

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, JUNE 22, 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 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, member.

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

STAFF PRESENT: Ben Weseloh, Library Director.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - May 26, 2020: Ms. Kelsey moved to approve the Minutes of the May 26, 2020, Board Meeting as amended; seconded by Ms. Jakacki.

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

D. RECOGNITION OF THE PUBLIC: Jenny Winter.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Add Karina Villa meeting as New Business Item No. 1.

G. TREASURER'S REPORT:

1. Approval of the Bills for June 2020: Mr. Bloom moved that the Board approve payment of the expenditures in the amount of \$191,924.56; seconded by Ms. Jakacki.

Discussion was had regarding Pace Security Service, \$4,975.00 for the annual maintenance fee for the security cameras, which will be the fee for each year for the next four years; the first year was free.

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

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

H. COMMUNICATIONS:

1. Dedicated Communication Effort on COVID-19: Mayor Peneda.
2. Per Capital Grant Award Letter - Jesse White: The award letter indicates West Chicago Library will receive \$37,405.00; the funds have not yet been received.

The Per Capita Grant lobbying was successful this year. ILA and RAILS have been lobbying the State to increase the Per Capita Grant rate for some time; the rate for FY20-21 will increase from \$1.25 per resident to \$1.475 per resident.

3. Special Legislative Update - ILA

4. Open Meetings Act: Amendments for "Virtual Meetings" During COVID-19 Pandemic - Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.

I. REPORTS:

1. President: President Conradt commended Mr. Weseloh for now posting the board packet as well as the meeting agenda to the Library's website.

2. Library Director: Mr. Weseloh reported that the Library is 91.7% through the fiscal year elapsed. The GASB 54 fund now has a balance of \$500,000.00, including interest.

The preliminary audit field work was scheduled for June 15; however, this work has been rescheduled to July or August. The majority of the work will be performed in October when the audit team will be able to meet in the library.

Facility vendors were onsite for maintenance: Abbott Landscaping installed the crushed gravel in the parking island. American Sprinkler is scheduled to come out when library personnel can be present onsite to investigate a possible leak under the lawn.

The rope broke on the flag pole; Mr. Weseloh signed a quote to have it repaired, hopefully before Independence Day.

Staff has been preparing for the implementation of the curbside materials pick-up service, scheduled to start June 24, 2020. Mike Novy has been onsite to help keep track of employees' morning check-in on the mandatory health questionnaire, acknowledgement of return-to-work training completion, and appropriate use of PPE. The Library has supplies of face shields, hand sanitizer, gloves, and masks onsite.

Materials checked in and out from the patrons or RAILS are being quarantined for three or seven, respectively. Currently no interlibrary loans are occurring, only local holds are permitted. Interlibrary loans may resume in August.

The Program Room is offline for quarantining materials and processing them appropriately. Virtual-programming-only will continue for the foreseeable future until the COVID-19 transmission is under control -- at the earliest August, possibly later.

As of the first of June, DuPage County COVID new infection rates/cases continue to flatten/decline. A testing facility is now open at the DuPage County Complex, County Farm Road, Tuesday through Saturday; and VMA has opened a mobile clinic at St. Andrew's Church at 155 North Prince Crossing Road.

The curbside service will be under reduced hours, Monday through Thursday, 11:00 a.m. to 6:00 p.m.; and Friday and Saturday from 10:00 a.m. to 4:00 p.m. After a couple of weeks of curbside service, staff will evaluate whether to expand the service and allow more staff into building, if practicable.

Financial Statements: Mr. Weseloh reported the Library received a check that was written June 15 from the City for the Library's Personal Property Replacement tax in the amount of \$23,214.17. The Library will be close to 100% of the anticipated FY19-20 revenue. Approximately \$8200.00 will be received from the Census 2020 grant through RAILS, which will be the second of two payments.

A printout was received indicating the early distribution for the 2021 taxes. The 2019 taxes are on schedule in the amount of \$1,128,965.98.

Mr. Weseloh stated the total expenses incurred to meet the COVID-19 safety standards will be between \$10,000.00 and \$15,000.00. Staff have participated in some paid training, desk shields have been purchased,

and stand-alone hand sanitizer pumps installed.

Stanchions were ordered for the three service desks to create an aisle for people to stand 6 feet apart when the library is open. The COVID-19 response expenses will be charged to the FY19-20 budget.

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

Adult Services: Leslie's Tea for Three virtual program had 85 attendees. Adult patrons have taken to the Zoom programming quite a bit.

Youth Services: Dominique worked with the Mexican Cultural Center for the Miss Mexican Heritage Pageant, and she conducted a couple of online interviews in advance of the pageant, which takes place in September 2020.

Technical Services: The statistics are recorded in the written report.

Circulation Services: E-materials checked out are at 3700 items, shy of the anticipated number of 4,000.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Karina Villa Meeting: Ms. Villa asked that a representative from the Library attend a City meeting via Zoom at 6:00 p.m., July 2, 2020, regarding what the residents and businesses would like to see in the way of resources to address the COVID-19 situation. Mr. Weseloh said he would be glad to attend. Ms. Kelsey and Mr. Fokta will also attend. One of the resources which may be needed is more security presence at the Library.

When the Library reopens to patron access, patrons will be provided a list of mandatory rules for access to be permitted; as well as the information will be available on the Library's web page.

Mr. Weseloh will gather information and report back in July regarding the Library's liability insurance coverage and whether it would or would not cover a situation when a staff member or patron might contract COVID-19 that could be traced back to being in the Library building.

2. Final Income Projection for FY 2020-2021: The document was included in the Board packets.

3. Final Working Budget for FY 2020-2021: The document was included in the Board packets.

4. Ordinance 20-02: Meeting Dates and Times 2021: Mr. Bloom moved to approve Ordinance 20-02: Meeting Dates and Times 2021; seconded by Ms. Jakacki.

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

5. Resolution 20-01: Non-Resident Library Card Participation: Ms. Jakacki moved to approve Resolution 20-01; seconded by Mr. Bloom. No comments or questions presented.

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

6. Resolution 20-02: Library Closing Schedule 2021: Ms. Jakacki moved to approve Resolution 20-02; seconded by Mr. Fokta. No comments or questions presented.

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

7. Public Hearing Date for Tentative Budget and Appropriations Ordinance (50 ILCS 330/3) August 24, 2020, at 6:45 p.m.: Moved by Mr. Bloom, seconded by Ms. Jakacki. No comments or questions presented.

Roll Call Vote - Yes: Richard Bloom, Corrine Jakacki, Frank Fokta, Diane Kelsey, 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 8:00 p.m.

Catherine A. Rajcan
Recording Secretary