

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, APRIL 27, 2020
ONLINE VIA ZOOM

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.

STAFF PRESENT: Ben Weseloh, Library Director.

C. APPROVAL OF THE MINUTES:

1. February 24, 2020 - Ms. Jakacki moved to approve the Minutes of the February 24, 2020 Regular Board Meeting as amended; seconded by Mr. Fokta.

i. Page 3, Item I.1., third paragraph should read: "...that is not counted, the state loses \$1,800/year per person."

ii. Page 5, item 4, 7th line down, the word "accounting" in reference to Sikich should be replaced with "auditors."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Discussion was had regarding audio recording of the meeting. Board consensus was because there is no legal requirement to audio record the meeting, and the minutes are being prepared by the recording secretary, no audio recording would be made.

Item No. 6 will be added to Reports for an update for the Closed Session Meeting Review.

A request was made for a discussion under New Business on the plan for reopening the Library when it is permitted to do so.

G. TREASURER'S REPORT:

1. Approval of the Bills for March 2020: Mr. Bloom moved that the Board approve for payment expenditures from March 2020 in the amount of \$213,758.94; seconded by Mr. Fokta. No comments nor questions on the claims list were made.

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

2. Financial Statements for February 2020: Mr. Weseloh will report on the Financial Statements under Item I.2.

3. Approval of the Bills for April 2020: Mr. Bloom moved that the Board approve the April 2020 expenditures in the amount of \$209,124.67; seconded by Ms. Jakacki.

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

4. Financial Statements for March 2020: Mr. Weseloh will report on the Financial Statements under Item I.2.

H. COMMUNICATIONS:

1. Message from Senator Richard J. Durbin: Mr. Weseloh contacted Senator Durbin regarding library advocacy and library funding through legislation.

2. Chronology for Annual Financial Ordinances: The Ritzman law firm provided the Library an annual ordinance calendar.

3. Delegation of Authority: The Ritzman law firm provided the Library the legal requirements necessary for Districts to follow when pursuing a delegation of authority from the board to staff. Because the Board is currently meeting via Zoom, in compliance with the Governor's Order, the Board consensus was there is no reason it would need to delegate responsibility to President Conradt and Director Weseloh at this time.

4. Illinois Sustainable Investment Act P.A. 101-0473: The Ritzman law firm advised Mr. Weseloh that this legislation mandates that each of the Illinois Library Districts change their investment policy language to be compliant with the law. Mr. Weseloh added the language to the policy.

5. Washington Street Reconstruction Project Newsletter #5: The construction expected completion date is June 15, 2020.

I. REPORTS:

1. President: President Conradt reminded the Trustees that they have to complete the Director evaluation prior to the May meeting. Ms. Kelsey

reviewed the evaluation form under New Business Item 4.

2. Library Director: Mr. Weseloh stated the Library is 75% through the fiscal year elapsed. Sikich submitted an audit proposal for the next three years. The administrative staff have been very pleased with Sikich's auditing services.

Mr. Weseloh and some managers have been attending SWAN Fireside Chats Tuesdays at 11:00 a.m.; topics of discussion have covered issues related to the COVID-19 situation, library closings, and planned reopenings. SWAN is trying to help coordinate a large group purchase of the PPE needed to reopen member libraries.

Wednesday is a SWAN committee-of-the-whole meeting for administrators and library directors. The emphasis will be on reopening procedures. RAILS is in contact with the State legislature to remind them to consider libraries when creating business reopening plans and procedures.

The Board discussed reopening plans including reduced building occupancy, removing some tables off of the floor and spacing out the computers for social distancing, taping off the floor at service desks, mask-wearing for patrons and staff, materials handling and processing, and quarantining returned materials.

Staff will return to the library for some number of days prior to opening the doors to the public. Initially patrons will be provided curbside services prior to the library building reopening to the public.

Materials due dates have been extended, late fines have been suspended; online registration has been initiated with an initial three-month temporary library card for new patrons. Patrons are only able to access the electronic materials, and staff have allocated some of the print book budget to the electronic materials budget to increase materials available to the patrons. E-book certificates have increased from 2,000 to approximately 3,700.

Mr. Weseloh reported that staff have created a running list of items to be purchased prior to reopening to address staff and public safety, including one or two contactless thermometers. Reduced staff hours and telework are being considered in the reopening plans.

RAILS has promoted a site that allows libraries and other businesses that have free Wi-Fi to enter their information on the site so

community members know where they can access free Wi-Fi.

The Trustees' economic interest statements are due May 1, 2020.

a. The chiller project has been completed, the system is connected and functioning, and it can be monitored from off-site.

The facilities vendors that typically perform interior work have been postponed until the building is reopened, and garbage pickup has been stopped while the building is closed.

The landscapers have started cleaning up the yard and have removed the shrubbery between the parking lanes as planned. When fresh fill has been added and compacted, fresh ground gravel will be installed.

The parking lot lamp posts and picnic tables are scheduled to be painted, weather permitting. The exterior doors will be painted when the building is reopened.

b. Minimum Wage Report: Mr. Weseloh provided the trustees a paper outlining the minimum wage increase timeline, starting FY 21-22 at \$12/hour and ending in FY 24-25 at \$15/hour. The recommendation to the Board is an annual 5% increase for Grade 1 and 2.5% for Grades 2 through 6. The annual projected increases were developed prior to the COVID-related economic collapse.

3. Department Managers: Written Department Reports were included in the Board packets. Mr. Weseloh stated a lot of programming has stalled while departments try to move to an electronic remote/ mobile platform.

Circulation Services: For March, 3,569 electronic materials were checked out, a 70.85% increase from March of 2019. Due to the March library closure, circulation for hard copies is significantly down at 9,862; and door count is down as well.

Complete Count 2020 Census efforts continued to move forward with social media messaging and remote committee meetings. The census self-reporting deadline has been postponed until October 31, 2020.

4. Finance Committee: Mr. Bloom reported the Finance Committee met April 16, 2020 at 10:00 p.m. on the Zoom platform. Present were: Richard Bloom, Chair; Diane Kelsey, Member; Nancy Conradt, ex officio; Ben Weseloh, Maureen Bajor, and Jason Rock, staff. The Committee approved the Minutes of the February 24 meeting. They addressed the change in the Investment of Public Funds policy; the

Committee recommends a reinforcement of the Board's commitment to secure and properly invest taxpayers' dollars in safe instruments.

In reviewing the proposed 20-21 budget, and in consideration of the precipitous national economic downturn, the Committee made adjustments on the revenue side regarding interest income and copier income -- a \$6500 reduction. The Committee recommended to the Library Director reductions in expenses in the categories of administrative expenses, technology, programming, library materials, and outreach programs.

Mr. Weseloh provided the Committee a presentation on the plan procedure for reopening of the Library, which may be between June 10 and 15, 2020. Discussion has been had on the initial reduction of hours the Library will be open and the reduction of staff hours and payroll expense.

The Committee meeting adjourned at 11:52. The next Finance Committee meeting will be in May, via Internet, to review and approve a final budget which will then be brought to the Board at the May Regular Meeting.

5. Strategic Planning Committee: Ms. Jakacki reported the Committee met March 4, 2020. The Committee closed the public and staff survey; 145 public responses to our survey were received, in both English and Spanish. The common themes were identified -- the majority of complaints about the parking lot were regarding the bushes in between the two different parking lanes. The Committee has started to draft some primary and secondary goals. The next meeting will be in mid May.

6. Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Tapes: Mr. Fokta reported the committee has learned a lot through the process. They have changed the scope of review, and will be making changes to the way meeting minutes are placed into the file cabinet.

Mr. Fokta and Mr. Weseloh have spoken with the Library's attorney with regard to implementing some procedures. Shortly thereafter the Library closed in compliance with the Governor's stay-at-home order. The recording review process will resume after the Library reopens.

Mr. Fokta stated a Policy Committee meeting will be scheduled with the committee members meeting online.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Investment of Public Funds Policy: Mr. Bloom reported the Finance Committee recommends the approval of the Revised Illinois Investment Policy, including the Sustainable Investments language, as presented to the Board.

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

2. Audit proposal from Sikich, LLP: Mr. Bloom moved to approve the audit proposal from Sikich for the fiscal year audits of 2020, 2021 and 2022, as follows: The June 30, 2020 audit for \$10,369.00, the conversion from cash basis to modified accrual for \$4,488.00, and a total cost of \$14,857.00; the June 30, 2021 audit for \$10,681.00, the conversion from cash basis to modified accrual for \$4,712.00, a \$600 fee for implementation of GASB 87, if needed, and a total of \$15,993.00; and the June 30, 2022 audit for \$11,001.00, the conversion from cash basis to modified accrual for \$4,948.00, and a total audit of \$15,949.00. Seconded by Ms. Jakacki.

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

3. Establish Date and Time for Library Director's Annual Performance Review: President Conradt stated that prior to meeting to perform the performance review, the trustees need to decide whether they are going to change the form, and Mr. Weseloh needs to provide the Board his self-evaluation. The Trustees will meet Monday, May 18 at 7:00 p.m.

4. Recommendations To Change The Evaluation Questionnaire For the Library Director's Annual Performance Review: Trustee Kelsey made the following recommendations to change the Director's Evaluation form: Remove Section 3, on Page 3, "Collection and Programming Development;" reword in Section 1, on Page 2, "Administrative Services," to reflect the oversight duties that Mr. Weseloh has with collection and program development as follows: "maintains responsible oversight through monthly department meetings, regular review of the library's budget, individual and informal discussion with staff and patrons, and monthly reporting to the board," and "keeps current with emerging resources, technologies, and equipment; and oversees their implementation within the library environment, both to improve the daily operations of the library, and to keep the library proactive in its service to the public."

Discussion was had regarding the suggested wording.

Ms. Jakacki moved to amend the evaluation form as discussed above; seconded by Richard Bloom. Motion carried by unanimous voice vote.

Mr. Weseloh will submit to the Board his self-evaluation by Friday, May 15, 2020.

5. Library Reopening Subsequent to Governor's Stay-at-Home Order: The consensus of the Board was that the reopening plan had been sufficiently addressed under previous portions of the agenda. The baseline for reopening is the safety of the Library patrons and staff.

Mr. Weseloh reported that the elevator pit flooded with water when both the sump pump and the backup pump failed. The equipment was replaced at a cost of \$6,800.00. The maintenance person checks the building every three days with a walk-through, checks plumbing, looks for any damage, vandalism, et cetera.

To date the external sprinkler system has not been started up for the season. Mr. Weseloh believes there's a leak somewhere in the front of the building. The vendor will be asked to come out after the staff have returned to the building and can be present during testing. The exterior water will not be turned on until after the leak is identified and repaired.

L. CLOSED SESSION: None held. Discussion was had regarding whether the Board could hold a closed session during the time of the Stay-at-Home order. The IT librarian Jason can set the meeting up and not be present during any part of the meeting. Ms. Jakacki also offered to be a designated "host" of a closed session meeting on another platform. A closed session meeting, by law, will be recorded if held.

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

N. ADJOURNMENT: President Conradt stated that no closed session will be held, and adjourned the meeting at 8:31 p.m., business having been completed.

Catherine A. Rajcan
Recording Secretary