

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 24, 2020

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

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Richard Bloom, Treasurer; Diane Kelsey, Secretary; Corrine Jakacki, David Reynolds, and Tom Tawney, members.

STAFF PRESENT: Ben Weseloh, Library Director; Joan Happel, Bookkeeper; 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. January 27, 2020 - Regular Board Meeting: Ms. Jakacki moved to approve the January 27, 2020 Regular Board Meeting Minutes as amended; seconded by Mr. Tawney.

- i. Page 2, Item G-1, third paragraph, trustee consensus was to strike the sentence "Page 5, total fund balance..."
- ii. Page 2, Item H-1, second paragraph, first sentence should read "Discussion was had regarding the SWAN statement: It is received quarterly."
- iii. Page 3, Item H-2, delete the final five words "but GASB 54 is there."
- iv. Page 4, Item J-3, second paragraph, should read "and resulted in an associated increase in..."

Motion carried by unanimous voice vote.

2. January 31, 2020 - Special Board Meeting: Ms. Jakacki moved to approve the January 31, 2020 Special Board Meeting Minutes; seconded by Mr. Tawney.

Motion carried by unanimous voice vote.

3. January 16, 2020 - Closed Session Minutes: Item deleted.

D. RECOGNITION OF THE PUBLIC: None.

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E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Item C-3, January 16, 2020 Closed Session Minutes was deleted.

G. TREASURER'S REPORT:

1. Approval of Bills for February 2020: Mr. Bloom moved that the Board approve payment of the bills for February in the amount of \$154,631.65.

Discussion was had regarding the increased cost of processing payroll for December due to three payroll cycles in the month.

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

2. Financial Statements for January 2020: Mr. Weseloh reported on the January financial statements under item I-2, Library Director Report.

H. COMMUNICATIONS: None.

I. REPORTS:

1. President: President Conradt reported that she and Ms. Kelsey attended the Illinois Legislative Luncheon, and it was very informative. Congressmen Bill Foster and Sean Casten spoke on their use of local libraries for meeting with constituents; the Trump federal budgets each of the past three years had cut federal funding of libraries, but the funds were restored to the budget in bipartisan fashion because Congress did not want all library funding cut. Much of that funding is for technology. Illinois normally receives around \$6 million in library funding through the federal budget. ILA supports restoring federal funding for libraries..

Information was provided by Congressman Foster on the continuing Illinois budget deficit. Illinois has only 60% of its Medicaid expenditures reimbursed by the federal government; and many states, particularly southern and western states, have up to 80% of their Medicaid expenditures reimbursed by the federal government. If Illinois had been reimbursed at the 80% rate for the past ten years, the state would not have the deficit that it does.

Illinois Library Association informed those in attendance they oppose the addition of unfunded tax mandates; they strongly support

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net neutrality; and support putting in place trustee qualifications for all kinds of libraries that Illinois has, including district, municipal, and local libraries.

The ILA is supporting legislation that would state that it would not do business with Internet service providers that give some sites, some authors, or other entities more or faster service than others. ILA seeks strong copyright laws, access to high speed Internet to be equal across the board, and not to have some sites more readily available than others.

With regard to the Census, it was reported that statistically, for every resident in the state/library district that is not counted, the state loses \$1,800/year per person. A comment was made about a potential increase to the Per Capita Grant.

2. Library Director: Mr. Weseloh reported the fiscal year elapsed is 58.3%, and total revenues are at 96.76%, with five months remaining in the fiscal year. Total expenditures are at 53.815%. Administrative technology expenses are at almost 75%.

The Library received \$495.76 which was a payout from liquidating a trust from IMET that was part of the LINC fund. The group of LINC libraries that were in the program received \$4,721.57 in aggregate; West Chicago Library's share was \$495.76.

February 4 the SWAN Committee of the Whole met and proposed an electronic resources group purchase for FY 2021. SWAN is partnering with RAILS for greater negotiating power with the EBSCO databases, which would result in a 39% discount. A vote on this purchase will be held at the March 5, 2020 quarterly meeting.

Because the SWAN group of almost 100 libraries is spread out across a wide geographic area, it has become difficult at times to get enough members in person to vote on issues. Consideration is being given to have members vote on issues in an advisory fashion to the executive board, which would then make the final decision.

The ILA Trustee Forum will be held at the Chicago Marriott in Oak Brook on March 14, 2020. The workshops are for new and seasoned trustees, as a refresher. West Chicago Library trustees interested in attending are to contact Mr. Weseloh or Ms. Happel to arrange for registration to the event.

The Illinois Library Association published Serving Our Public 4.0.

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Mr. Weseloh purchased three copies for the Library. If a trustee would like an individual copy, they are to let Mr. Weseloh know, and he will place the order.

The trustees received an updated Projects List. Mr. Weseloh added only the pages that had updates to them.

Replacement of exterior signs, which are 25 years old, is being added to the Interior signage project and the LED parking lot project, as long as sign proposals are being sought. There are approximately 25-30 exterior signs.

Between 14 and 20 doors are scheduled to be fitted for electronic locking mechanisms. Each electronic controller can control 3-4 doors.

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: During January the Library's emails notifications have maintained their high click rates. Since the Library moved to a new platform, some of the program registrations have gone into waiting lists. The Library Instagram account now has 198 followers; and the top posts reached 700 people.

Adult Services: Staff visited off-site locations in Wayne Township to engage with some seniors and help them with technology questions. Eleven programs in January had a total of 65 patrons participating.

Young Adults had 9 programs and a total of 61 teens attend. Additions to The Library of Things include a ukulele, a multi-track recorder, a laminator, a rolled-up hand piano, a thermal leak detector, and a stud finder with a level.

Circulation: In January 17,338 items were checked out; Spanish language material checked out increased by 75.18%. 73 new patrons were added, for a total of 16,196 cardholders, representing 64.12% of the District population.

Staff made an on-site visit to PADS in West Chicago and donated 67 books, talked about library services, the upcoming Census 2020, and different programs at the library.

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District residents can now register online for a library card using a new form on the website. This platform makes it easier and speeds up the process to get a library card. Parents can also register their child. After the resident registers online, staff checks the information, and the registrants are asked to come to the library within the next three weeks to pick up their card and sign the agreement.

Technical Services: 2,233 items were added, 558 items ordered, 455 items invoiced. 447 items withdrawn; 54 items repaired in-house. A copy of the 1925 WeGo yearbook was purchased for the online collection. 4,557 bookplates were viewed on the Illinois Digital Archives.

Youth Services: The department put on 22 programs and participated in 14 outings; a total of 799 patrons attended these events. The department participated in Project Hope, a School District 33 Program aimed at educating families, encouraging early childhood literacy, and providing youth services so they are consistently coming to the library every Friday. Someone from the library reads to them and shows them what the library has to offer.

IT: The Library had 21,014 connections to the Wi-Fi in January, slightly below average. Connections were down during the holidays. Website visits were up significantly from last month, at 8,142. The top five pages visited were yearbooks, e-books and audio books, research databases, frequently asked questions, and employment.

The public computer usage doubled from December to January -- 1,249 -- youth and adult being the bulk of the usage.

4. Finance Committee report: Finance Committee met prior to the February Board meeting, starting at 6:00 p.m. Present were Mr. Bloom, Chair; Diane Kelsey and Corrine Jakacki, Members; Nancy Conrad, ex officio, and Mr. Weseloh and Ms. Bajor, staff. Discussion was had regarding the cost-of-living adjustment, the merit pool increase, and the possible retention of Sikich as the external auditing organization and the decision to request a proposal from Sikich for the next three years of service. A timeline was established to interview external accounting firms to see if the board would like to make a change.

A presentation was made by Mr. Weseloh on the implementation of the minimum wage increases, between 2020 and 2025. Meeting adjourned

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at 6:57 p.m.

5. Strategic Planning Committee: Ms. Jakacki reported the Committee did not meet in January due to schedules. The surveys are still open; they will be closed at the end of February. Printed copies, in both English and Spanish, are available at the service desks.

The next meeting is Wednesday, March 4, 2020. The survey results will be gathered and reviewed to note the common themes. Early comments are that the Library's goals are too vague, and that the Library should be offering some additional services, several of which the Library is already doing; therefore, the Library needs to be more informative about what it is providing the residents.

6. Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Tapes: No report given due to Mr. Fokta not being present at the Board meeting.

7. WeGo Counts Committee: The Committee has an event planned for March 4, 2020 for Census Influencers. People throughout the community will be invited to come and get more information about the Census and how to properly inform their constituents and their community. T-shirts were ordered for staff to wear to promote the Census. A census information page was added on the Library's website.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Cost of Living Adjustment Recommendation: Mr. Bloom reported the Finance Committee recommends that the Board approve a cost-of-living adjustment for all employees except the director in the amount of 1% for FY '20-'21. The figure was arrived at through a compilation of figures from human resources organizations and what percentage of increase was needed to keep and maintain employees.

The combination of the proposed 1% COLA increase and 2% merit pool total 3% of the salaries line item;

Roll Call Vote - Yes: Richard Bloom, Corrine Jakacki, Diane Kelsey, David Reynolds, Tom Tawney, Nancy Conradt. Recommendation approved.

2. Merit Pool Recommendation for FY 20-21: Mr. Bloom reported the

Finance Committee recommends the Board approve a merit pool dollar

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value not to exceed \$14,000 for calendar year '20-'21; which equates to a 2% salary pool.

COLA takes effect July 1, 2020; merit increases take effect January 1, 2021.

Roll Call Vote - Yes: Richard Bloom, Corrine Jakacki, Diane Kelsey, David Reynolds, Tom Tawney, Nancy Conradt. Recommendation passed.

3. Recommendations of the Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Tapes: Item tabled until the March board meeting.

L. CLOSED SESSION: None held.

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

N. ADJOURNMENT: President Conradt adjourned the meeting at 8:04 p.m., with no closed session being held.

Catherine A. Rajcan
Recording Secretary