

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
July 20, 2015**

The regular meeting was called to order at 7:07 pm by President Barry.

**ROLL CALL:** Present were Trustees Lynn DeSmidt, Peggy Bucaro, Ed Novak, Francine Byron, Heidi Hopkins, Bryan Darge, and Dave Barry. Student Advisory Teen Trustee Renee Winget was absent.

Staff members present were Library Director Karolyn Nance, Asst Director & Circulation Manager Mary Bavido, and Youth & Teen Manager Ruth Anne Mielke.

**TOWN HALL:** None

**APPROVAL OF MINUTES:** Trustee Hopkins made a motion to approve the minutes of the June 15, 2015 Board Meeting, seconded by Trustee Byron. Motion approved. Trustee Darge abstained.

**TREASURER'S REPORT**

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

**APPROVAL OF TRANSFER OF FUNDS:** Trustee Byron made a motion to transfer \$167,000 from the Illinois Funds to the Library's checking account, seconded by Trustee Novak. The motion approved by roll call vote. All ayes.

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

**DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:** Trustees Hopkins and Bucaro will review the monthly checks before the August 17<sup>th</sup> Board Meeting.

**ADMINISTRATION REPORT:** Director Nance reports that the annual audit has begun and progressing well. All other updates are in the Director's Report of the Board Packet.

**STUDENT ADVISORY TRUSTEE REPORT:** Director Nance reports that the Teen Advisory Board has been actively seeking members and has gained some new members. The group is looking for ways to do programs that can be held outside the Library because the meeting room will not be available during construction. Teen Trustee Winget will be stepping down after the August meeting. The Teen Trustee position will then be open. High school aged TAB members will be able to apply.

**CORRESPONDENCE:** None.

**REPORTS, QUESTIONS AND ANSWERS:** President and Trustees

Trustee Barry reports that RAILS is working on creating a Membership Standards document. It would define what makes an exemplary library.

The Trustees would like to investigate getting a more professional look for the Board photos.

**ACTION ITEMS:**

**Building & Maintenance Levy Ordinance 2015-2:** Trustee Hopkins made a motion to approve the Building & Maintenance Levy Ordinance 2015-2. It was seconded by Trustee Bucaro. The motion passed by roll call vote. All ayes.

**Designation of Two Trustees for Six Month Review of Monthly Library Board Regular Meeting Minutes:** Trustees Barry and Byron will review the Monthly Library Board Regular Meeting Minutes for the past six months.

**Review of Executive Session Minutes:** This item occurred in the Executive Session.

**National Conference of Public Employee Retirement Systems (NCPERS) Group Voluntary Life Insurance Plan:** The NCPERS Insurance Plan can be offered by the Library to eligible employees. Trustee Darge made a motion to approve offering the NCPERS Life Insurance Plan as a benefit to eligible employees. It was seconded by Trustee Hopkins. The motion passed.

**Certified Resolution of Local Government Customer BMO Harris:** Director Nance reports that BMO Harris Bank was not able to access some of the Library's information in their system and was requesting the Library resubmit some Trustee data. Trustee Byron made a motion to discontinue business with BMO Harris Bank and consider transferring to the American Chartered Bank. It was seconded by Trustee Bucaro. The motion passed by roll call vote. All ayes.

**Renovation Change Order – Henrickson:** Trustee Byron made a motion to approve a Change Order by Henrickson in the amount of \$565.68. It was seconded by Trustee Hopkins. The motion passed by roll call vote. All ayes.

**DISCUSSION ITEMS:**

**Strategic Plan July 2015 Update:** Director Nance reports that some of the Goals in the plan have had their deadlines extended due to time being spent on preparation activities for the renovation. Other Goals and deadlines are either Completed, In-Process, or On-Going.

**Renovation Update:** Director Nance reports that the nonfiction and mystery fiction shelving has been relocated to its temporary location. With the help of library staff members the collections were shifted in order to fit in the temporary locations too. Phase 1 demolition has begun.

**Foundation Update:** The Foundation's fundraiser, Dine to Donate, will take place on Tuesday, September 15, 2015 at Pilot Pete's in Schaumburg. The fall newsletter will feature a page dedicated to the Foundation and one to the Friends. It will provide information about each organization and will also include a mail-in donation/membership form.

**Friends Update:** The Friends still plan to fund the shelter for the north lawn even though the concrete pad installation had to be postponed until the fall. The next Fravinia concert will be on Friday, August 14, 2015.

**Coffee With The Trustees:** The Trustees felt they received good comments from patrons at the June and July Coffee with the Trustees events. The next Coffee is planned for Friday, August 14, 2015. It will be held at the Fravinia event, 6:15-7:15, and will be hosted by Trustees Barry and Novak.

**Other Items:** None

**TOWN HALL:** None.

#### **EXECUTIVE SESSION**

Trustee Novak made a motion to adjourn to Executive Session. It was seconded by Trustee Byron. The motion passed by roll call vote. All ayes. Motion approved. Meeting adjourned to Executive Session at 7:55 pm.

The Board went into Executive Session at 7:57 pm. 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.

Present were Trustees Lynn DeSmidt, Peggy Bucaro, Ed Novak, Francine Byron, Heidi Hopkins, Bryan Darge, and Dave Barry.

Staff member present was Library Director Karolyn Nance

Trustee Byron made a motion to go back into the regular session meeting at 8:04pm. It was seconded by Trustee Darge. The motion passed by roll call vote. All ayes. Motion approved.

Present were Trustees Lynn DeSmidt, Peggy Bucaro, Ed Novak, Francine Byron, Heidi Hopkins, Bryan Darge, and Dave Barry. Staff member present was Library Director Karolyn Nance

#### **ADJOURNMENT:**

Trustee Darge made a motion to adjourn to the regular Board Meeting. It was seconded by Trustee Byron. The motion passed by roll call vote. Meeting adjourned at 8:08pm.

