

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
August 17, 2015**

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

ROLL CALL: Present were Trustees: Peggy Bucaro, Ed Novak, Francine Byron, Heidi Hopkins and Dave Barry. Student Advisory Teen Trustee Renee Winget arrived at 7:05pm and Trustee DeSmidt arrived at 7:14pm. Absent-Trustee Bryan Darge.

Staff members present were Library Director Karolyn Nance, Adult & Technical Services Manager Mary Jane O'Brien, Youth & Teen Manager Ruth Anne Mielke, Adult, Youth & Teen Services Librarian Lisa Barefield, and Greg Mueller of Mueller Building Services. Examiner Reporter-Magda Bromberg

TOWN HALL: None

APPROVAL OF MINUTES: Trustee Bucaro made a motion to approve the minutes of the July 20, 2015 Board Meeting, seconded by Trustee Novak. Motion approved.

TREASURER'S REPORT

APPROVAL OF BILL LIST: August 17, 2015

A motion was made to approve the Bill List by Trustee Bryon and it was seconded by Trustee Bucaro. The motion approved by roll call vote. All ayes, absent Trustee Darge and Trustee DeSmidt were not present for this vote.

APPROVAL OF TRANSFER OF FUNDS: August 17, 2015

Trustee Hopkins made a motion to transfer \$168,000 from the Illinois Funds to the Library's checking account, seconded by Trustee Bryon. The motion approved by roll call vote. All ayes, absent Trustee Darge and Trustee DeSmidt were not present for this vote.

REVIEW OF FINANCIAL REPORT: July 31, 2015

The financial report was reviewed by the Board.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:

Trustees Hopkins and Barry will review the monthly checks before the September 21st Board Meeting.

CORRESPONDENCE:

Village of Bartlett Police Department: Accreditation Efforts: The Library sent a letter.

Hanover Township Foundation: Gala Event: This event will be held Saturday, September 19, 2015.

STUDENT ADVISORY TEEN TRUSTEE REPORT:

Teen Trustee Winget thanked the Board for the opportunity to serve as a Student Advisory Teen Trustee. She submitted a written report to the Board. We wished her well in her new college experience. Director Nance served refreshments.

REPORTS, RAILS REPORT, QUESTIONS AND ANSWERS: President and Trustees:

Board President Barry reported that RAILS is operating on their old budget. He said that their pension fund is fully funded.

ACTION ITEMS:

2015-2016 Revised Working Budget:

Karolyn reported that she added Cash On Hand to the working budget and expenditures for renovation will come from Cash On Hand. Trustee Hopkins made the motion to accept the revised Working Budget and Trustee Novak seconded the motion. Roll call vote. All ayes, absent Trustee Darge.

Approval of Tentative Budget and Appropriation Ordinance (Ordinance 2015-3):

Trustee Bucaro made the motion to approve and seconded by Trustee Novak. Roll call vote. All ayes, absent Trustee Darge.

Establish Date and Time on Public Hearing Concerning Tentative Budget and Appropriation (Ordinance 2015-3):

The Public Hearing will be at 7:00 p.m. on Monday, September 21, 2015.

Trustee Bryon made the motion and Trustee Hopkins seconded it. Roll call vote. All ayes, absent Trustee Darge.

Approval of Chief Fiscal Officers Statement of Estimated Revenues:

Trustee Novak made the motion and Trustee Bryon seconded it. Roll call vote. All ayes, absent Trustee Darge.

Approval of American Chartered Bank – Library Bank Account:

Move Library Bank Account from BMO Harris to American Chartered Bank.

Trustee Bucaro made the motion and Trustee Hopkins seconded it. Roll call vote. All ayes, absent Trustee Darge.

Approval of Annual Report to the State Library:

Trustee Hopkins made the motion, seconded by Trustee Novak to approve the report. All ayes, absent Trustee Darge.

Approval of Illinois Illinet Interlibrary Loan and Reciprocal Borrowing Survey:

Trustee Barry asked Director Nance to explain the difference between Interlibrary Loans and Reciprocal Borrowers.

Trustee Hopkins made the motion, seconded by Trustee Novak to approve the survey. All ayes, absent Trustee Darge.

Set Date and Time of Presentation by Auditor:

Board of Trustees meeting on Monday, October 19, 2015 at 6:30 p.m. for the Truth in Taxation and the Auditor's Report.

Photographers:

Director Nance reported to the Board that she researched four photography companies listed in the Bartlett Chamber of Commerce. Trustee Byron made the motion and Trustee Hopkins seconded the motion to select Angel Michelle Photography at the cost of \$75 per photograph. Roll call vote. All ayes, absent Trustee Darge. The Board requested to see samples of this company's work of their indoor and outdoor shots.

Carpet Alternate Approval:

Greg Mueller of Mueller Building Services reported that the alternate carpet will cost \$28,788. This expense will not be part of the Contingency Fund. It will come from the Special Reserve Fund. Trustee Hopkins made the motion and Trustee Bucaro seconded to approve the additional carpet. Roll call vote. All ayes, absent Trustee Darge.

Approval of Snow and Ice Management Contract:

Greg Mueller of Mueller Building Services shared his recommendation to change the contract with our current company to be a pay per plow. This issue was discussed and tabled in order to get more quotes from this company regarding a higher cap and extending the plowing period to six months. Another idea was proposed to consider an intergovernmental agreement with the Bartlett Park District to have them plow our parking lot. Director Nance will investigate this idea.

Plat of Survey Approval:

Director Nance received two requests for proposals from Mackie Consultants and Compass Surveying and recommended to the Board to go with Mackie Consultants for the whole property for the amount of \$4,500. Trustee Byron made the motion and Trustee DeSmidt seconded to approve Mackie Consultants for the whole property. Roll call vote. All ayes, absent Trustee Darge.

Seal Coat Paving Approval:

Greg Mueller of Mueller Building Services, shared information regarding the cost to repair the parking lot and seal coat the lot. Mr. Mueller presented the quote from JSI Limited for \$17,876. Trustee Bucaro made the motion and Trustee Hopkins seconded the motion to select JSI Limited for \$17,876. Roll call vote. All ayes, absent Trustee Darge.

DISCUSSION ITEMS:

Renovation / Facility Update:

Director Nance reported that no hazardous material was found in the new Administration area under construction. There are \$3,675 in change orders for various renovations.

TIF Joint Review Board Meeting:

Director Nance and Trustee Barry will attend the meeting on August 19, 2015 at 1:00 p.m. at the Bartlett Village Hall.

Bartlett Heritage Days (September 11, 12, & 13, 2015):

The Library will have an information table for Library Card sign-up Month.

Illinois Library Association Conference (October 21 – 24, 2015):

Trustee Day is Saturday, October 24, 2015 in Peoria. Director Nance invited Trustees to participate.

Foundation Fundraiser:

The Foundation Dine-To-Donate Fundraiser is scheduled for September 15, 2015 at Pilot Pete's. The Library's newsletter contains information regarding the Library Foundation.

Friends Update:

Director Nance also reported there is information in the Library's fall newsletter promoting the Friends of the Library.

Student Advisory Teen Trustee Update:

Adult, Youth & Teen Services Librarian Lisa Barefield reported that applications for the Student Advisory Teen Trustee position are due September 14, 2015. Interested applicants may e-mail the application to Lisa or bring in the application in person. Applicants must be members of TAB (Teen Advisory Board) and be in grades 9-12. Interviews will be held September 21, 2015 by the Board of Trustees.

2016 IMRF Preliminary Rate:

Director Nance reported the rate will increase from 13.2 to 13.24.

New Hires:

Ruth Anne Mielke introduced Youth & Teen Services Associate Gigi Bendis. Sarah Ande is the library's new page. We have a new Public Relations Specialist beginning Monday, August 24, 2015. We are still interviewing for the Adult Services Librarian position and the Human Resources Specialist position.

Other Items: None

TOWN HALL: None.

ADJOURNMENT:

Trustee Hopkins made a motion to adjourn the meeting. It was seconded by Trustee Bryon. The motion passed. Meeting adjourned at 8:30 pm.