

**BARTLETT PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEE MINUTES  
December 21, 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. Trustees Lynn DeSmidt and Heidi Hopkins were absent.

Also present was Teen Trustee, Andrea Winget.

Staff members present were Library Director Karolyn Nance, Assistant Director & Circulation Manager Mary Bavido, Adult & Technical Services Manager Mary Jane O'Brien, YS & Teen Manager Ruth Anne Mielke, Adult Services Librarian John Wallace, and PR Specialist Roslyn Summerville.

Also present was Magdalena Bromberg from the Examiner.

**TOWN HALL:** None

**APPROVAL OF MINUTES:**

Trustee Darge made a motion to approve the minutes of the November 16, 2015 Board Meeting. Seconded by Trustee Bucaro the motion passed. Trustees DeSmidt and Hopkins were absent.

**TREASURER'S REPORT**

**APPROVAL OF BILL LIST: December 21, 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: December 21, 2015**

Trustee Bucaro made a motion to transfer \$50,000 from The Illinois Funds to the Library's checking account, seconded by Trustee Darge. The motion was approved by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

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

The financial report was reviewed by the Board. Trustee Darge made a motion to approve the Financial Report. It was seconded by Trustee Bucaro. The motion was approved by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

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

Trustees Hopkins and Darge will review the monthly checks before the January 18, 2016 Board Meeting.

**COMMITTEE REPORTS:** None

**STUDENT ADVISORY TEEN REPORT:**

Teen Trustee Winget gave a report on the Dec 14, 2015 Teen Advisory Board (TAB) meeting. The group discussed helping with the Renovation Celebration. They would like to develop a bibliography of teen material and have it available for teen patrons in the new Teen Space. Youth Services Librarian Sandra Sasal has been the Library's liaison for the group.

**CORRESPONDENCE** Public Hearing 2016 Action Plan for the DuPage County Consortium. DuPage County will hold a public hearing on Thursday, January 14, 2016 at 6:00pm at their offices in Wheaton for the purpose of gathering input for the Action Plan.

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

Trustee Barry reports that the Illinois Per Capita Grant funds have not been released yet from the state. He also congratulates the Bartlett Library Director and staff for managing to keep the Library open during the recent renovations.

**ACTION ITEMS:**

**Chapter 5 “Technology” Serving our Public 3.0 Review and Approval**

Director Nance gave a summary of the completed Illinois Public Library Per Capita and Equalization Aid Grant Application. Trustee Darge made a motion to approve Director Nance’s response to Chapter 5 of the Per Capita Application. It was seconded by Trustee Byron and passed. Trustees DeSmidt and Hopkins were absent.

**Per Capita Grant**

Trustee Byron made a motion to approve the application for the Per Capita Grant. It was seconded by Trustee Bucaro and passed. Trustees DeSmidt and Hopkins were absent.

**Designation of 2 Trustees to Review 6 Months Minutes**

Trustees Barry and Byron will review the last 6 months of Board meeting minutes.

**Zabinski Audit Preparation and Report Documentation Contract**

Director Nance proposes that the Board approve a contract with Zabinski to provide an additional audit preparation review and report documentation. The Library has received a deficiency in the past for not having this additional review in place.

Trustee Byron made a motion to approve the Report Documentation Contract with Zabinski. It was seconded by Trustee Darge and was passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

**Meeting Room Policy**

Adult & Technical Services Manager Mary Jane O’Brien gave a summary of the revised meeting room policy. Trustee Bucaro made a motion to approve the Meeting Room Policy. It was seconded by Trustee Darge and passed. Trustees DeSmidt and Hopkins were absent.

**Conference Room Policy**

Adult & Technical Services Manager Mary Jane O’Brien gave a summary of the new Conference Room Policy. Trustee Byron made a motion to approve the Conference Room Policy. It was seconded by Trustee Novak and passed. Trustees DeSmidt and Hopkins were absent.

**Study Room Policy**

Adult & Technical Services Manager Mary Jane O’Brien gave a summary of the revised study room policy. Trustee Bucaro made a motion to approve the Study Room Policy. It was seconded by Trustee Darge and passed. Trustees DeSmidt and Hopkins were absent.

### **Vending Machine Contract**

The Library's current vending machine merchant has presented a proposal for three vending machines. The new space will accommodate a hot beverage, a cold beverage, and a snack machine. The Library will receive 10% of the profits. Trustee Darge made a motion to approve a one-year contract with Felco Vending for three vending machines. Trustee Bucaro seconded the motion and it passed by roll call vote. All ayes. Trustees DeSmidt and Hopkins were absent.

### **After Hours Event, Friday, April 15, 2016**

PR Specialist Roslyn Summerville and the Marketing Committee requested approval for an after-hours event during National Library Week 2016. Trustee Byron made a motion to approve an after-hours event for Friday, April 15, 2016 during National Library Week. It was seconded by Trustee Novak and passed. All ayes. Trustees DeSmidt and Hopkins were absent.

### **DISCUSSION ITEMS:**

#### **Renovation Updates**

The renovation project is almost complete. The new furniture pieces have been delivered. A few more pieces of shelving need to be installed and furniture moved to final positions. The cleaning of the ductwork, which was approved for next year's budget, will be completed in this fiscal year in order to not compromise the new HVAC system when the chiller is operating.

#### **Renovation Celebration, Saturday, January 16, 2016**

Invitations have been sent to all Bartlett government representatives; state, federal, and local as well as the Park District, Fire Protection District, Police Department, county and township government agencies, and more. The Marketing Department has a full day planned of tours, raffles, and prizes. The event will begin with a ribbon cutting ceremony at 11:30am and conclude at 4pm.

#### **Library Annual Awards Celebration, Friday, January 22, 2016**

The Library will have the Annual Awards Celebration on Friday, January 22, 2016 at Moretti's restaurant.

#### **25<sup>th</sup> Annual Illinois Library Legislative Lunch, Friday, February 12, 2016**

Trustee Barry attended the Legislative Lunch last year and encourages all the Trustees to attend this year's event on Friday, February 12, 2016.

#### **2016 Trustee Forum, Saturday, February 13, 2016**

The Trustee Forum is a good training opportunity for Board members. It will be held on February 13, 2016 at the Chicago Marriott Oak Brook.

#### **Foundation Update**

The Foundation sent out its annual donation letters and brochures to Bartlett community members and businesses. The Foundation would like to thank Alvin and Marie Herzfeld for their recent donation of \$1000.00.

#### **Friends Update**

The Friends decided at their December meeting to change their meeting day to Tuesdays in the evening and to meet every other month for a total of six meetings each year instead of four. The Friends welcomed donors Alvin and Marie Herzfeld to their December meeting in order to thank them in person for their recent donation of \$1,000.00.

## **Other Discussion Items**

**TOWN HALL:** None.

### **ADJOURNMENT:**

Trustee Darge made a motion to adjourn the meeting. It was seconded by Trustee Novak and the motion passed. Meeting adjourned at 8:10 pm.