

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, JULY 27, 2020  
7:00 P.M.  
ONLINE VIA ZOOM

A. CALL TO ORDER: President Conradt called the meeting to order at 7:00 p.m. President Conradt stated she determined that an in-person meeting is not practical or prudent due to the pandemic; and therefore the meeting would be held virtually. President Conradt further stated that she determined that due to the pandemic, it is not feasible to have Library Trustees, the Library Director, or the Library's attorney present at the library.

B. ROLL CALL:

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

President Conradt confirmed that everyone present for the meeting was able to hear the proceedings.

STAFF PRESENT: Ben Weseloh, Library Director.

C. APPROVAL OF THE MINUTES:

1. Motion for Approval of the Minutes of June 22, 2020: Ms. Jakacki moved to approve the Minutes of the June 22, 2020 Regular Board Meeting; seconded by Mr. Bloom. No comments or corrections were made.

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

D. RECOGNITION OF THE PUBLIC: Jenny Winter and Theresa Dawn Heim, staff; Joe Vavrik, public.

E. PUBLIC COMMENTS: Joe Vavrik thanked the staff for reopening the Library for the curbside pickup, which he believes is going very well.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for July 2020: Mr. Bloom moved that the Board approve expenditures in the amount of \$209,693.79; seconded by Mr. Fokta.

Discussion was had regarding the Claims List, including an increase in janitorial supplies expenditures to keep the Library clean for staff during the pandemic, and for patrons when they are permitted to return. Reference, Electronic, a \$6,000.00 bill for Library Ideas is e-books; Supplies, Food, \$13.64, Mr. Weseloh brought the staff doughnuts as a morale booster for the first day of curbside service.

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

2. Financial Statements for May 2020: Mr. Bloom reported that neither Mr. Weseloh nor Mr. Bloom have been able to get in touch with the Library's accountants. On Financials, Page 4, Revenues, and Page 11, IMRF, a property tax receipt has been entered in the amount of \$1,047,589.00 as of June 2020. These funds should have been applied to a deferred revenue account.

The Library has two levy funds: Corporate, and IMRF. DuPage County transfers property tax distributions in a lump sum, and the accounting firm distributes those funds to Corporate and IMRF based on the percentage of levy document. Mr. Bloom has requested clarification from William Lau on the percentage rates. When the library receives a revised statement from the accountants, the Trustees will be provided a copy of the document.

The balance in Special Reserve should be \$62,353.00. Operating Expenses, Item No. 2, without personnel expenditures is \$117,182.00: May was \$56,751.00, June was 55,581.00. Reference, Electronic is heavily front-loaded, as are the insurance renewals, due July 1. Bulk purchases were made through SWAN and RAILS for janitorial supplies at a reduced cost, and for COVID-19 PPE.

Fiscal Year 19-20, which elapsed as of June 30, 2020, Administrative Technology is \$9,752.00 over budget; Technology Services is \$7,786.00 over budget; Professional Services -- audit, legal, and accounting -- is \$5,003.00 over budget; for a combined over-budget amount of \$22,541.00. Financials were \$203,816.00 under budget before AJEs.

#### H. COMMUNICATIONS:

1. WeGo Together newsletter: Mr. Weseloh stated that he is co-chair on the steering committee for WeGo Together for Kids. The communication provides a snapshot of the WeGo Together COVID-19 response efforts, including, 384 deliveries to homes for essential household items; \$31,355 for direct financial assistance for rent and mortgage payments; and with food access through pop-up distributions throughout the

community, at least 450 families have been able to take advantage of these food opportunities. Lunches were available through a partnership with Cantigny Park and the McCormick Foundation three days a week through July 31, 2020.

2. Midwest Industrial Fund Certificate of Occupancy.

3. Health Department Reminds Residents COVID-19 is Still Pending.

#### I. REPORTS:

1. President: No Report.

2. Library Director: Mr. Weseloh reported that the fiscal year elapsed is at 100% as of June 30, 2020.

New lighting installation in the parking lot was scheduled for this year; however, the Library needed to upgrade a server at a cost nearly equivalent, so the lighting installation was delayed and server upgrade was performed. This resulted in an overage in the technology budget and the exterior R&R being under budget.

Interest income for the Library's fund accounts has diminished from the previous month. The preliminary audit field work started virtually using a secure portal from Sikich.

American National Sprinkler came out to pressurize the irrigation system. A leak was found in the parking lot island. The piping was replaced and has a four-year warranty.

Curbside service of materials pickup continues to go well and has been well received by the patrons. Discussion in management meetings has included increasing our services where possible. Staff look forward to eventually re-opening the Library; infection rates in the community do not presently permit reopening. Additional staff discussion will be had regarding rearranging the library furniture to allow for safety while people are in the library.

The Board discussed different approaches to reopening the Library to the public, such as requiring patrons to make appointments to enter the library in order to monitor the number of people in the building at any one particular time; or using a door counter to count and tally the number of people in the library building. Mr. Weseloh stated he received an email from the DuPage Directors group which asked for input on best practices to allow the public to return inside the library building. Mr. Weseloh will compile a description of the various approaches.

Interlibrary loans from participating libraries has resumed. Staff have been considering an appointment process for computer use as the next logical step for allowing people in the library. Discussion was had regarding relocating the 2nd Floor public desktop computers to 1st Floor so the patrons don't have to go further into the library. Infrastructure would need to be upgraded on the 1st Floor to support that plan. Alternately, a schedule for computer use on the 2nd Floor could accommodate patrons with a rotation using Computers 1, 3, 5, 7, and 9; then use 2, 4, 6, 8, 10, with cleaning occurring in between the rotation.

The City of West Chicago currently has a 14% positivity rate for Coronavirus. Mr. Weseloh would like to see the number below 10% prior to re-opening the Library to the public.

West Chicago Police detectives contacted the Library to review exterior camera footage for their investigation into graffiti marking which occurred along Turner Court.

Mr. Weseloh has moved the bookkeeper position into Technical Services from the Administrative Office. The bookkeeper will eventually physically move into the Technical Services Department and report to Mike Novy, Technical Services Manager. Omar Nunez, the Public Relations Specialist, will be moving into the Administrative Office. This will be a lateral move for both positions. Mike Novy has completed professional development courses, has a financial background, and has earned the additional responsibility.

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

Adult Services: The Library added several new e-resources: Small Business Reference Center, Home Improvement Reference Center, Legal Information Reference Center, Writers Reference Center, and Hobbies and Crafts Reference.

Electronic materials still continue to show high circulation numbers; hard copy items continue show reduced circulation numbers.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Draft Ordinance 20-03 Budget & Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2020, and Ending June 30, 2021: The Draft Ordinance 20-03 was provided for the

Trustees' review. No questions nor comments were voiced regarding the Draft Budget & Appropriations Ordinance.

L. CLOSED SESSION: None held.

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

N. ADJOURNMENT: There being no further business, President Conradt adjourned the meeting at 8:01 p.m.

Catherine A. Rajcan  
Recording Secretary