

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, AUGUST 24, 2020  
7:06 P.M.  
ONLINE VIA ZOOM

A. CALL TO ORDER: President Pro Tem Fokta called the meeting to order at 7:06 p.m. President Pro Tem Fokta stated he determined that an in-person meeting is not practical or prudent due to the pandemic; and therefore the meeting would be held virtually. President Pro Tem Fokta further stated that he 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: Frank Fokta, President Pro Tem/Vice President; Richard Bloom, Treasurer; Diane Kelsey, Secretary; Corrine Jakacki, member.

President Pro Tem Fokta 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 July 27, 2020: Mr. Bloom moved, and Ms. Jakacki seconded, to approve the minutes of July 27, 2020, as amended.

i. Item G 1, Page 2, second paragraph should read "Reference, Electronics, \$6,000.00 bill for Library Ideas is e-books..."

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

D. RECOGNITION OF THE PUBLIC: Jenny Winter, staff.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: New Business items on the Agenda should be numbered 1, 2, and 3, instead of 2, 3, and 4.

G. TREASURER'S REPORT:

1. Approval of the Bills for August 2020: Mr. Bloom moved that the

Board accept for approval expenditures in the amount of \$138,790.46; seconded by Ms. Jakacki. A couple items on the Claims List were briefly discussed.

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

2. Financial Statements: Mr. Weseloh addressed the Financial Statements under his Administrative Report, Item I-2.

#### H. COMMUNICATIONS:

1. B & A Ordinance Reminder - Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.: Notice of the Pubic Hearing Providing for the Budget and Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2020 and Ending June 30 2021, was published in advance of the meeting.
2. Public Libraries Closed on November 3, 2020 - Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.: Legislation was passed for which there remains a question whether it intended to have all government offices include local governments, like libraries and park districts, to be closed on election day. Library counsel will follow up.
3. Personal Devices and FOIA - Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.: Library trustees and staff should not use personal devices or personal email accounts to communicate about library business.
4. West Chicago Movement Challenge and Virtual 5K Fun Run - Healthy West Chicago: Healthy West Chicago is promoting a movement challenge for the public.

#### I. REPORTS:

1. President: Mr. Fokta stated Diane Kelsey and Corrine Jakacki were appointed to perform the secretary's audit of the Board Minutes for 7/1/2019 to 6/30/2020. The library's attorney stated because no stipulation was made as to what the format needs to be, the audit can be performed by online review.
2. Library Director: Mr. Weseloh reported the fiscal year elapsed is 8.33%. Expenditures are just over 9% due to several front-loaded expenses such as online databases and insurance premiums. The AJE's have not yet been completed. Janitorial supplies are at 79% because of the additional supplies to address COVID-related cleaning. To date COVID-related expenses have been \$8,725.00; the insurance expense is almost \$7,000.00.

The primary sump pump failed, but the backup was working. The failed

device was replaced with a 1-horsepower motor versus 3/4 horsepower on recommendation of the vendor.

Legend Exteriors came out to provide a quote on repair of a piece of flashing on the south side of the building that came loose during a wind storm. They will also be recommending a solution to the rain water infiltrating the building from the rear stairwell.

CertaPro Painters was onsite and completed painting of the exterior doors.

The Library remains closed to the public until further notice due to the COVID-19 pandemic. The curbside pickup hours remain the same; and all programming for the foreseeable future is planned to be virtual. The management team has discussed allowing a limited number of patrons into the library for computer, printer, and copier use, with restrictions.

The Library has acquired some new Chrome Books through the census grant; so rather than trying to relocate existing computers from the second floor to the first floor, the Chrome Books can be used in the Program Room for patrons to get on the Internet and to print. Staff are talking about implementing internet kits with four or five Chrome Books for patrons to check out for a limited time and use at their homes. At that time the Library We-Go Counts Committee can make a final push for completing Census 2020.

COVID positivity rates in DuPage County continue to fluctuate with a positivity rate now below 10%. Mr. Weseloh would like to see the positivity rate for West Chicago level off at 8% or less prior to re-opening the Library to the public.

The public continues to access the Library's Wi-Fi from the exterior of the building. Some of the DuPage Library Directors have stated their libraries cut off their Wi-Fi at night; West Chicago Library does not.

Healthy West Chicago and the Library are going to work together to provide an in-person exercise program on the Library lawn. People will maintain a distance 10 feet apart with circles drawn on the lawn with temporary chalk paint.

The ILA annual on-site conference was cancelled and is going to be held virtually on October 20 to 22. If a trustee would like to attend the conference virtually, they are to let Mr. Weseloh or Ms. Happel know, and they will complete the registration.

The Library in-service was held August 14, virtually; the agenda was in the Board packets. Circulation did a presentation on curbside service from start to finish. Gail Johnson made three presentations on three different subjects: Generation Who, different generations in the workplace and in communities; Mask Up, how to communicate through our masks; and Change, Stress and Resiliency During This COVID Fatigue. The in-service survey was completed by staff.

The video of the curbside service was shown to the trustees during the virtual board meeting. The video will be made available for viewing by trustees who did not attend the virtual August board meeting.

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

Adult Services: The new News Bank database provides access to over 250 news sources, including the Beacon News, Daily Herald, and Chicago Sun-Times. This can be accessed through the Library's website under the news papers and magazines tab.

Young Adults: Created a Dungeons & Dragons program based on a request from some of the teens.

Circulation: The cardholder statistic is holding at 54.6%.

Technical Services: 5,126 items were handled during August.

Youth Services: Story times and programming has done very well in the virtual environment.

IT: The Library's Internet service saw 167 unique clients with an average of 26 per day during July. The Facebook reach from June 17 to July 31, 2020 was 42,001 for total post reach.

#### J. UNFINISHED BUSINESS:

1. Ordinance 20-3 Budget & Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2020, and Ending June 30, 2021: Mr. Bloom moved that the Board approve Ordinance 20-03 with a corporate budget amount of \$2,249,614.00, and IMRF budget of 130,531.00, for a total budget of \$2,380,145.00; a corporate appropriation of \$3,996,000.00, an IMRF appropriation of \$190,000.00, and a Special Reserve appropriation of \$200,000.00, for a total appropriation of \$4,386,000.00. Seconded by Ms. Jakacki.

Roll Call Vote - Yes: Richard Bloom, Corrine Jakacki, Frank Fokta, Diane Kelsey. (Absent: David Reynolds, Tom Tawney, Nancy Conradt.)

K. NEW BUSINESS:

1. Ordinance 20-04, Ethics: Ordinance 20-04 Ethics was moved for approval by Mr. Bloom; seconded by Ms. Jakacki.

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

2. Ordinance 20-05 for the Freedom of Information Act: Mr. Bloom moved approval; seconded by Ms. Jakacki.

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

3. Resolution 20-03 Estimate of Funds: Mr. Bloom moved that the Board approve Resolution 20-03 for the Estimate of Funds in the amount of \$6,506,896; seconded by Ms. Jakacki.

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

L. CLOSED SESSION: None held.

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

N. ADJOURNMENT: There being no further business, President Pro Tem Fokta adjourned the meeting at 8:07 p.m.

Catherine A. Rajcan  
Recording Secretary