

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, NOVEMBER 26, 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; 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; Dominique Mendez, Youth Services Manager; Amanda Ghobrial, Adult Services Manager; Jason Rock, Information Technology Librarian; Margo Burkhardt, Public Relations Specialist.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - October 22, 2018: Ms. Weninger moved to approve the Minutes of the October 22, 2018 board meeting, as amended; seconded by Mr. Tawney.

i. Page 1, E. Public Comment, 2nd sentence should read: "... at a rate of .21 percent since the early 2000s..."

ii. Page 3, third full paragraph, third sentence should read: "Meeting the needs of the patrons with disabilities."

iii. Page 3, No. 3, second paragraph, Circulation Services, 2nd sentence should read: The percentage of the District's population with library cards reached 50.77.

iv. Page 4, No. 4, Project Manager Recommendation, the vote was a 4-3 split vote rather than unanimous.

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Mark Ritzman.

E. PUBLIC COMMENTS: Mr. Ritzman spoke on his firm's legal review of the Meeting Room policy and answered the Trustees' questions regarding the legal standards for permitting/restricting use by the public of meeting space at the Library.

Some factors which affect the use/restriction from use include: The Library's mission to its patrons; Library programs and activities have precedence for the space; only District card-holders in good

standing may reserve the space; limitation on number of attendees; meetings may not be disruptive to normal library operation; restrictions can be placed on political discourse, religious worship, and known hate groups; the Library is a public space with no expectation of privacy; the policy can be updated by the Board through its regular process.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for Final November 2018: Mr. Bloom moved that the board approve expenditures in the amount of \$180,035.09; seconded by Mr. Tawney. Discussion on Claims List included: \$6,000.00 to EBSCO, the primary periodical subscription; K-Log, Inc., for the tables in the program room, which will be reimbursed under a grant from the West Chicago Library Foundation.

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

2. Financial Statements for October 2018: Mr. Bloom reported the MD&A has been delayed. The initial draft copy of the audit has been received. The Library's FY17-18 budget was \$2,124,166.00; the revenue stream was \$2,140,210.00, a positive variance of \$16,044.00; expenditures were \$2,010,104.00, resulting in excess revenues of \$130,106.00. The Director and staff were commended on their conscientious oversight in operating the library within budget.

H. COMMUNICATIONS: None.

I. (No item listed on the agenda)

J. REPORTS:

1. President: President Conradt stated she was greatly saddened to learn of the death of Walter Coleman, the Library Security Monitor.

Ms. Conradt attended the Young Adult Multicultural Dinner, and it was extremely enjoyable.

Trustees who have not completed their Per Capita Grant assignments were asked to do so immediately.

The Library was invited to a community forum to be held December 5,

2018 at 6:30 p.m., organized by People Made Visible, a not-for-profit addressing violence in West Chicago. Mr. Weseloh and Mr. Fokta are attending on behalf of the Library; Mr. Tawney will attend as a private citizen.

2. Library Director: Mr. Weseloh reported the fiscal year elapsed is 33 percent; total expenditures are at 32.17 percent. Facilities repairs including the water heater, the HVAC, and natural gas have resulted in the line item running slightly ahead in Facilities and Operations expenditures.

Brian LeFevre from Sikich will attend the January Board Meeting to discuss the audit. Mr. Weseloh will be completing the MD&A, and a December meeting will be scheduled for Board approval of the final document.

A TIF District rebate check was received in the amount of \$2,842.08. The final LINC Board of Director's meeting was held at the Glen Ellyn Public Library. Mr. Weseloh deposited the \$100,237.79 reimbursement check from LINC in the Library's bank account.

Tax revenue since October 9, 2018, was distributed to the Library in the amount of \$19,244.38.

Mr. Weseloh met with Craig Meadows from Studio GC to determine the time frame for the surveillance camera installation. The project will start on January 7, 2019, and conclude on March 1, 2019.

Mr. Weseloh met with Steven Demma, an aspiring Eagle Scout, who is working on his Eagle Scout project. He would like to install three little free libraries in West Chicago. Mr. Weseloh agreed for the Library to be the beneficiary of those three little free libraries. The project is expected to be completed in Spring of 2019. The cost will be borne by the Scout and Boy Scout program.

Trustees were reminded to complete the Per Capita Grant requirements; and that the filing period for election packets is December 10 through December 17, 2018 at the times listed in the packets.

3. Department Managers: Short oral reports were provided for each department, including:

A Trunk or Treat event was held at the Library in recognition of

Halloween. Approximately 800 people came through the doors at the Library during this event.

Adult Services had 90 people attend programs in October; Young Adults had 74 people attend the programs for teens.

Circulation: 16,942 items were checked out, a 5.09 percent increase over 2017; there were 2,915 visitors during the month, a 9.70 percent increase over October 2017. The number of District residents with library cards has reached 50.98 percent. The value of items checked out by our patrons is \$117,476.00. During November the Food for Fines program collected approximately 260 items, which have been delivered to the food pantry.

There were 27,534 Internet connections during October, 1,324 of which were unique clients; 131 people on average per day connected to the Wi-Fi.

A Coding Club program was held October 10.

4. Policy Committee: The Policy Committee met on November 15, 2018, at 6:00 p.m. Present were Frank Fokta, Chair; Pat Weninger and David Reynolds, members; Nancy Conratt, ex officio; and Mr. Weseloh, staff.

A number of policies were reviewed, and recommendations for approval will be discussed under New Business.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. Meeting Room Policy: Mr. Fokta reported the Policy Committee recommends the Board approve the Meeting Room Policy provided in the trustees' packets. Line 173 should read "HDMI cable" rather than "MDMI cable." The policy will probably come back soon for change or modification.

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

2. Study Room Policy: Mr. Fokta stated the Policy Committee recommends the Board approve of the Study Room Policy provided in the Board packets. Motion carried by unanimous voice vote.

3. Mr. Fokta reported the Policy Committee recommends the Board approve the Internet, Electronic Information Network, and Digital Services Policy. Discussion was had regarding the requirement of patrons obtaining pre-approval of STL files for use in the 3-D printer.

Motion carried by unanimous voice vote.

4. Mr. Fokta reported the Policy Committee recommends the Board approve the Reference Policy Statement provided in the trustees' packets, as amended. Lines 16 and 17 should read: These resources may include printed, electronic materials, and outside libraries and agencies.

Motion carried by unanimous voice vote.

5. Emergency Situations & Emergency Procedures Manual: Mr. Fokta reported the Policy Committee recommends the Board approve the Emergency Situations & Emergency Procedures Manual, as amended. On Page 5, Line 163, the "(" should be removed. Discussion was had regarding active shooter training.

Mr. Fokta stated the Policy Committee and staff will continue to update this policy.

Motion carried by unanimous voice vote.

6. Investment of Public Funds Policy: The text of the policy does not match what the committee approved; it will be brought back to the next Policy Committee meeting.

7. 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: Mr. Fokta moved to approve Ordinance 18-06, an Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Public Library District, DuPage County, Illinois, for the fiscal year beginning July 1, 2018, and ending June 30, 2019; in the amount of \$2,937,000; seconded by Mr. Tawney.

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

8. New Copier Fleet Solution: Discussion was had regarding

upgrading the fleet of copiers to include credit and debit card readers as well as fax capability. Mr. Weseloh spoke with the COTG representative, and the company offered a copier solution that would buy out the Library's existing contract and start a new contract for approximately \$200.00 less a month.

Mr. Weseloh spoke with ISBS, the current vendor, and they wanted to counter; however, they never sent a quote. Mr. Weseloh recommends the Library accept the COTG proposal, which would be a five-year contract.

Mr. Fokta moved to allow Mr. Weseloh to proceed with the single quote for a copier fleet solution; seconded by Mr. Tawney. Mr. Weseloh will confirm that there is no penalty for breaking the existing contract, which ends November 2019; the Board would like to see the new contract before it is signed; and the contract should include a 30-day notice to cancel.

Motion carried by unanimous voice vote.

9. Security Camera Maintenance Recommendation:

Mr. Weseloh solicited quotes from five different companies who would provide security camera maintenance. Pace Systems, which is the installation vendor, was the low bidder at \$19,900.00 for a five-year contract, which included a 12-14 item maintenance task checklist.

Mr. Tawney moved to approve Pace Systems for a security camera maintenance contract; seconded by Ms. Weninger. Mr. Weseloh will provide the Board a list of the top three contractors who submitted a bid, and include the specifics of their proposals.

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

10. FY 2019 Per Capita Grant Application: Discussed under President's Report above.

11. Approval of the MD&A: Discussed under the Library Director's Report above.

12. Schedule December Meeting to Approve the MD&A: Ms. Weninger moved to schedule a meeting for December 10, 2018, to approve the

MD&A; seconded by Mr. Reynolds.

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

13. Transfer of Funds from Illinois Metropolitan Investment Fund (IMET): Discussion was had regarding the low return on investment in IMET and improving the monitoring of the investment return in the future. The Investment of Public Funds policy as well as Illinois laws and regulations affect the Library's investment of funds.

Mr. Bloom moved to transfer the funds from IMET to Illinois Funds; seconded by Mr. Fokta. Discussion was had regarding the Finance Committee drafting a process document to provide some guidance to future West Chicago Library boards.

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

M. CLOSED SESSION: None held.

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

O. ADJOURNMENT: President Conratt adjourned the meeting at 9:15 p.m.

Catherine A. Rajcan
Recording Secretary