

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
May 18, 2015**

The regular meeting was called to order at 7:03 pm. 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, IT & Marketing Manager Al Ramirez, Adult Services & Tech Manager Mary Jane O'Brien, Youth & Teen Services Manager Ruth Anne Mielke, Human Resource Specialist Mary Pellico, and Circulation Assistant Managers Mary Prohaska and Dina Castelvechi. Also present was Trustee-elect Peggy Bucaro.

Members of the public present were Bruce Davids, Robert Bucaro, Linda Byrd, and Jason Byrd. Also present was Magdalena Bromberg from the Examiner.

Brian Kerner and Sara Chrzanowski from Dewberry were present.

TOWN HALL: None

APPROVAL OF MINUTES: Trustee Wood made a motion to approve the minutes of the April 20, 2015 Board meeting, seconded by Trustee Barry. Motion approved. Trustee Darge abstained.

TREASURER'S REPORT

APPROVAL OF BILL LIST: A motion was made to approve the Bill List by Trustee Barry and it was seconded by Trustee Novak. Motion approved.

APPROVAL OF TRANSFER OF FUNDS: Trustee Darge made a motion to transfer \$40,000 from the Illinois Funds to the Library's checking account, seconded by Trustee Bryon. Motion approved.

FINANCIAL REPORT: The financial report was reviewed by the Board.

RESOLUTION 5181501: Resolution was read by Director Nance commending Ralph Wood for his service as a Bartlett Public Library Trustee for six years.

RESOLUTION 5181502: Resolution was read by Director Nance commending Jack Budz for his service as a Bartlett Public Library Trustee for twenty-four years.

ADJOURNMENT: Trustee Wood made a motion to adjourn the meeting. It was seconded by Trustee Barry. Motion passed. Meeting adjourned at 7:14 pm.

RECONVENE: The meeting reconvened at 7:34 pm by President pro tempore Trustee Hopkins.

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

SWEAR IN NEW TRUSTEES: Newly elected Trustees Peggy Bucaro and Lynn DeSmidt were sworn in by Secretary Byron.

ELECTION OF OFFICERS:

Trustee Hopkins nominated Trustee Barry for President, seconded by Trustee Darge. Trustee Barry was approved by roll call vote. All Ayes.

Trustee Barry nominated Trustee Darge for Vice-President, seconded by Trustee Byron. Trustee Darge was approved by roll call vote. All Ayes.

Trustee Byron nominated Trustee Hopkins for Treasurer, seconded by Darge. Trustee Hopkins was approved by roll call vote. All Ayes.

Trustee Hopkins nominated Trustee Byron for Secretary, seconded by Trustee Novak. Trustee Byron was approved by roll call vote. All Ayes.

Trustee Barry nominated Trustee Novak for ethics officer, seconded by Trustee Darge. Trustee Novak was approved by roll call vote. All Ayes.

Trustee Hopkins nominated Trustee Byron for FOIA officer, seconded by Trustee Barry. Trustee Byron was approved by roll call vote. All Ayes.

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. Director Nance also reported that the Friends of the Library have committed to funding the building of a shelter in 2016. The shelter will cover the concrete pad the Library plans to install in 2015.

STUDENT ADVISORY TRUSTEE REPORT: Teen Trustee Winget reported that the Teen Advisory Board met on May 11th. The Teen Summer Reading Program will be accessible online this year. The TAB will have another Open Mic Night as well as a repeat of the Bartlett's Best Pizza this summer.

CORRESPONDENCE: The Village of Bartlett invites the Board to participate in the Memorial Day Walk and Remembrance on May 25, 2015. The Chamber of Commerce will host its annual Village Breakfast on Wednesday, June 24, 2015 at 7:00am at the Bartlett Hills Golf Course.

REPORTS, QUESTIONS AND ANSWERS: Trustee Barry reported on recent visits to Washington, D.C., Springfield, and the RAILS office in Burr Ridge. Trustee Barry met with elected representatives and members of the Illinois Library Association.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS: Trustees Darge and Hopkins will review the checks before the June 15 Board meeting.

ACTION ITEMS:

2015-2016 Budget Draft 1: Director Nance presented the FY 2015-2016 Budget Draft. Trustee Hopkins made a motion to approve the 2015-2016 Budget Draft. Seconded by Trustee Darge the motion was approved by roll call vote. All Ayes.

Bartlett Public Library Public Construction and Furniture Bid #50069807: Brian Kerner from Dewberry presented the results of the Open Bid meeting on May 12. Four proposals were submitted. Kerner recommends the lowest bidder, Shales, McNutt. Sara Chrzanowski from Dewberry presented the proposals for furniture. She recommends Interiors for Business, the lowest qualified bidder. Trustee Hopkins made a motion to approve Shales, McNutt for construction of the library renovation plan and Interiors for Business for the furniture. Seconded by Trustee Darge the motion was approved by roll call vote. All Ayes.

Standards Manual-Primary, Secondary Logo: The Standards Manual has been completed and needs formal Board approval. Trustee Hopkins made a motion to approve the primary and secondary logos. Seconded by Trustee Darge the motion passed by roll call vote. All Ayes.

DISCUSSION ITEMS:

TIF Update: Trustee Barry gave a summary of recent meetings on the TIF. The public hearing is on June 2, 2015 at 7:00pm at the Village Hall.

Trustee Manual: Director Nance passed out the Trustee manual to the newest members of the Board, Trustees Bucaro and DeSmidt.

Trustee Training: Director Nance will set up a date and time for a training session for the new Trustees. It will be led by former Trustee, Jack Budz.

E-Mail Addresses: The Trustees have a library email address.

Open Meetings Act Training/Training Requirements: This is an online training that the newly elected Trustees need to complete.

Coffee with the Trustees: The new schedule of dates include: June 20 at 2:00pm, July 20 at 6:00pm, August 14 at 4:00pm.

4th of July Events: The Library will help staff the Beer Tent for the 4th of July event on Friday, July 3 from 1:00-5:00pm and the non-profit table on Friday, July 3 from 1:00-4:00pm.

Joint Taxing Meeting Update: The minutes from this meeting are in the Board packet.

Staffing Updates: The updates are in the Board packet.

TOWN HALL: None.

ADJOURNMENT: A motion was made by Trustee Darge to go into Executive Session as permitted by 5 ILCS 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. at 8:28 pm. Seconded by Trustee Novak. Motion approved.

Regular Session: A motion was made to go back into regular session at 9:00pm by Trustee Bucaro. Seconded by Trustee Hopkins. Motion passed.

Adjournment: A motion was made by Trustee Hopkins to adjourn the regular session meeting at 9:02pm. The motion was seconded by Trustee Darge. Motion approved.