

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, OCTOBER 22, 2018

A. CALL TO ORDER: The meeting was called to order at 7:02 p.m. by President Conradt.

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Frank Fokta, Vice President (arrived at 7:07 p.m.); Richard Bloom, Treasurer; Diane Kelsey, Secretary; David Reynolds, Tom Tawney, and Pat Weninger.

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - September 24, 2018: Mr. Reynolds moved to approve the Minutes of the regular board meeting of September 24, 2018; seconded by Pat Weninger.  
(Mr. Fokta entered.)

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Davona Reynolds.

E. PUBLIC COMMENTS: Davona Reynolds questioned the rationale behind the Library raising her taxes, and asked for some clarity on that as a West Chicago citizen. Mr. Bloom stated that the District has been authorized to levy taxes at a rate of .21 percent since the early 2000s, and the District tax rate has not been increased since that time. He also explained that if a property owner's property increases in value, or the assessor values that property at a higher EAV, the real dollar tax paid by the property owner will be affected.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for Final October 2018: Mr. Bloom moved that the Board approve payment of expenses in the amount of

\$158,149.93; seconded by Ms. Weninger.

Discussion included on Page 2, the Librarian's Petty Cash account, which is a replenishment of the Director's expenditures.

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

2. Financial Statements for September 2018: Mr. Bloom reported the audit was performed on October 10 and 11, and produced no negative comments that will appear on the MD&A letter.

#### H. COMMUNICATIONS:

1. Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner - Legal Services: Mark Ritzman will be providing legal services along with Roger Ritzman.

I. (No item listed on the agenda)

#### J. REPORTS:

1. President: President Conradt stated eight people have picked up packets to seek a trustee position on the Board. Mr. Fokta is going to pick up a packet as well, bringing the total to nine people seeking a term as trustee on the board.

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

Mr. Weseloh stated the Library is at 25 percent through the fiscal year. For the first quarter end as of September 30, 96 percent of the property taxes income has been collected. Total revenue collected is 94.02 percent.

The Director will be closely watching facility and operations expenses. The maintenance assistant is out on medical leave; the HVAC system and hot water heater are in need of repair; a leak in the pipes in circulation work room was discovered; and a gas leak was addressed by Nicor. Total expenditures is at 24.73 percent.

When the draft audit is received, the MD&A letter will be completed, and Mr. Weseloh plans to present that to the Board at the November meeting.

The Library Foundation has approved the purchase of new tables for the Program Room, and the tables have been ordered. The room will

be repainted and the fabric panels on the walls removed. The Foundation is purchasing a larger book shelf for the Foundation's ongoing book sale.

LINC Board of Directors will be meeting November 15, 2018 at the Glen Ellyn Public Library. The final audit has been done, and each of the Directors of the libraries should walk away with a check for their respective percentage of the funds in the LINC account.

Mr. Weseloh will be writing the Per Capita Grant application on behalf of the Library Board of Trustees. The Fiscal 2019 Per Capita Grant requirements of the trustees are outlined in bold on the document they received. The staff and trustees must complete at least one free online education opportunity focussing on meeting the needs of the patrons with disabilities. The trustees were asked to complete the requirements by December 15, 2018 and email Mr. Weseloh to inform him the requirements have been completed.

3. Department Managers: Written reports were included in the Board Packets. Oral reports were provided by Public Relations, Technical Services, Circulation, Young Adult Services, Adult Services, Youth Services, and Information Technology.

Highlights of the reports include: The Library's 25th Anniversary Celebration Open House received 249 attendees. Circulation Services: 16,819 items were checked out. Percentage of the District population with library cards reached 50.77 percent, 15,192 card-holders. Technical Services: 1,629 items were added; 3,352 materials handled. Youth Services: October 13, 2018 the Library participated in the first West Chicago Annual Food Festival.

The Young Adult Council Multicultural Dinner will be November 13, 2018 at 7:00 p.m. Board members are invited to attend. Information Technology: During September the wi-fi was connected to a total of 22,958 times by 1,184 unique users. An average of 119 people a day connect to the Library's wi-fi.

The Library's website had 4,172 total page hits during September. Most popular targets to be accessed on the site are the online year books; e-books audio books; how to get a library card; employment opportunities; research database; info about the library staff; and the Library Board Minutes.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. DRAFT Ordinance 18-06: An Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019: Discussion was had regarding the \$4,216,000.00 figure, which is the total of the appropriations listed, and how the levy funds have paid for additional internal repair and maintenance expenses that exceeded the working budget line item.

a. Public Hearing Date - November 26, 2018: Mr. Bloom moved to approve the Public Hearing date of November 26, 2018, at 6:45 p.m.; seconded by Ms. Weninger.

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

2. Snow Removal Vendor Recommendation: Mr. Weseloh stated staff have been happy with the snow-removal services of Tovar for the past three years; and the three-year contract is up for renewal. The Director recommends signing another three-year contract with Tovar.

Mr. Bloom moved to extend the Tovar Snow Removal Contract for the next three years; seconded by Pat Weninger.

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

3. Elevator Preventative Maintenance Vendor Recommendation: Schindler Elevator has been the Library's elevator contractor for many years; their services have been provided under a five-year contract with an automatic renewal. Mr. Weseloh sent a certified letter to Schindler which stated the Library is not willing to auto-renew the contract again. The Director received proposals from Anderson Elevator, Colley Elevator, Complete Elevator, and Jeffrey Elevator companies.

Mr. Weseloh recommends Jeffrey Elevator for the preventive maintenance at a cost of \$190.00 a month. It is a perpetual contract with a 30-day opt-out for either side. Schindler Elevator was \$945.00 quarterly.

The cost of the contract is within Mr. Weseloh's spending prerogative.

4. Project Manager Recommendation - Surveillance System

Installation: Three quotes were received for the project manager position: Studio GC, Hoover Architects, and Syska Hennessey Group. Mr. Weseloh recommends the lowest bidder, Studio GC, at \$9,700.00.

Discussion was had regarding the project management position. Studio GC has worked with the Library on other projects. This is a one-time payment. Mr. Bloom moved to approve the Director's recommendation of Studio GC as project manager for the surveillance camera system installation at a price of \$9,700.00; seconded by Mr. Tawney.

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

5. FY 2019 Per Capita Grant Application: Item discussed under the Director's report, J-2, Page 3 above.

M. CLOSED SESSION: None held.

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

O. ADJOURNMENT: President Conratt adjourned the meeting at 8:15 p.m.

Catherine A. Rajcan  
Recording Secretary