

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

REGULAR MEETING MINUTES

MONDAY, FEBRUARY 26, 2018

A. CALL TO ORDER: The meeting was called to order at 7:01 p.m. by President Conradt.

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Frank Fokta, Vice President; Richard Bloom, Treasurer; Diane Kelsey, Secretary Pro Tem; Tom Tawney and David Reynolds, Members.

STAFF PRESENT: Ben Weseloh, Library Director; Joan Happel, Administrative Secretary; Dominique Mendez, Youth Services Manager; Amanda Ghobrial, Adult Services Manager; Gabe Cardenas, Circulation Services Manager; Michael Novy, Technical Service Manager.

C. APPROVAL OF THE MINUTES:

1. January 22, 2018, Regular Board Meeting: Mr. Reynolds moved to approve the minutes of the January 22, 2018 Regular Board Meeting as amended; seconded by Mr. Fokta.

- Page 3, Item E, first paragraph, last sentence should read "The sculpture can be illuminated, but the cost for doing so would be borne by the Library."

- Page 3, Item G-1, second paragraph, last line, the collection rate of should be 99.7 percent.

- Page 6, Item K-3, first paragraph, first sentence should read "The Holiday Open House was attended by 277 people."

Motion carried.

D. RECOGNITION OF THE PUBLIC: None present.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Add a communication as H-2.

G. TREASURER'S REPORT:

1. Mr. Bloom moved to approve expenses in the amount of \$156,812.39. Discussion was had regarding the snow removal expense for December and January.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, David Reynolds, Tom Tawney, Nancy Conrad. Motion carried.

2. Financial statements for January 2018: Mr. Weseloh will discuss under his Director's Report.

H. COMMUNICATIONS:

1. Mark Ritzman: Tax Abatement Proposal Opinion - Michael Guttman crafted an IGA, which Mr. Weseloh forwarded on to Mr. Ritzman for his opinion. Mr. Ritzman thought the document was fine. Once the property description is available, the document will be resubmitted to Mr. Ritzman.

2. Letter from Charlene, a District patron.

I. REPORTS:

1. President: Ms. Conradt initiated discussion regarding candidates for Library Board trustee position in the upcoming 2019 election being offered the opportunity to submit position statements which can be viewed on the Library's website by voters prior to election day.

Diane Kelsey and Tom Tawney will prepare a couple questions which could be provided to the candidates in their signature packets which they will pick up from the Library in the fall. The statements submitted by the candidates would provide information for the voters of the District.

Mr. Reynolds stated he does not think it is the job of the Board to

give a platform for candidates to campaign. Further discussion was that anyone requesting a packet to run for the position would have some idea why they are asking for that packet, which could be communicated to the residents of the district.

The President asked for the Director to place this item on the March agenda.

2. Library Director: A written report was provided the trustees in the board packets.

Mr. Weseloh stated fiscal year elapsed is 58.3 percent; the overall budget is at 51.55 percent for expenditures. Interest income is doing well; and the Library is currently at 96.84 percent of total revenues -- \$67,126 under budget at this point of the year.

The Library is moving forward on the security cameras project, which may be funded from the Corporate Carryover monies.

An invoice was received from the Library's attorney for legal services.

The Director reported that Fitzgerald Electric replaced a ballast in the lobby display case; and the contractor was asked to provide a quote on exterior lighting from the projects list, and interior lighting that was not captured during the relighting project of 2013.

Sikich was onsite on February 13 to install the Storage Craft backup. There will be a savings of approximately \$260.00 on a monthly basis with this update. Schindler was onsite for the elevator inspection and general maintenance; and the Library passed the inspection.

Mr. Weseloh signed a contract with Phillips Security Consulting to develop an RFP for the video surveillance system or security cameras; the contract price is \$4,975.00 and includes the

development of the RFP, management of the bidding process, and assistance with the selection of a vendor.

The vote on the proposed SWAN budget will be performed on March 1, 2018, at the SWAN board meeting. Mr. Weseloh will report on the annual fees the Library will pay for SWAN as soon the number is available. The SWAN board meeting was at the West Chicago Library in February.

The Library Foundation has implemented an online donation option to the Web page on the Library's website; it works through PayPal.

27 employees participated in the February 16, 2018 in-service.

3. Department Managers: Written reports were included in the Board Packets. Oral reports were provided by department managers for Adult Services, Youth Services, Circulation Services, and Technical Services

During the month of January 62 new patrons were added for a total of 14,044 cardholders. 46.93 percent of the district population are cardholders. A review of the new materials, withdrawn materials, and materials repaired was provided.

(Staff left.)

4. Finance Committee: Mr. Bloom reported the Finance Committee met February 13 at 1:05 p.m. Present were Mr. Bloom, Chair; Diane Kelsey and Tom Tawney, members; Ben Weseloh and Maureen Bajor, staff; and Frank Fokta, public.

The Committee approved the November 27, 2017 minutes and discussed the first six months of the FY 17-18. The revenue stream was approximately \$15,000.00+ over budget for FY 16-17; the FY 17-18 budget will have a shortfall of approximately \$15,000.00 in revenues that is contingent upon the PPRT. The Per Capita Grant was cut approximately \$14,000.00, from \$37,000.00 to approximately

\$23,000.00, 2016 over 2017.

The Committee discussed the cost-of-living adjustment, the salary schedule, and merit pool, all of which will come up on the agenda.

The Committee also discussed the disposition of Corporate Carryover funds and three policies. The Purchasing Policy, at the request of the Policy Chair, is being referred back to Policy Committee from Finance Committee; the Fund Balance Policy and the Fixed Assets Policy will be considered later in the agenda. The Finance Committee meeting adjourned at 3:30 p.m.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Cost-of-Living Adjustment Recommendation: Mr. Bloom stated the Finance Committee recommends the Board approve a 1.6 COLA, cost-of-living adjustment, to all employees with the exception of the director, to take effect July 1, 2018, for FY 18-19.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, David Reynolds, Tom Tawney, Nancy Conradt. Motion carried.

2. Merit Pool Recommendation for FY 18-19: Mr. Bloom stated the Finance Committee recommends the establishment of a \$10,000.00 merit pool for employees for FY 18-19, which would go into effect January/February of '19.

The merit increase will be applied in July 1, 2018; the reviews are completed in December; and the increase will be implemented the first paycheck in February. An employee has to be working at the Library for six months before they are eligible for a merit increase. The COLA increases are implemented in part to remain competitive with other libraries.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, David Reynolds, Tom Tawney, Nancy Conradt. Motion carried.

3. Salary Schedule: Mr. Weseloh distributed a new Salary Schedule to the trustees. The minimum level on the range has been too low in comparison to area libraries which compete for applicants to open positions; the minimum will be increased to the hiring rate, and the maximum increased as well.

The Finance Committee recommends the adoption of the Salary Schedule for FY 18-19.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, David Reynolds, Tom Tawney, Nancy Conradt. Motion carried.

4. Fund Balance Policy: The Finance Committee recommends the Board adopt the Fund Balance Policy as amended. The maximum fund balance, in compliance with GASB 54, was set at 25 percent of the budget.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, David Reynolds, Tom Tawney, Nancy Conradt. Motion carried.

5. Fixed Asset Capitalization Policy: Mr. Bloom stated the Finance Committee recommends the Board approve the Fixed Asset and Capitalization Policy as is. The last time the policy was up for review, it was extensively modified. No changes were warranted at this time.

Motion carried by unanimous voice vote.

6. Resolution 18-01: Transfer from within the Corporate Fund to the GASB 54 Fund: Mr. Bloom stated the Finance Committee recommends that the Board transfer from Corporate Carryover to the GASB 54 Emergency Fund an amount of \$100,000.00; seconded by Mr. Fokta.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, David Reynolds, Tom Tawney, Nancy Conradt. Motion carried.

7. Report of Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Tapes of July through December 2017: Mr. Fokta stated that the review has not been completed to date.

He and Ms. Kelsey will create a procedure document, have it reviewed by the Policy Committee over the next month, and complete the assignment before the next regular board meeting.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: The President adjourned the meeting at 8:17 p.m.

Catherine A. Rajcan

Recording Secretary