

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
October 19, 2015**

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

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

Staff members present were Library Director Karolyn Nance, Assistant Director & Circulation Manager Mary Bavido, YS & Teen Manager Ruth Anne Mielke, and PR Specialist Roslyn Summerville.

Also present was Teen Trustee candidate, Andrea Winget.

**TOWN HALL:** None

**APPROVAL OF MINUTES:** Trustee Bucaro made a motion to approve the minutes of the September 21, 2015 Board Meeting. Seconded by Trustee Novak, the motion passed. Trustees DeSmidt and Hopkins were absent.

Trustee Darge made a motion to approve the minutes of the September 21, 2015 Public Hearing. Seconded by Trustee Byron, the motion passed. Trustees DeSmidt and Hopkins were absent.

**TREASURER'S REPORT**

**APPROVAL OF BILL LIST: October 19, 2015**

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

**APPROVAL OF TRANSFER OF FUNDS: October 19, 2015**

Trustee Bucaro made a motion to transfer \$71,000 from the Illinois Fund's to the Library's checking account, seconded by Trustee Novak. The motion was approved by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**REVIEW OF FINANCIAL REPORT: September 30, 2015**

The financial report was reviewed by the Board.

**DESIGNATION OF TRUSTEES TO REVIEW MONTHLY CHECKS:**

Trustees Hopkins and Novak will review the monthly checks before the November 16, 2015 Board Meeting.

**ADMINISTRATION REPORT:**

Director Nance reports that the renovation project is going very well. The next stage will involve carpet installation and will most likely be completed without having to close the library.

The *Little Read* program in the Youth Services Department with the Bartlett Rotary Club on October 3 was very successful. The Bartlett Rotary Club strongly supports literacy.

**CORRESPONDENCE:**

The Library received an informational memo from Roger Ritzman about FOIA and emails from personal devices.

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

Trustee Barry will be attending the Illinois Library Association annual conference next week. He will participate in Trustee Day at the conference.

**ACTION ITEMS:**

**Levy Explanation:** Director Nance reviewed the Levy procedure with the Board.

**Truth in Taxation Certification of Compliance:** Trustee Darge made a motion to approve the Truth in Taxation Certification of Compliance. It was seconded by Trustee Novak. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**Tax Levy Ordinance (Ordinance 2015-15):** Trustee Bucaro made a motion to approve the Tax Levy Ordinance 2015-5. It was seconded by Trustee Darge. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**Certification of Authenticity Tax Levy Ordinance:** Trustee Byron made a motion to approve the Certification of Authenticity Tax Levy Ordinance. It was seconded by Trustee Novak. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**Acceptance of Annual Audit and Management Letter:** Trustee Byron made a motion to approve the Acceptance of Annual Audit and Management Letter. It was seconded by Trustee Novak. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**Notice of Availability of Audit:** The Audit has been successfully completed.

**Approval of Statement of Cash Receipts and Disbursements (Annual Treasurer's Report):** Trustee Darge made a motion to approve the annual Statement of Cash Receipts and Disbursements. It was seconded by Trustee Byron. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**2016 Holiday and Closing Calendar:** Trustee Bucaro made a motion to approve the 2016 Holiday and Closing Calendar. It was seconded by Trustee Darge. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**2016 Board Meeting Calendar:** Trustee Byron made a motion to approve the 2016 Board Meeting Calendar. It was seconded by Trustee Novak. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**Student Advisory Board Member Interviews:** Teen Advisory Board (TAB) member, Andrea Winget, applied for the position of Teen Trustee. She was interviewed by the Board. She is a junior at Bartlett High School and is president for the class of 2017. Andrea is a library volunteer and likes to work with children.

Trustee Darge made a motion to appoint Andrea Winget as Teen Trustee for the Bartlett Public Library Board of Trustees. It was seconded by Trustee Byron. The motion passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**DISCUSSION ITEMS:**

**Renovation Update:** Director Nance reports that the construction and renovation is progressing very well. The project is ahead of schedule and under budget. The HVAC system replacement has been done but needs a final adjustment of the settings.

**Renovation Celebration:** PR Specialist Roslyn Summerville reports that the *Renovation Celebration* date has been tentatively set for Saturday, January 16, 2016 from noon to 4:00pm. Local government and civic groups will be invited to attend. The Friends and Foundation will host a booth and Marketing is planning activities for the event.

**T-Shirts and Name Tags:** The Trustees will receive new nametags that use our new logo. T-Shirts will also be purchased for Trustees to wear at library events.

**Parking Lot Repaving:** The Bartlett Park District has replaced the entrance drive to the Park District / Library campus. The Library has completed resurfacing, striping, and repairs for the Library's parking lot.

**Freedom of Information Requests:** None received.

**Downtown Redevelopment Plan:** There is a community meeting on Wednesday, November 4, 2015 at 7:00pm at Bartlett Hills. All Bartlett community members are encouraged to attend.

**Foundation Update:** The Foundation will work with the Friends to plan and fund the construction of an outdoor Pavilion. It would be used for library programs and Fravinia and also available for other civic groups to reserve.

**Other Discussion Items:**

**TOWN HALL:** None.

**ADJOURNMENT:**

Trustee Darge made a motion to adjourn the meeting. It was seconded by Trustee Byron. The motion passed. Meeting adjourned at 7:50pm.