

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
June 15, 2015**

The regular meeting was called to order at 7:00 pm by President Barry.

ROLL CALL: Present were Trustees Lynn DeSmidt, Peggy Bucaro, Ed Novak, Francine Byron, Heidi Hopkins, and Dave Barry. 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, and IT & Marketing Manager Al Ramirez.

Also present was Magdalena Bromberg from the Examiner.

TOWN HALL: None

APPROVAL OF MINUTES: Trustee Byron made a motion to approve the minutes of the May 18, 2015 Board Meeting, seconded by Trustee Novak. Motion approved.

TREASURER'S REPORT

APPROVAL OF BILL LIST: A motion was made to approve the Bill List by Trustee Bucaro and it was seconded by Trustee DeSmidt. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

APPROVAL OF TRANSFER OF FUNDS: Trustee DeSmidt made a motion to transfer \$78,000 from the Illinois Funds to the Library's checking account, seconded by Trustee Novak. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

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

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS: Trustees Hopkins and DeSmidt will review the checks before the July 20th Board Meeting.

ADMINISTRATION REPORT: Director Nance reports that Phase 1 of the renovation project will begin on July 8, 2015. All other updates are in the Director's Report of the Board Packet.

STUDENT ADVISORY TRUSTEE REPORT: Teen Trustee Winget reports there are two new members of the Teen Advisory Board, (TAB). She would like to encourage more participation and recruit more members for the group. Currently the teens are considering staffing the non-profit table at the 4th of July event on Friday, July 3, 2015.

CORRESPONDENCE: None.

REPORTS, QUESTIONS AND ANSWERS: President and Trustees

Trustee Barry commented on the Fravinia concert and thanked the Friends and Library for providing a great event. Barry reports there is no news from RAILS and they are waiting for news from the State of Illinois about the budget and library funding.

ACTION ITEMS:

Prevailing Wage Ordinance 2015-1: Trustee Hopkins made a motion to approve compliance with the Prevailing Wage Ordinance for 2015. It was seconded by Trustee Novak. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

Working Budget: 2015-2016 Final Budget: Trustee Hopkins made a motion to approve the final Budget for FY 2015-2016. It was seconded by Trustee Byron. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

Liability/Building Insurance:

Workers Compensation Insurance:

Crime/Treasurers Insurance:

Director and Officers Insurance:

Trustee Novak made a motion to approve Liability coverage, Workers Compensation coverage, Crime Coverage/Treasurers Bond, and the Directors and Officers Insurance with Hanover, Liberty Mutual and Philadelphia in the amount of \$31,100. It was seconded by Trustee Hopkins. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

Builders Risk Insurance: Trustee Bucaro made a motion to approve coverage with Zurich Insurance for a 9-month policy with a premium of \$2,231. It was seconded by Trustee DeSmidt. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

Carpet Alternate/Library Closing: Trustee Byron made a motion to approve the Carpet Alternate and a closing of the Library for installation. It was seconded by Trustee Novak. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

Change Order: Trustee Hopkins made a motion to approve a change order to add two light fixtures during the library renovation project in order to comply with the recommendation made by the Bartlett Fire Protection District. It was seconded by Trustee Bucaro. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

Auditor Engagement Letter: Trustee Hopkins made a motion to approve the Library's annual audit to be conducted by McClure Inserra. It was seconded by Trustee Novak. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

Zabinski Consulting Services Contract: Trustee Bucaro made a motion to approve the annual accounting contract with Zabinski Consulting Services. It was seconded by Trustee Byron. The motion approved by roll call vote. All Ayes. Trustee Darge was absent.

DISCUSSION ITEMS:

Cook and DuPage County Extensions: The Cook and DuPage County Extensions documents are available for the Board to review.

TIF District Update: Trustee Barry gave an update on the most recent meeting on the TIF district. The Board members suggested putting the resolution they passed about the TIF on the Library's website.

2016 Per Capita Requirements: The Bartlett Library receives about \$43,000 a year from the Per Capita Grant. This year the Library will focus on technology and resource sharing.

Independence Day Activities and Parade: Library Board members and staff will volunteer to help with the 4th of July activities on July 3rd and the Independence Day parade on July 5, 2015.

Breakfast with the Village, June 24, 2015, 7:15am: Trustees Bucaro, Novak, Byron, Hopkins, and Barry will attend the Breakfast with the Village.

Staff Awards Celebration: This item was tabled until the next Board Meeting.

Foundation Update: The next meeting of the Foundation will be on Thursday, June 25, 2015. They will be working on plans for a fall fundraiser.

Friends Update: The Friends' Fravinia concert was held on Friday, June 12th. The concert was moved indoors because of the wet weather. The Friends will be conducting a book sale in the meeting room June 19-23, 2015.

Coffee with the Trustees: The next Coffee with the Trustees will be on Saturday, June 20 from 2:00-3:00pm. Trustees DeSmidt and Bucaro will attend.

Trustee Training: Former Trustee, Jack Budz, conducted training for new Trustees before the Board meeting. It was very successful.

Bartlett Rotary Club Installation Dinner: Director Nance is the new president of the Bartlett Rotary Club. Board members are invited to attend the installation on Tuesday, June 23rd at Bartlett Hills.

Other Items: Scout Daniel Rawden's landscaping project was very successful. A butterfly garden was created, perennials were added to some of the beds, and the handrails were repainted.

It was suggested that the Library fix the tire ruts next to the entrance driveway on the south side of the parking lot.

The Bartlett Fire Protection District would like to have the Library be an emergency shelter, if needed, during the 4th of July activities. Director Nance will contact them.

TOWN HALL: None.

ADJOURNMENT: A motion was made by Trustee Hopkins to adjourn the meeting at 7:55pm. The motion was seconded by Trustee Novak. Motion approved.