

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, AUGUST 27, 2018

A. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by President Conradt.

B. ROLL CALL:

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

STAFF PRESENT: Ben Weseloh, Library Director; Joan Happel, Bookkeeper; Michael Novy, Technical Service Manager; Amanda Ghobrial, Adult Services Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - July 23, 2018: Ms. Weninger moved to approve the Board Meeting Minutes of July 23, 2018, as amended; seconded by Mr. Bloom.

i. Page 2, Item J. 2., Report of Library Director, delete the first sentence of Paragraph 2.

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 August 2018:

Mr. Bloom moved that the board approve expenditures in the amount of \$164,657.87.

Claims list: The payment to AT&T was the buyout of West Chicago Library's portion of LINC's phone contract, which was to expire in 2020. LINC paid the expense through the consortium account. The payment to FNBC Bank and Trust is the credit card bill for purchases of professional development, office supplies and

equipment, and books.

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

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

H. COMMUNICATIONS:

1. Jaime Gottlieb (Rabbids: 1. Bwaaaaaaaaah!) The library received communication from a patron who objected to the book Rabbids: 1. Bwaaaaaaaaah! in the Youth Services collection. The book is a graphic novel based upon a cartoon on Nickelodeon. Staff has agreed that the book's center page graphic is inappropriate for the Youth Services collection; and it has been reclassified and moved to the Young Adult collection. The consensus was the response was appropriate.

I. (No item listed on the agenda)

J. REPORTS:

1. President:

a. President Conradt appointed Mr. Tawney and Ms. Kelsey to review the last year's Minutes.

President Conradt asked that the trustees please fill out and return the documentation from Sikich regarding fraud risk prevention.

The next election for Library Trustees is in 2019, and the first day that election petitions can be signed is September 18, 2018. Persons seeking to hold the position of Library Trustee will receive with their candidate packages an invitation to state their positions as candidates on the Library's website. President Conradt appointed Ms. Kelsey and Ms. Weninger to create the explanation of what would comprise a candidate's position statement for the website. The candidates' package will also include the American Library Association ethics statements.

President Conradt had not checked the Library Board email for more than a year. Mr. Weseloh had asked Ms. Conradt for copies of emails received on the Library Board email address. Approximately 100 emails were received regarding This Day in June, the book discussed at the August 2017 Board Meeting. Ninety-eight or so

were in favor of keeping the book, and only two were in favor of removing the book.

There were three or four emails from the past year which were ads and sales promotions; one email was regarding the book *Rabbids*, mentioned in Correspondence above; and an email was received from Kate Garrett, a Trustee at the Batavia Public Library. Ms. Garrett stated she thought that the August meeting regarding *This Day in June* was well done because respect was shown for everyone; she noted the Library Board's knowledge and dedication to the library policies; she was encouraged that the ALA code of ethics and Library policies were robust enough to stand up to that kind of challenge; and she thanked the Library Board and staff for standing by the goals of access and intellectual freedom shared by all libraries.

With regard to the challenge to the graphic novel *Rabbids*, President Conradt reviewed the responsibility for the selection of books, citing the Collection Development and Material Selection policy, two ALA ethics policies, the Ethics Statement for Public Library Trustees, and also Resisting Censorship, and the Illinois Ethics Statement regarding not accepting gifts and not using political office for your own advantage, either politically or materially. The American Library Association has much more in it about intellectual freedom and censorship, and the difference between personal convictions and professional duties. The recent email to the Library Board from Jamie Gottlieb about the book *Rabbids* stated Ms. Gottlieb disagrees with the selection of that book; she disagrees it is relevant to community interest, needs and standards; and she said it is demeaning toward women.

President Conradt promised to check the Library Board email on a weekly basis.

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

Financial Statements: The Library is 8.33 percent through the fiscal year elapsed. Some Adjusting Journal Entries have not been completed. Overall the Library expenses are at 9.33 percent of the working budget number; the 1 percent over mostly attributable to the annual front-loaded expenses of the online databases. The audit final field work is scheduled September 11 and 12 at the Library.

The next Tax Increment Finance meeting is scheduled for September 11 at 9:15 at City Hall. The Library has received the executed intergovernmental agreement for the tax abatement for Ball Horticultural. Ball Horticultural has invited the taxing bodies to a garden tour September 5th, 2018, from 4:00 to 6:00 p.m., an invitation-only event.

The Library reported a gas leak a few weeks ago, and Midwest Mechanical was onsite for the Nicor inspection; however, Nicor failed to show up. The new inspection date is September 4, 2018, and Midwest will again be on site to address a leak, if any.

Mr. Weseloh got a quote for some renovation work in the Program Room. Renovation of the Program Room has been discussed at a Library Foundation meeting, and Mr. Weseloh will discuss the topic again at the next Foundation meeting.

A SWAN conference was held at Moraine Valley Community College on August 17. Several Library staff members attended.

The Library's maintenance assistant is out on leave, and Buck Services has been scheduled for about 6 to 8 weeks during that time.

Mr. Weseloh and the management team finished the IPLAR report, the annual report to the State of Illinois.

An in-service was held on August 10, and 34 staff members were in attendance. Topics included strategic planning, mission and vision, culture and identity, and goals. Mr. Weseloh will bring more information to the next Board meeting.

Approximately 30 people attended the dedication of the Love Even More sculpture on August 8, 2018.

3. Department Managers: Written reports were included in the Board Packets.

Adult Services staff have been visiting retirement facilities to talk about upcoming programming and services, demonstrating the mobile training lab computers, and donating books which were withdrawn from the Library's collection.

Eleven teenagers participated in the YA Council overnight at the Library.

Circulation has hit the 50 percent mark of the District residents who hold library cards.

A slide has been added to the website to show the value of materials checked out by patrons in July would be over \$109,000.00 were those items purchased rather than accessed through the Library.

During July 1, 199 items were added to and 895 items were withdrawn from the collection. The library card design contest had 35 total entries. Ten staff members voted and chose three finalists for each of three department categories. The winning design in each category will be used on future library cards.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. Ordinance 18-03: An Ordinance Providing for the Budget and Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2018, and ending June 30, 2019: Mr. Bloom moved to approve Ordinance 18-03 in the amount of \$4,216,000.00; seconded by Ms. Weninger.

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

2. Ordinance 18-04: The Freedom of Information Act: Mr. Fokta moved to approve Ordinance 18-04; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

3. Ordinance 18-05: Ethics: Mr. Fokta moved to approve Ordinance 18-05, the Ethics Ordinance; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

4. Resolution 18-04, Estimate of Funds: Mr. Bloom moved to approve Ordinance 18-04, Estimate of Funds, in the amount of \$6,489.890.00; seconded by Ms. Weninger.

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

5. The bid opening for the Video Management and Security System Surveillance Project was held August 20, 2018. Five companies

submitted bids, ranging from \$53,300.00 to \$113,443.00, based on the Library's specifications. The low bid was \$53,300.00 with Pace Systems from Naperville. Mr. Weseloh recommends awarding the project to Pace Systems.

Mr. Bloom moved to approve the vendor selection of Pace at a cost of \$53,300.00; seconded by Ms. Weninger.

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

6. Project Manager for Video Management and Surveillance System Project: Mr. Weseloh requested the Board approve the hiring of a project manager for the Surveillance System Project.

Mr. Bloom moved that the Board authorize the Library Director to hire a project manager to oversee the installation of the security cameras at a maximum cost of 15 percent of the project cost and not to exceed \$8,000.00; seconded by Mr. Fokta.

(Mr. Reynolds left the meeting.)

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

M. CLOSED SESSION: None held.

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

O. ADJOURNMENT: President Conradt adjourned the meeting at 7:52 p.m.

Catherine A. Rajcan
Recording Secretary