

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, MAY 26, 2020
ONLINE VIA ZOOM

A. CALL TO ORDER: President Conradt called the meeting to order at 7:03 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Frank Fokta, Vice President; Richard Bloom, Treasurer; Diane Kelsey, Secretary; Corrine Jakacki and David Reynolds, members

STAFF PRESENT: Ben Weseloh, Library Director.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - April 27, 2020: Mr. Bloom moved to approve the Board Minutes of April 27, 2020; seconded by Corrine Jakacki.
No comments or corrections.

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

2. Special Board Meeting - May 18, 2020: Ms. Jakacki moved to approve the Minutes of Special Board Meeting on May 18, 2020, as amended; seconded by Mr. Bloom.

i. The Director's salary will be reflected in the amount of \$100,500.00, not as a percentage increase in salary.

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

3. Closed Session Meeting - May 18, 2020: Ms. Jakacki moved to approve the Closed Meeting Minutes of May 18, 2020; seconded by Ms. Kelsey.

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

D. RECOGNITION OF THE PUBLIC: Joan Happel and Jenny Winter.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

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G. TREASURER'S REPORT:

1. Approval of the Bills for May 2020: Mr. Bloom moved that the Board approve May expenses in the amount of \$148,912.83.

The expenditure from Midwest Mechanical, which is being charged against Special Reserve in the amount of \$5,790.00, is the final bill for the project.

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

Mr. Bloom reported that the Library's current GASB 54 Emergency Fund balance is \$499,854. Policy permits the Library to have a value of 25% of the current budget to be reserved for emergencies in this fund. If the Board approves the FY 20-21 budget on this date, the 25% figure will be \$595,036.00.

When finance committee meets in November and the FY 19-20 audited figures will be available, the Committee will probably recommend a transfer of \$95,182.00 to the GASB 54 Fund; and at that point the fund will be fully funded at 25%. From that point forward the Board would be transferring only an incremental year-over-year increase in the anticipated revenue stream to maintain the 25% fund rate.

Additional funds at close of the a fiscal year that have historically been deposited into the GASB 54 Fund for the last four years can then be directed to Special Reserve, which is for construction, building update projects, and other expenditures on the construction line. The Special Reserve Fund has a current balance of \$62,383.00.

2. Financial Statements for April 2020: Mr. Weseloh reported on the Financial Statements under Item I.2.

H. COMMUNICATIONS: None.

I. REPORTS:

1. President: President Conradt and Mr. Weseloh met on Thursday, May 22, via Microsoft Teams. They discussed the Director's Performance Review as developed by the Trustees from their May 18, 2020 meeting.

a. Election of Officers for FY 2020-2021: Mr. Bloom moved that the Board approve the Slate of Officers for FY 20-21 as follows: Nancy Conradt, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; Richard Bloom, Treasurer; seconded by Ms. Jakacki. Discussion was had regarding the ability for a trustee to

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self-nominate.

Motion carried by unanimous voice vote.

- b. Appointment of the Ethics Officer: President Conradt appointed Frank Fokta as Ethics Officer.
- c. Appointment of the Parliamentarian: President Conradt appointed Richard Bloom as the Parliamentarian.
- d. Appointment of Finance Committee: President Conradt appointed Richard Bloom, Chair; Corrine Jakacki and Diane Kelsey, Members.
- e. Appointment of Policy Committee: President Conradt appointed Frank Fokta, Chair; Tom Tawney and David Reynolds, Members.

2. Library Director: Mr. Weseloh reported that the Library is 84.3% through the fiscal year elapsed. Revenues are currently at 97.12% collected, which is \$64,000.00 under projections. The variance is primarily due to the Library has not yet received the Personal Property Replacement Tax, PPRT, of approximately \$18,000.00; and the Per Capita Grant of approximately \$37,405.00.

Mr. Weseloh believes the Library will complete the fiscal year between \$125,000.00 and 150,000.00 under budget.

The Library's attorneys have been asked to review several matters relating to legal questions and clarification on items related to the COVID-19 pandemic. The legal services line item has been increased in the proposed FY 20-21 budget.

The Library signed off on the audit agreement with Sikich. The auditors wanted to be onsite June 15, 2020, and Mr. Weseloh informed them the date for the Library reopening is not certain at this point. The auditors can do most of their work from offsite, and the remaining work can be completed in October.

Some vendors have been onsite to do essential maintenance: Midwest Mechanical changed the filters in the HVAC system; Gehrke tested the quality of the water; Anderson Elevator did a service call; Dell Plumbing repaired the primary sump pump and battery backup. The pumps are working properly and the drain has been cleared.

Garbage pickup will resume the last week of May. The maintenance man is cleaning throughout the library and sanitizing surfaces. Painting of the parking lot light posts and picnic tables was completed.

The SWAN Fireside Chats are being reduced from every Tuesday to every

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other Tuesday because attendance has dropped off. The June meetings will be Tuesdays, June 9, and June 23, 2020. Then SWAN will reassess at that point whether the Fireside Chats will continue afterwards based on attendance. Mr. Weseloh will email the trustees the dates of the SWAN virtual fireside chats.

SWAN made available a product called Curbside Communicator, which staff is setting up to implement for curbside service. This is a texting service that allows the patrons to let staff know when they are there and their materials can be brought out and placed in their trunk. SWAN was able to save money on the purchase of the Curbside Communicator product and is making it available to the Consortium libraries.

The employees have really been diligently working from home; they're doing a great job coming up with innovative ways to provide the programs and services that the community looks to the Library for, and a lot of video and virtual programming is happening. Mr. Weseloh had an all-staff Zoom meeting on Friday, May 22, with 28 participants. Most staff would like to get back into the library.

ILA made the decision to cancel its annual convention in October; however, they are now offering a virtual option.

West Chicago, unfortunately, has the second highest number of individuals with COVID-19 in DuPage communities. Addison has the highest number of reported cases. The sharp increase in these positive cases continues to go up considerably. The State of Illinois will be starting Stage 3 of reopening, but West Chicago is not at the desired reduced number of cases for State guidelines, and the decision will need to be made at the local level as to when particular services can safely reopen.

Discussion was had regarding providing COVID-19 safety guidelines in Spanish to the Hispanic population in the city. Omar Nuñez has expanded Hispanic outreach in the community and has targeted that demographic. The Library has been disseminating to the community information from the DuPage County Health Department and the Illinois Department of Public Health.

Discussion was had with respect to the water infiltration from outside into the elevator pit, and the possibility of placing a canopy or awning over the outside back entranceway. A gutter and downspout would reduce the volume of water making its way from the rear door below grade.

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3. Department Managers: Written Department Reports were included in the Board packets.

The Library's Program Room can accommodate 60 people for programs; and when programs are offered virtually, up to 100 people can attend via Zoom.

Circulation: Statistics, the number of items checked out during April represents a 80% decrease from April of 2019. Electronic materials checked out reflects a 112% increase over electronic materials last year. The Library posted \$7,000.00 in April for materials purchased on Overdrive. Staff is shifting resources into the electronic realm so patrons can have access to the materials they are looking for. Approximately 55% of District patrons have library cards.

Youth Services: The department is planning online story times, coding programs, and other programming.

Of the five or six newspapers that are delivered to the Library, the West Chicago Press comes through the mail, and the other newspapers are being brought inside.

Census 2020: To date only about 60 percent of West Chicago residents have completed the census. Some portion of the District's patrons do not have computer access at home to see Census information from the Library nor to complete the Census online. West Chicago has some hard-to-count areas that were underrepresented in the 2010 Census. DuPage County is at 75%-76% response rate as of mid May.

The We-Go Counts Committee purchased mailing lists with grant money, identified the hard-to-count census tracts from the 2010 Census, had approximately 5,000 post cards made up, and sent two mailings out for those areas. Staff continue to, at the end or beginning of each virtual program, push the Census 2020 and the responding to the Census. Mr. Weseloh will provide more detail on the Census efforts at the June Board Meeting.

4. Finance Committee: Mr. Bloom reported the Finance Committee met May 13, 2020 at 10:00 a.m. via Zoom. Present were Richard Bloom, Chair; Diane Kelsey and Corrine Jakacki, Members; Nancy Conradt, ex officio; Ben Weseloh, Maureen Bajor, and Jason Rock, Staff. They approved the Minutes of the April 16, 2020 meeting.

The Committee reviewed the recommended changes that were discussed during the April 16 meeting. A \$5,250 reduction was made in the

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projected revenue stream, the bulk of that coming out of anticipated interest, which went from \$5,000.00 down to \$1,000.00.

They reviewed the expense side of the budget, and the trustee committee members were concerned over the amount of reduction in reference materials and electronics. The Committee agreed on the approval of the expense side of the budget for FY 20-21.

Discussion was had regarding the external interviewing of accounting firms. Because of COVID-19 closures that interviewing did not take place. The Committee will table this process until prior to the November Board Meeting.

The Finance Committee will recommend to the Board this evening the adoption of the revenue and expense sides of the FY 20-21 budget. The meeting adjourned at 10:34 a.m.

5. Everything Library Trustees Need to Know During COVID-19 (Webinar):

Ms. Kelsey and Mr. Fokta attended the ILA webinar, which provided information about COVID-19. The ILA website has a link titled "Bigger Than a Building" which lists the talking points of the webinar.

Some of the topics covered include: How to look for cash-flow issues; how to address reduction-in-force alternatives, if libraries come to that; funding to cover the PPE and cleaning supplies; that a disaster plan should be a part of the Library's strategic plan; and the Director and the Board President should be the two talking heads of the library disseminating information. A Board should ask the Director what kind of help and support he/she needs from the trustees.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Insurance Renewal: The management liability insurance quotes were from Philadelphia, Traveller's and USLI. The Library currently has workplace violence coverage up to \$1 million and Internet liability coverage, both from Philadelphia. Mr. Weseloh is going to renew the coverage with Philadelphia because the cost is within his financial authority to expend.

Hanover, Chubb, and Hartford were the companies that quoted the full package of coverage for general liability, including earthquake coverage, which could be cover substantial damage if the area suffered an earthquake. The Library's insurance broker recommended selecting Hanover for the general liability and umbrella premium, which includes

\$15,000.00 more coverage in data breach and \$5,700,000.00 of earth

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quake coverage; and CNA for the Worker's Comp. Hanover is the incumbent insurer. Staff has been satisfied with the coverage and costs.

Mr. Bloom moved for approval of Hanover for the general liability insurance and umbrella coverage at \$10,942.00, and CNA for Worker's Comp at \$2,426.00, for a total of \$13,368.00 for FY 2020-2021; seconded by Ms. Jakacki.

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

2. The Income Projection for 2020-2021 Fiscal Year: Mr. Bloom stated the Finance Committee recommends the Board approves a revenue projection stream for FY 2020-2021 in the amount of the Library Fund \$2,249,614.00; IMRF fund of \$130,531.00; for a total Library District revenue stream of \$2,380,145.00.

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

3. Operating Budget for 2020-2021 Fiscal Year: Mr. Bloom stated the Finance Committee recommends the Board approves the expenditures side of the FY 20-21 Budget in the amount of, for corporate, \$2,249,614.00; IMRF expenditure of \$130,531.00; for a total expenditure line item of \$2,380,145.00.

Mr. Bloom commended Mr. Weseloh and his staff for the work and the effort they performed to develop the budget together.

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

L. CLOSED SESSION: None 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 business having been completed, adjourned the meeting at 8:31 p.m.

Catherine A. Rajcan
Recording Secretary