monday, May 25 at 11:00 am.

REPORTS, QUESTIONS AND ANSWERS: President and Trustees: As a member of the RAILS governing Board, Trustee Barry reported that RAILS has approved and adopted the revised rules for the organization. There will be two open positions on the Board of Directors for RAILS.

ACTION ITEMS:

Facility Services Proposal: Greg Mueller of Mueller Building Services submitted a proposal for management of the facility and cleaning services. Trustee Byron made a motion to approve the contract with Mueller Building Services for June 2015 and FY 15-16. It was seconded by Trustee Hopkins. The motion was approved by roll call vote. All Ayes. Trustee Darge was absent.

Cleaning Company Proposals: This item was dismissed because it was included in the Facility Services Proposal.

Moving Relocation Proposals: The Library received bids for moving services during the renovation: one from Pro Lift Movers and one from Professional Library Lift Movers. Trustee Byron made a motion to accept the proposal from Pro Lift Movers, Scott Hallett owner. It was seconded by Trustee Barry. The motion was approved by roll call vote. All Ayes. Trustee Darge was absent.

Bartlett Downtown TIF District: A resolution was created by the Board regarding the proposed TIF for downtown Bartlett. Trustee Wood made a motion to approve the statement which will be submitted to the Village of Bartlett. It was seconded by Trustee Novak. The motion was approved by roll call vote. All Ayes. Trustee Darge was absent.

Request to Close August 7, 2015 Staff In-Service Day: Trustee Barry made a motion to approve the closing of the Library for a Staff In-Service Day on August 7, 2015. It was seconded by Trustee Hopkins and the motion passed. Trustee Darge was absent.

Policy 304: Trustee Byron made a motion to approve the revision of Policy 304 with amendments. It was seconded by Trustee Hopkins. The motion was approved by roll call vote. All Ayes. Trustee Darge was absent.

Eagle Scout Project – Daniel Rawden: Eagle Scout Daniel Rawden presented a plan to improve the landscaping near the front of the entrance. The plans include a butterfly garden, renovating the south courtyard, and improving the plantings on either side of the front entrance. The work would be done by Scouts and volunteers and will be supervised by a volunteer from Dewberry. Trustee Barry

made a motion to accept the plan. It was seconded by Trustee Novak and the motion passed. Trustee Darge was absent.

DISCUSSION ITEMS:

April 7, 2015 Consolidated Election Results: Director Nance announced the results of the recent election and introduced the newly elected Board members: Peggy Bucaro and Lynn Desmidt. The new Trustees will be sworn in at the May Board meeting and will immediately assume their duties. They are replacing retiring Trustees Jack Budz and Ralph Wood.

Renovation Update: The official bid meeting is scheduled for May 12 at 2:00 pm. Dewberry will make their recommendation on May 14, 2015. The Marketing committee will set up a display board that will describe the renovation plan.

IMRF 2016 Rate: The IMRF rate changed only slightly going from 13.27% to 13.29%

National Library Week, April 12-18: Publications Specialist Mary Smith gave a summary of all the activities at the Library during National Library Week. The week culminated with a Trivia Night on Friday, April 17. It was very successful event. Patrons enjoyed the evening and would like to see the Library do more trivia nights.

Foundation Dine to Donate Event: The Foundation has planned a fundraiser, *Dine to Donate*, at Pilot Pete's Restaurant on April 23, 2015. Patrons are encouraged to dine in or carry out.

Employee Health Insurance Benefits: The Director continues to work with the Insurance Broker. Insurance rates may increase next fiscal year.

Per Capita: The Illinois State Librarian's office has awarded the Bartlett Library a Per Capita Grant in the amount of \$46,943. This is the same amount as last year.

Coffee with the Trustees: Coffee with the Trustees will resume beginning in May. The events will be scheduled for heavy patron traffic days.

Friends Meeting April 26, 2015: The Friends will be acknowledged for their support of the library before their meeting on Sunday, April 26, 2015 at 3:00 pm. The Board members were encouraged to attend.

Cook County Tax Extension Confirmations: The Library will receive the final numbers in August from Cook County.

2015-2016 Budget Draft 1: The budget will be ready for review at the May Board meeting.

Other Discussion Items:

TOWN HALL: None.

ADJOURNMENT: There being no further business, a motion to adjourn was made by Trustee Wood. It was seconded by Trustee Barry. The motion was approved. Meeting was adjourned at 8:08 pm.