

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, JANUARY 27, 2020

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

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Frank Fokta, Vice President; Richard Bloom, Treasurer; Diane Kelsey, Secretary; Corrine Jakacki and Tom Tawney, members. (David Reynolds entered at Item G-1.)

STAFF PRESENT: Ben Weseloh, Library Director; Maureen Bajor, HR Resources Manager; Amanda Ghobrial, Adult Services Manager; Dominique Mendez, Youth Services Manager; Gabe Cardenas, Circulation Librarian; Michael Novy, Technical Services; and Omar Nuñez, Public Relations Specialist; Jason Rock, Information Technology.

C. APPROVAL OF THE MINUTES:

1. Special Board Meeting - November 25, 2019: Ms. Jakacki moved to approve the Minutes of the November 25, 2019 Special Board Meeting; seconded by Ms. Kelsey.  
Motion carried by unanimous voice vote.

2. Board Meeting - November 25, 2019: Ms. Jakacki moved to approve the Board Meeting Minutes of November 25, 2019, as amended; seconded by Mr. Tawney.

i. Page 2, Item I-1, the second sentence should read "...completed it in early 2012" rather than 2019.  
Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Brian LaFevre, Sikich, Gardner, LLP

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. PRESENTATION:

1. Annual Financial Report Year Ended June 30, 2019: Brian LeFevre presented to the Board on the Audit and Annual Financial Report for the year ending June 30, 2019. The auditors are pleased to present

an unmodified opinion; the highest level of opinion that can be received on the financial statements, also referred to as a clean opinion.

Net pension liability for IMRF is a little over \$1,069,000.00 as of 12/31/18. The Change in Net Position on Page 4, as a positive 182,000.00, states the Library is economically better off as a result of the year in operations by that \$182,000.00.

the IMRF had a positive fund balance of \$4500.00. The contributions are determined based on a statutory provision. The Library's IMRF liability is 74% funded.

The Special Reserve fund had a decrease in fund balance from \$215,000.00 to \$116,000.00.

In December 2018 when the markets collapsed, the market value of the Library's financial assets went down at a value of \$151,000.00 in calendar year 2018. The IMRF board took action to change the assumed rate of return from 7.5% to 7.25%.

The General Fund cap for library districts went up within the last six years because it was becoming an issue due to declining EAVs. Mr. LeFevre believes .6 is the Library's max for the General Fund rate.

In the communication to the board, the auditors note there were no new accounting policies implemented during the year. Mr. LaFevre complimented the Library staff on their professionalism and readiness to assist the auditors onsite.

A list of GASB pronouncements was provided; and GASB 87 on leases is the one which could affect the Library. This change takes effect as of June 30, 2021. Most of the leases that Sikich's library clients have are immaterial to the financial statements, so it will not be a large burden to implement at that time.

#### H. TREASURER'S REPORT:

1. Approval of Bills for December 2019 and January 2020: Mr. Bloom moved the Board approve payments for December in the amount of \$152,664.16; seconded by Ms. Kelsey.

Discussion was had regarding the SWAN statement: it is received quarterly; and the Sikich technology management fee of \$4,400.00 is listed twice, one for December and one for January. Ordinarily

those would have been scheduled in corresponding months, but the December payment was missed because of admin staff being out of the office.

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

Mr. Bloom moved to approve payments of the January 2020 bills in the amount of \$195,167.06; seconded by Mr. Fokta. The document was not included in the board packets but was provided to the trustees at the meeting. A payroll cycle needed to be added to the document because there were three payroll cycles in the month of December.

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

2. Financial Statements for November/December 2019: GASB 54 funding has appeared in December; the transfer of \$75,000 that the Board approved to go into Special Reserve has not gotten there yet.

#### I. COMMUNICATIONS:

1. ILA Legislative Meetups - Tim Jarzemsky: The annual ILA Legislative Meetup will be held Monday, February 3, from 11:30 a.m. until 2:00 p.m. at the Chicago Marriott in Oak Brook. The legislators provide a presentation about current legislation that pertains to libraries. Ms. Conradt and Mr. Fokta plan to attend.

2. Tax Abatement Letter - Michael Guttman: Outlines a new abatement request from Midwest Industrial Funds.

3. Library Attorney - Ritzman Legal Memo RE: New Laws Compliance: Information on new laws taking effect in 2020, including the Cannabis Regulation and Tax Act; the Workplace Transparency Act; and the Equitable Restrooms Act.

#### J. REPORTS:

1. President: None.

2. Library Director: Mr. Weseloh stated the transfer for the Special Reserve fund was made; Per Capita Grant funds were withdrawn from Illinois Funds and deposited into FNBC. The Special Reserve transfer should show up in the February financials.

The Library is 50% of the way through the fiscal year. Revenues collected are at 96.59%; expenditures at 46.15%. Administrative technology expense is at 63.75%, which does not include an upgrade approved for a server, for which January installation has been postponed. The server expense of \$20,000 was not budgeted, and it will increase that line item.

The professional services line item will be approximately 10 to 12% over budget at year-end due to higher legal expenditures, including the personnel handbook, work on COLA, and other matters. The overall expenditures are 4% under budget.

Onsite maintenance and repair items include plumbing, electric entry doors, and HVAC.

A two-layer authentication for some staff communications platforms has been implemented for security purposes.

SWAN was looking at becoming a 501(c)(3) organization; however, through their research, they are not going to pursue seeking 501(c)3 status because it would make the organization ineligible for LIMMRiCC participation and health benefits and retirement plans through ICMA-RC.

RAILS is a Census 2020 grant recipient of \$50,000.00 from the Illinois Department of Human Services; and West Chicago Library is a subrecipient of that grant in the amount of \$13,500.00. The Library is participating in encouraging and providing information to the community in an effort to encourage participation in a complete count. The Library will hold a Census Day on April 1, 2020, with computers set up for residents to participate.

3. Department Managers: Written reports were included in the board packets, and short oral reports were provided by Administration Services, Adult Services, Circulation Services, Technical Services, and Youth Services. Highlights of the oral reports include:

Administrative Services: The Library sends out several emails per month, and clicks have increased on the emails, and resulted in an associated increase in registration for programs. A significant number of clicks were for the survey that was sent out for the strategic planning.

For Facebook, followers increased by 20 people for November,

increased by 7 people in December. The highest engagement on Library posts are for the photos. The Instagram account has been gaining followers, which engages the youth and 20s and 30s demographic. Followers increased from 170 to 180 in November; 190 in December.

Adult Services: Attendance at programs in November and December totaled 233 people at a total of 22 programs. The highest attended programs were Make Ahead Pastries, Wright Brothers Wrong Story, the 20s and 30s Candle Decorating, and Super Smash Brothers tournament.

A new digital magazine platform is accessible, called Flipster. Patrons can look at the magazine database, print from the site, and search current and past magazine issues. The trustees were provided a demonstration of how that platform works. Flipster can be accessed off-site with authentication based on patron library card and PIN.

Circulation: 31,333 items were checked out during the last two months; 129 new patrons were added during the last two months; and 14,562 visitors were onsite at the library. As of the end of 2019 53.85% of the District population held library cards, a 2.51% increase from December 2018.

Technical Services: For December, 996 items were added, 569 items were ordered, 347 items invoiced, 620 items withdrawn, and 57 items repaired in-house. For November, 2,589 items were added, 526 items ordered, 391 items invoiced, 501 items withdrawn, and 58 items repaired in-house.

Youth Services: The department held a Posadas program, with Spanish Christmas carols. 156 people attended the holiday program.

4. Strategic Planning Committee: Ms. Jakacki reported the Strategic Planning Committee met in December and in January. The Committee created a staff survey and a public survey, to get a sense of what people think the library is doing or what they think it should be doing. The public survey is available in English and Spanish; it is available online, and also in print.

To date 88 responses have been received in English and two Spanish responses. The survey will be made available through the Library's social media accounts. The survey will close around the first week of March. The survey results will be made available when they're complete.

The committee will meet again on February 19, 2020.

5. Policy Committee: Mr. Fokta reported the Policy Committee met January 16, 2020 at 6:00 p.m. in the Program Room. Present were Mr. Fokta, chair; Mr. Reynolds and Mr. Tawney, members; and Mr. Weseloh, staff. No public were present.

The policies discussed will be brought to the board this evening for approval, with recommendations for approval on the Personnel Policies Handbook, the Smoke-Free Library policy; Drug- and Alcohol-Free Library policy; and Library Conduct policy. The latter three are all tied to the new law for cannabis. Also discussed were the Closed Session policy, and the Closed Session Meeting Review policy. The meeting was adjourned at 6:57 p.m.

At the next policy meeting Mr. Weseloh will be looking at the Open Meeting Act training and recommendations from ILA for new or existing policy.

The Policy Committee will continue to work on the review of closed session meeting minutes and tapes procedure; and the draft will be brought to the February Board Meeting.

6. Semi-Annual Review of Closed Session Minutes: Mr. Fokta and Mr. Reynolds met on January 16 at 5:30 p.m. to review the Closed Session Meeting Minutes and tapes. No public was present. One disk had recordings from separate meetings, with three meeting dates written on the disk. A CD player was not available to listen to the separate audio files. One of the dates that was on the disk was a date on which no meeting was calendared.

The committee made recommendations for leaving written Closed Minutes closed, and destroying other minutes, with one set of Minutes being recommended to be opened this evening. Meeting adjourned at 5:58 p.m.

7. WeGo Counts Committee: Dominique stated the committee is planning for a Census Influencers event on March 4. Influencers includes department managers, educational leaders, church group leaders, and soccer coaches. The event will provide information to the Influencers on how to go out and inform their community of the Census.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. Partial Property Tax Abatement Request From Midwest Industrial Funds: Ms. Jakacki moved to approve the property tax abatement request from Midwest Industrial Funds; seconded by Mr. Tawney. This is a request to reduce the tax rate down from 50 to 40%, and the term from ten years down to seven years.

Skyjack is not included in the motion for Midwest Industrial Funds; Skyjack is not on the Agenda. The property owner would receive a 75% return if they cancel out on the proposal of building the building.

Mr. Weseloh was asked to invite Michael Guttman to attend the February Board meeting to discuss this request. No letter has been received from Michael Guttman asking for an abatement for Skyjack.

Ms. Jakacki withdrew her motion to approve the partial property tax abatement request for Midwest Industrial Funds; and Mr. Tawney withdrew his second.

Ms. Jakacki moved to table the request from Midwest Industrial Funds for a partial property tax abatement; seconded by Mr. Tawney.

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

2. Ordinance 20-01: An Ordinance Adopting a Policy Prohibiting Harassment, Discrimination and Retaliation: Mr. Tawney moved to approve Ordinance 20-01, an Ordinance Adopting a Policy Prohibiting Harassment, Discrimination and Retaliation; seconded by Ms. Jakacki. This policy is mandated by law and was provided by the Library's attorney.

Motion carried by unanimous voice vote.

3. Appointment of Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Tapes: President Conradt appointed Mr. Fokta and Mr. Reynolds to comprise a committee to perform the semiannual review of closed session minutes and executive session tapes.

4. Decision to Release Closed Session Minutes for Public Inspection or Keep Them Closed: Mr. Fokta reported a couple of the tapes on

one disk are eligible for destroying. The committee will need to

review the audio and separate the audio files of the meetings.  
Ms. Kelsey would like to review the tapes as well.

Mr. Fokta reported that the committee recommends opening the meeting Minutes from July 27, 2016, because there is no reason to keep them closed: It was a meeting which went into closed session, but then no tape recorder was available, so they returned to open session without conducting any business in closed session.

Mr. Fokta moved to open the July 27, 2016 Minutes; seconded by Ms. Jakacki.

Motion carried by unanimous voice vote.

Mr. Weseloh stated that those minutes will need to be sent to him for posting.

5. Smoke Free Library Policy: Ms. Jakacki moved to approve the Smoke-Free Library policy; seconded by Ms. Kelsey.

Motion carried by unanimous voice vote.

6. Drug and Alcohol Free Library Policy: Ms. Jakacki moved to approve the Drug- and Alcohol-Free Library policy; seconded by Mr. Tawney. The policy was provided by Attorney Ritzman and is based on the legalization of recreational cannabis.

Motion carried by unanimous voice vote.

7. Library Conduct Policy: Ms. Jakacki moved to approve the Library Conduct policy; seconded by Mr. Tawney.

Motion carried by unanimous voice vote.

8. Personnel Policies Handbook: Ms. Jakacki moved to approve the Personnel Policies Handbook; seconded by Mr. Tawney. The Personnel Policies Handbook was reviewed by the Library's outside HR attorney.

Motion carried by unanimous voice vote.

9. Artwork Donation: "The Reader": Mr. Fokta moved to approve the donation of the sculpture "The Reader" to the Library; seconded by



Ms. Jakacki.

Discussion was had regarding the concern of children climbing on the artwork, which has glass components to it; and that short-term displays of artwork may be considered in the future.

Roll Call Vote - Yes: Mr. Reynolds. No: Frank Fokta, Corrine Jakacki, Richard Bloom, Tom Tawney, Diane Kelsey, Nancy Conradt.

Motion failed.

Mr. Weseloh will send a note of thanks to the individual who offered to donate the artwork to the library.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: No Return to Open Session held.

N. ADJOURNMENT: The business of the Library Board completed, President Conradt adjourned the meeting at 8:47 p.m.

Catherine A. Rajcan  
Recording Secretary