

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, MAY 29, 2018

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

B. ROLL CALL:

TRUSTEES PRESENT: Frank Fokta, President Pro Tem; Richard Bloom, Treasurer; Pat Weninger, Secretary; Diane Kelsey and Tom Tawney, Members.

STAFF PRESENT: Ben Weseloh, Library Director; Joan Happel, Bookkeeper; Maureen Bajor, HR/Facilities Manager; Dominique Mendez, Youth Services Manager; Michael Novy, Technical Service Manager; Amanda Ghobrial, Adult Services Manager.

C. APPROVAL OF THE MINUTES:

1. Approval of the minutes from the Board Meeting of April 23, 2018. Ms. Weninger moved to approve the Minutes of the April 23, 2018 Board Meeting as corrected; seconded by Tom Tawney. One typographical error was corrected.

Motion carried by unanimous voice vote.

2. Approval of the Minutes of the Special Board Meeting of May 23, 2018. Mr. Bloom moved to approve as submitted the Minutes of the May 23, 2018 Special Board Meeting; seconded by Ms. Weninger.

The Closed Session Minutes of December 2, 2017 remain closed.

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None present.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for May 2018: Mr. Bloom moved that the Board accept for payment expenses in the amount of \$158,096.23; seconded by Ms. Weninger.

Roll Call Vote - Yes: Richard Bloom, Pat Weninger, Frank Fokta, Diane Kelsey, Tom Tawney. Motion carried.

2. Financial Statements for April 2018: Financial statements of April 2018 were covered under the Director's Report.

H. COMMUNICATIONS:

1. State Representative Mike Fortner: A thank-you note for the use of the Library's parking lot for vendor setup for the annual Senior Expo.

2. City of West Chicago:

a. IGA (Tax Abatement PRG) Update: The developers have requested an amendment to the IGA regarding a claw-back provision. An update will be covered at the June Regular Board Meeting as an action item. The Library has already executed the Agreement. The Library Director may ask Michael Guttman to attend the June meeting to answer Board questions. Discussion was had on what is a claw-back provision.

The Library is the smallest taxing body involved in the agreement. At the end of the 10-year abatement period, the industrial tax base is increased, which lowers the homeowners' tax responsibility.

b. Tax Abatement Request (Ball Seed): Ball Seed is looking at potential tax abatement for a 22 or 25 million dollars expansion of their facility.

c. Thank You (Downtown Planting Party): Rosemary Mackey sent an email thanking the library staff who volunteered at the Downtown Planting Party on May 12.

I. REPORTS:

1. President: None.

2. Nominating Committee

Election of Officers for FY 2018-2019: The Nominating Committee, comprised of Pat Weninger and Diane Kelsey, contacted each of the current officers and discussed with other members if they had an interest in serving in an officer's capacity. The Committee proposed a slate of officers for nomination, as follows: President, Nancy Conradt; Vice President, Frank Fokta; Secretary, Diane Kelsey; Treasurer, Richard Bloom.

a. Mr. Fokta called for nominations from the floor for the office of President. No nominations from the floor were made. Nominations were closed. Motion to elect Ms. Conradt as board president was carried by unanimous voice vote.

b. Mr. Fokta called for nominations from the floor for the office of the Vice President. No nominations from the floor were made. Nominations were closed. Motion to elect Mr. Fokta as Vice President was carried by unanimous voice vote.

c. Mr. Fokta called for nominations from the floor for the office of Secretary. No nominations from the floor were made. Nominations were closed. Motion to elect Ms. Kelsey as Secretary was carried by unanimous voice vote.

d. Mr. Fokta called for nominations from the floor for the office of Treasurer. No nominations from the floor were made. Nominations were closed. Motion to elect Mr. Bloom as Treasurer was carried by unanimous voice vote.

3. Appointment of Finance Committee: The Finance Committee will be comprised of Richard Bloom, Chair; Diane Kelsey and Tom Tawney, as members.

4. Appointment of Policy Committee: The Policy Committee will be comprised of Frank Fokta, Chair; Pat Weninger and David Reynolds, members.

President Conradt will address the selection of an ethics officer and parliamentarian at the June board meeting; the items will be placed on the agenda.

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

Mr. Weseloh reported that the fiscal year elapsed is 83.3 percent. Financial statements reflect 97.6 percent total revenue collected, which is \$51,000.00 under budget from the revenue side. The Per Capita Grant funds were received but are not reflected in the current financial statements; they will show up next month. 15,000.00 is expected to be received from PPRT.

Most expenditures are in the 83 percent range. Exterior landscaping and interior R&M will be close to the respective numbers that are budgeted; the legal line item is going to be over.

Overall expenditures are at 74.36 percent at this time.

Both boilers alarmed this month, gas was not getting to the burners. The air vent and both gas regulators outside were plugged near the gas meter.

American National Sprinkler was on site and installed the master valve for our irrigation system. The system had no leaks; however, somehow the system was set to water every day of the week for 45 minutes in all zones. That has been rectified. An upgrade to the control panel was recommended at a cost of about \$300; some sprinkler heads need to be replaced.

LINC Board of Directors met at Villa Park Public Library on May 11, 2018. Sikich is performing the audit for LINC. A final audit will be completed later in the year; and the LINC asset payout will occur in October and November.

The SWAN go-live date was May 1, 2018. Three more libraries are considering a membership in SWAN, which would bring the total number of libraries in the system to 100.

We added 10 new 4G hot spots to the current 6. They are very popular and regularly checked out. The departments are able to use the hotspots for outreach to do computer training or demonstrate how to download materials to personal devices.

A luau will be held to kick off the summer reading program. The Overdrive Bookmobile is coming June 13, 2018, from 12:00 to 6:00 p.m. Everybody can bring their mobile device in or use one at the Library to see what is available on the truck and learn how to download the materials and use Overdrive.

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

191 new patrons were added during the month of April; the current percentage of patrons in the District holding library cards is 48.43. 1685 items were added and 737 items were withdrawn.

(Staff left.)

7. Finance Committee: Mr. Bloom reported the Finance Committee met

April 24 at 12:00 p.m. at the Library. Present were Richard Bloom, Chair; Diane Kelsey and Tom Tawney, Members; Ben Weseloh and Maureen Bajor, Staff.

The Minutes from the February 13 meeting were approved as amended. Mr. Weseloh made a presentation of the projected revenues and projected expenditures. The budget was reviewed, and a discussion was had of a resolution to make IMRF whole, as well as a discussion on the Health Savings Plan. The meeting was adjourned at 2:44 p.m.

The Finance Committee met again on May 29, 2018, at 6:00 p.m. Present were Richard Bloom, Chair; Diane Kelsey and Tom Tawney, Members; Ben Weseloh and Maureen Bajor, Staff.

When the final tax levy numbers came back from the County, that necessitated a slight change in the projected revenue stream for the tax levy side of the budget. A determination was made to make IMRF whole through the levy process as opposed to transferring from the corporate carryover.

After 16 years with the same accounting firm, the committee has made the decision to solicit and conduct interviews from various accounting firms to see if the expense is in line and what services may or may not be available. The Committee will be interviewing external accounting firms over the next few months, then bring the results to the board.

Two recommendations out of the committee to the board are the 18-19 budget presentation and the HSA presentation. The meeting adjourned at 7:01 p.m.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Insurance Renewal: The Trustees were provided the premium summary comparison in their board packets. Three quotes were provided for general liability: Hanover, Chubb and Liberty Mutual. Cyber liability and data breach are two options that are covered as part of the packet with Hanover, and not offered by Chubb nor Liberty Mutual.

The staff recommends choosing Hanover, the incumbent, for \$14,901.

Mr. Bloom moved that the board accept and renew the Library's liability insurance coverage with Hanover for the amount of

\$14,901; seconded by Diane Kelsey.

Roll Call Vote - Yes: Richard Bloom, Diane Kelsey, Frank Fokta, Tom Tawney, Pat Weninger. Motion carried.

Director's and Officer's Insurance: Chubb and USLI do not provide workplace violence coverage; Philadelphia Provides \$1 million workplace violence coverage as part of their package. Philadelphia is the only carrier that offers Internet liability; the coverage is for \$1 million. Those two premium options for workplace violence and liability are \$1,343.00. The total premium is \$4,686.00. The Staff recommendation is to select Philadelphia and include the Workplace Violence and Internet Liability coverages.

Mr. Bloom moved that the board accept the Philadelphia policy to provide coverage for the Board and Directors and other liability insurance in the amount of \$4,686.00, and a total premium cost of \$6,486.00; seconded by Diane Kelsey.

Roll Call Vote - Yes: Richard Bloom, Diane Kelsey, Frank Fokta, Tom Tawney, Pat Weninger. Motion carried.

2. Income Projection and Working Budget for 2018-2019 Fiscal Year: Mr. Bloom stated the Finance Committee recommends the Board approve a Working Budget for FY 18-19 for corporate in the amount of \$2,152,242.00, with a Special Revenue Fund for IMRF of \$136,039.00; for a grand total revenue and expenditure budget of \$2,288,281.00.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, Tom Tawney, Pat Weninger. Motion carried.

3. HVAC Service Agreement: Mr. Weseloh stated the Library has been with Midwest Mechanical for several years, typically on a three-year service agreement. From 2015 to 2018 the cost was \$862.00/month. A 3 percent increase was quoted at a price of \$897.000 a month, or \$10,764.00 annually. The annual price will be maintained for FY18-19, 19-20, and 20-21.

Mr. Weseloh recommended remaining with Midwest Mechanical. The renewal is in August or September.

Mr. Bloom moved that the board accept for renewal the HVAC contract with Midwest Mechanical in the amount of \$10,764.00 annually for a three-year period; seconded by Tom Tawney.

Roll Call Vote - Yes: Richard Bloom, Tom Tawney, Frank Fokta, Diane Kelsey, Pat Weninger. Motion carried.

4. Young Adult Council Overnight: The Young Adult Council Overnight event is scheduled for July 19 and 20, 2018.

Mr. Bloom moved that the Board grant permission to the Director to hold the Young Adult Overnight get-together on July 19-20, 2018; seconded by Pat Weninger.

The ratio of staff to young adults is usually 1 to 4 or 5.

Motion carried by unanimous voice vote.

5. Lease Agreement for Sculpture on Library Property: Mr. Bloom moved that the board approve the lease agreement for the sculpture to be placed on library property; seconded by Tom Tawney.

Mr. Weseloh had forwarded the agreement to the attorney, who addressed the issues the trustees brought up. The Library also has the Certificate of Insurance from the City and from the Library's policy. A period of 60 days written notice is required to terminate the agreement. The timeliness of the City removing the graffiti, No. 15, indicates that absent an extension of time approved by lessor and lessee, the repair shall be completed within 30 days.

Roll Call Vote - Yes: Richard Bloom, Tom Tawney, Frank Fokta, Diane Kelsey, Pat Weninger. Motion carried.

6. HSA Implementation: Mr. Bloom reported the Finance Committee recommends that the Board approve offering a Health Savings Account to Library employees as a part of the health insurance benefit package, with the \$1,200 per year distributed to the employees incrementally on quarterly basis of \$300 per quarter.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, Tom Tawney, Pat Weninger. Motion carried.

7. Fire Panel Upgrade: Mr. Tawney moved that the fire panel be replaced by First Security Systems at a cost of \$9,050.00; seconded by Diane Kelsey.

This item was not included in the budget; it spontaneously arose

during the year. The vendor indicated the type of panel at the

Library is not going to be supported for repair/replacement after October 2018.

roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, Tom Tawney, Pat Weninger. Motion carried.

N. CLOSED SESSION: None held.

O. RETURN TO OPEN SESSION: No Closed Session held.

P. ADJOURNMENT: The President Pro Tem adjourned the meeting at 8:25 p.m

Catherine A. Rajcan
Recording Secretary