

**BARTLETT PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEE MINUTES
September 21, 2015**

The regular meeting was called to order at 7:15 pm by President Barry.

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

Staff members present were Library Director Karolyn Nance, Assistant Director & Circulation Manager Mary Bavido, IT & Marketing Manager Al Ramirez, YS & Teen Manager Ruth Anne Mielke, PR Specialist Roslyn Summerville, and Greg Mueller of Mueller Building Services.

TOWN HALL: None

APPROVAL OF MINUTES: Trustee Bucaro made a motion to approve the minutes of the August 17, 2015 Board Meeting, seconded by Trustee Novak. The motion was approved by roll call vote. Trustee Hopkins was absent and Darge abstained.

TREASURER'S REPORT

APPROVAL OF BILL LIST: September 21, 2015

A motion was made to approve the Bill List by Trustee Byron and it was seconded by Trustee Darge. The motion approved by roll call vote. All ayes, Trustee Hopkins, was absent.

APPROVAL OF TRANSFER OF FUNDS: September 21, 2015

Trustee Novak made a motion to transfer \$583,000 from the Illinois Fund's to the Library's checking account, seconded by Trustee DeSmidt. The motion approved by roll call vote. All ayes, Trustee Hopkins was absent.

REVIEW OF FINANCIAL REPORT: August 31, 2015

The financial report was reviewed by the Board.

DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:

Trustees Hopkins and Darge will review the monthly checks before the October 19th Board Meeting.

CORRESPONDENCE:

A thank you card was received from Bryan Darge.

STUDENT ADVISORY TEEN TRUSTEE REPORT:

None.

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

Board President Barry would like the Board members to know about Trustee training opportunities. *Trustee Academy* is an online course offered by the American Library Association. *Trustee Day* is offered by the Illinois Library Association at their annual conference. This year's will be held on Saturday, October 24, 2015 in Peoria.

ACTION ITEMS:

Confirmation on Committee of the Whole Meeting Date (Audit Review) Monday, October 19, 2015 at 6:35pm: Trustee Darge made a motion to confirm the Committee of the Whole meeting on Monday, October 19, 2015 at 6:35pm. The Annual Audit will be presented at this meeting. It was seconded by Trustee Byron and the motion passed. Trustee Hopkins was absent.

Establish Date and Time of Truth in Taxation Hearing October 19, 2015 at 6:30pm: Trustee Darge made a motion to confirm the Truth in Taxation Hearing on Monday, October 19, 2015 at 6:30pm. Seconded by Trustee DeSmidt the motion passed. Trustee Hopkins was absent.

Resolution to Determine Estimate of Funds Needed for 2015-2016: Trustee Bucaro made a motion to approve the Resolution to Determine Estimate of Funds Needed for 2015-2016 FY. It was seconded by Trustee Darge and the motion passed by roll call vote. All Ayes. Trustee Hopkins was absent.

Snow and Ice Management Contract: Trustee Darge made a motion to approve a contract with Sebert Landscaping for Snow and Ice Management for FY 15-16. It was seconded by Trustee DeSmidt. The motion was passed by roll call vote. All Ayes. Trustee Hopkins was absent.

Public Comments Policy: The Public Comment Policy has been updated to allow residents to express comments at a Library Board meeting without having to submit an address or contact information. Trustee Darge made motion to approve the changes to the Public Comments Policy. It was seconded by Trustee Novak and the motion passed. Trustee Hopkins was absent.

Staff Development Policy: Trustee Bucaro made a motion to give part-time staff the option to become a member of ILA or ALA which is paid for by the Library. It was seconded by Trustee DeSmidt and the motion passed. Trustee Hopkins was absent.

DISCUSSION ITEMS:

Draft Notice of Proposed Property Tax Increase: The Trustees are advised to review the draft. This item will be presented at the next Board Meeting.

Draft of Tax Levy Ordinance 2015-5: The Trustees are advised to review the draft. This item will be presented at the next Board Meeting.

Draft of Certification of Compliance: The Trustees are advised to review the draft. This item will be presented at the next Board Meeting.

Draft of Tax Levy Explanation: The Trustees are advised to review the draft. This item will be presented at the next Board Meeting.

Cash Receipts and Disbursements for the 2014-2015 Fiscal Year: The Statement of Cash Receipts and Disbursements for the 2014-2015 Fiscal Year needs to be approved at the October 19, 2015 Board Meeting.

Photographer: Board members will set up individual sessions with the photographer. A group picture will be scheduled at a later date.

Renovation Update: Phase 1 Construction is completed. The Library is in Phase 2 and is one week ahead of schedule.

FOIA Request: The Library has received several FOIA requests and has submitted the requested items.

TIF District Meeting Recap: The TIF District held its annual meeting on August 29, 2015. There were no unexpected findings regarding the reports.

IMRF Posting Employee Compensation: The directions for accessing this information are posted on the Library's website and it is available in the Administration Office.

Bartlett Heritage Days: PR Specialist Roslyn Summerville represented the Library at Heritage Days on September 12, 2015. She gave out information about the Library, handed out Frisbees, and took eight library card registrations.

2015-2016 per Capita Grant: The deadline for submitting the application for the 2015-2016 per Capita Grant has been extended. Director Nance is working on the application.

2016 Library Calendar Closing Dates: The Board will be voting on the closing dates for 2016 at the October Board meeting.

2016 Library Board Meeting Dates: The Board will be voting on the meeting dates for 2016 at the October Board meeting.

Coffee with the Trustees: The next dates for Coffee with the Trustees are Saturday, October 3, 2015 at 9:30am with Trustees Barry and Novak and Saturday, November 14, 2015 at 4:00pm with Trustees Darge and DeSmidt.

Chamber Steak Fry Night (Thursday, September 24, 2015): Trustees DeSmidt, Bucaro, and Byron will attend the Chamber Steak Fry Night as well as PR Specialist Summerville.

Other Items: None

TOWN HALL: None.

ADJOURNMENT:

Trustee Byron made a motion to adjourn the meeting. It was seconded by Trustee Darge. The motion passed. Meeting adjourned at 8:20 pm.