

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, JUNE 25, 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.

STAFF PRESENT: Ben Weseloh, Library Director; Joan Happel, Bookkeeper; Dominique Mendez, Youth Services Manager; Michael Novy, Technical Service Manager; Amanda Ghobrial, Adult Services Manager; Gabe Cardenas, Circulation Services Manager; Jason Rock, Information Technology Librarian; Margo Burkhardt, Public Relations Specialist.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - May 29, 2018: Mr. Bloom moved to approve the Minutes of May 29, 2018, as amended; seconded by Mr. Fokta.

i. Page 1, the date of the meeting was Tuesday, May 29.

ii. Page 2, Item H2a, strike Norix; the tax abatement was only for PRG Suncast.

(David Reynolds and Tom Tawney entered.)

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 June 2018: Mr. Bloom moved to approve the June bills in the amount of \$163,431.52; seconded by Mr. Tawney. The Claims List was discussed regarding Abbott Tree Care Professionals in the amount of \$10,979.50, which included trees being cut down and/or trimmed, stumps ground, mulch being laid, dead bushes removed, and some plantings.

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

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

H. COMMUNICATIONS:

1. The executed Norix Intergovernmental Agreement: The fully executed agreement is in Mr. Weseloh's office and available for review by the Trustees.

I. (No item listed on the agenda)

J. REPORTS:

1. President:

a. President Conradt appointed Frank Fokta as the Board Ethics Officer.

b. President Conradt appointed Richard Bloom as the Board Parliamentarian.

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

The Library has received 97.72 percent of the intended revenue for FY '17-'18. The Personal Property Replacement Tax was received in the amount of \$23,434.95. The State is so far behind in its payment for the 2017 Per Capita Grant that the funds will not appear in the FY '17-'18 financials.

The Library is at 91.67 percent of the fiscal year elapsed. The total of the Utilities line items are running a little high due to the water bill. Facilities & Operations will likely be under budget; but the exterior landscaping and the interior lighting to date are not captured in the financials at this time.

Overall total expenditures are about 10 percent under the fiscal year elapsed at 82 percent.

Fitzgerald Electric was on site in furtherance of the interior LED lighting installations. The exterior lamp poles LED retrofit remain to be completed; the Foundation is interested in addressing this project.

The City approved the lease agreement for the exterior art installation, and the concrete base has now been poured. The

sculptor needs to finish his artwork.

An incident occurred on May 30 when a patron struck the security monitor. The patron was told he could not return, but he did return, and a no-trespass order was issued.

Mr. Weseloh attended the Council of Governments meeting on May 30, 2018 at Benjamin School District.

The Daily Herald published an article on the Overdrive Digital Bookmobile, which made a visit to the West Chicago Library on June 13, 2018 from 12:00 to 6:00 p.m. Margo Burkhardt provided a report to the Board on the visit by the Overdrive bus. 188 people visited the bookmobile; a drawing was held for a Kindle Fire; and Youth Services made available crafts for the kids.

3. 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.

Statistics for May include: 126 new patrons added during the month, a 4.13 percent increase from the previous year; 48.99 percent of the District's population are Library patrons; 1,297 items were added; 328 items were withdrawn; 40 items were repaired in-house. The summer reading event kicked off June 2, 2018.

4. Policy Committee: Mr. Fokta reported the Policy Committee met on June 14, 2018 at 6:00 p.m. Present were Mr. Fokta, Chair; Mr. Reynolds and Ms. Weninger, Members; Dr. Conradt, ex officio; and Mr. Weseloh, Staff.

The Committee discussed and will be recommending approval of the following policies this evening: Library Card & Circulation, the Smoke Free Library, and the Drug and Alcohol Free. The Meeting Room policy will be sent back to the Committee for further discussion.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. Final Working Budget for FY 2018-2019: Mr. Weseloh provided the Trustees with the final document.

2. Final Salary Schedule for FY 2018-2019: The Final Salary Schedule was provided to the Trustees for their Policy Handbooks.

3. Ordinance 18-01: Prevailing Wage Act (820 ILCS 130/0.01):
Mr. Bloom moved to approve Ordinance 18-01, Prevailing Wage Act 820 ILCS 130/0.01; seconded by Mr. Fokta.

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

4. Ordinance 18-02: Meeting Date and Time 2019: Mr. Bloom moved to approve Ordinance 18-02; seconded by Mr. Fokta. Motion carried by unanimous voice vote.

5. Resolution 18-02, Non-Resident Library Card Participation (Public Law 92-0166): Mr. Fokta moved to approve Resolution 18-02, Non-Resident Library Card Participation; seconded by Ms. Kelsey. Motion carried by unanimous voice vote.

6. Resolution 18-03: Library Closing Schedule 2019: Mr. Fokta moved to approve Resolution 18-03, Library Closing Schedule 2019; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

7. Public Hearing Date for Tentative Budget and Appropriations (50 ILCS 330/3) August 27, 2018, at 6:45 p.m.: Mr. Bloom moved to approve the Public Hearing Date for the Tentative Budget and Appropriations; seconded by Mr. Fokta. Motion carried by unanimous voice vote.

8. Partial Property Tax Abatement Proposal for Ball Seed:
Mr. Bloom moved to approve the Partial Property Tax Abatement Proposal for Ball Seed; seconded by Mr. Fokta.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Diane Kelsey, Nancy Conradt, Tom Tawney. No: David Reynolds. Motion carried.

9. Library Card & Circulation Policy: Mr. Fokta reported that the Policy Committee recommends the approval of the Library Card & Circulation Policy as amended. Motion carried by unanimous voice vote.

10. Meeting Room Policy and Application Form: Mr. Fokta reported the Policy Committee requests the Meeting Room Policy and Application Form be sent back Committee for consideration after having been reviewed by the Library's lawyer.

11. Smoke Free Library Policy: Mr. Fokta reported the Policy Committee recommends that the Smoke Free Library policy be approved

by the Board. Motion carried by unanimous voice vote.

12. Drug and Alcohol Free Library Policy: Mr. Fokta reported the Policy Committee recommends that the Drug and Alcohol-Free Library policy be approved as amended. Motion carried by unanimous voice vote.

13. Bid Package for Security Cameras: The Library will be putting out for bid the Security Camera project. Because of the anticipated cost of the project is over the \$25,000 threshold which requires competitive bid, the bid request will be published for 30 days, and the successful bidder will be chosen in August.

M. CLOSED SESSION: None held.

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

O. ADJOURNMENT: Business completed, the meeting was adjourned by President Conradt at 7:50 p.m.

Catherine A. Rajcan
Recording Secretary