

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, SEPTEMBER 28, 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; Diane Kelsey, Secretary; Corrine Jakacki, David Reynolds, members.

(Richard Bloom, Treasurer, entered the Zoom meeting at 7:04 p.m. )

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. Approval of the Minutes of August 24, 2020: Mr. Fokta moved to approve the Minutes of August 24, 2020; seconded by Ms. Jakacki. The Minutes were approved as read.

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

D. RECOGNITION OF THE PUBLIC: Jenny Winter, staff; Sandra Reynolds, public.

E. PUBLIC COMMENTS: Sandra Reynolds asked what is taking the library so long to reopen. Discussion on the Library's reopening was addressed later in the agenda.

(Mr. Bloom entered.)

F. AGENDA - ADDITIONS/DELETIONS: None.

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### G. TREASURER'S REPORT:

1. Approval of the Bills for September 2020: Mr. Bloom moved that the Board approve payments for bills for September in the amount of \$153,136.55; seconded by Ms. Jakacki. No comments or questions were voiced.

Roll Call Vote - Yes: Mr. Bloom, Ms. Jakacki, Mr. Fokta, Ms. Kelsey, Mr. Reynolds, and Ms. Conradt. Motion carried.

2. Financial Statements for August 2020: Mr. Weseloh addressed the Financial Statements under his Administrative Report, Item I-2.

### H. COMMUNICATIONS:

1. Extension of Quarantine for Items in RAILS delivery: RAILS is performing studies on different material types to determine how long the SARS virus lives on those types of surfaces. Their recommendation has gone from 72 hours to seven days to be the safest in quarantining of materials for RAILS delivery in the Library System.

2. Public Libraries Closed on November 3, 2020?: The Illinois Municipal League filed a lawsuit against the State Board of Elections to seek clarification on the legislature's intent for November 3, 2020 when it "deemed a legal school holiday for purposes of the School Code, State Universities Civil Service Act, and any other law designating a holiday." Because the West Chicago Public Library is not a school or state university, the Library will be open unless there is some other binding opinion on October 15 stated whereby the Library would be mandated to close.

3. Patron letter (Jacquelyn Fabiszak): The patron letter asked why the Library is not open yet.

Discussion was had that the Library is taking a very conservative and cautious approach to reopening with the intent to keep patrons and staff safe when it does reopen. The West Chicago community is in a different position than other communities that have a much lower COVID case count or positivity rate.

September 30, 2020 the Library will reopen to the public by appointment only for computer use and for scanner, copier, and fax use. Visits will be by appointment only for the foreseeable future, starting with Adult Services; followed by Youth Services for computer use on October 7; and then on October 14 opening up for patrons to browse materials for check-out.

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Mr. Weseloh would like to see the overall infection rate under 10% per IDPH results. Currently the month-to-month statistics are trending upward. Stats were reviewed on the West Chicago positivity rates June through August. The Library will have adequate supplies of PPE for staff and patrons in the event people forget to bring their own supplies.

If a patron or a staff member tests positive for the virus after being present in the Library, the Library may have to close a portion of or the entire building to have it disinfected and cleaned thoroughly before it can reopen again.

Browsing is intended just for that: Browse, pick up what you need in materials, check it out, and leave. By having people come in, anything that they touch that they don't check out must be quarantined for a time. Everyone will be required to wear a mask throughout their entire stay in the library.

Because staff were not at the Library for the beginning phase of closure, the incoming voicemail recording option was not activated. Patrons will be instructed to visit the Library's website to contact staff in lieu of leaving a voice message on the phone system.

Mr. Weseloh contacted the Fire Department to do a study and confirm the building capacity numbers during the epidemic. He is waiting to hear back from them. A tentative 50-person limit includes 10 to 15 staff, and would then permit 35 patrons dispersed throughout the library.

Staff are working on a program guide; and other communications may go out ahead of the program guide specific to the plan to reopen.

Mr. Weseloh and staff will draft a written plan that shows the steps to reopening as well as the steps to reclosing, if necessary. A draft plan will be provided the Board at the October meeting.

Mr. Weseloh does not want to start reopening the library until the infection rate is below 10%. The library reopening plan will be posted on the website and provide public awareness of the Library's efforts at preparing for the reopening.

### I. REPORTS:

1. President: None.

2. Library Director: Mr. Weseloh reported that the fiscal year elapsed is at 16.67%. Revenues are at 58.05% collected so far this year, currently underbudget \$943,796.00. Overall expenditures are at 15.85%.

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Additional electronic books were purchased to increase the ebook collection to reach people in a remote and mobile environment. Insurance is a front-loaded cost, and professional services are at 35.06% due to the 97% insurance expense. Overall the Library's expenses are running on par with the fiscal year percentage rate. The County distribution website indicates the District is on track for distributions in the amounts that would be expected for this year.

The Governor's office and the ILA newsletter indicate a potential 17-20% decrease in PPRT for this year. Last year the Library received \$42,000.00 to \$44,000.00 in PPRT. The FY 20-21 budget listed \$35,000.00 for the line item, 20% below the previous amount.

The Library's Illinois Funds account interest income has been very modest: \$67.00 per month on the \$500,000 GASB 54 investment.

Fitzgerald Electric was on-site to replace drivers in several lights that were out, and they replaced an emergency light. First Security performed a fire sprinkler inspection, and no issues were found.

The City of West Chicago issued an ordinance violation for weeds and brush that run along the back side of the Washington Street businesses. Abbott Landscaping removed the weeds and brush by the retention pond to come into compliance with the ordinance, at a cost \$3,000.00.

Mr. Weseloh met with Melissa Nachman from the League of Women Voters to discuss logistics of a drive-up/walk-up voter registration program at the Library, which happened on September 23. This is an election year, and typically the Library provides voter registration for many in the community.

Mr. Weseloh and Ms. Bajor attended the annual LIMMRiCC meeting on September 15. Health insurance coverage has been through Blue Cross Blue Shield for 8-10 years; and LIMMRiCC is making a move this year to Aetna. The employees will need to be registered during open enrollment, and the new plan is effective starting January 1, 2021.

The nominating petition packet for the April 6 consolidated election is now on the Library website. The packet is also available in hard copy for curbside pickup upon request. Ms. Conradt emailed the DuPage County Election Commission to ask whether electronic signatures will be accepted for the applications, but she has not received a response. Mr. Weseloh asked the Library's attorney whether there is any legislation or rule that would allow for electronic signature. The attorney has not heard of an electronic signature option, and believes

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the written signatures will be required as usual. There are four board positions up for election in spring 2021.

(Mr. Reynolds left the meeting at 7:52)

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

Adult Services: The Spanish conversation group has been very well received.

Young Adults: Jessica started a crafting video series for teens that is posted on Facebook, and there have been 555 views for two crafts. The SORA program works between the schools and the Library's digital collections to provide students access to books used in the curriculum.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS: None.

Discussion was had regarding the possibility of the October Board meeting being held at the Library. Mr. Weseloh has considered the question, and stated some logistical issues with doing so: The Library hours are 11:00 a.m. to 6:00 p.m. Monday through Thursday, and the Board meeting is at 7:00 p.m.; staff plan on incrementally opening to the public during these hours before considering and expansion of hours; if the Library were to be open to the public for the meeting, someone will have to be there at 7:00 to let people in, and someone will need to be stationed at the front door to keep others from entering the library and walking into the library to go wherever they want; it would be difficult to properly social distance in the Program Room with all members present and the director and recording secretary; the program room is serving as the quarantine location for circulated materials, which are going to increase with the reopening plans.

A short discussion was had regarding the request for a proposal from a construction company for installing a canopy over the back stairwell. No response has been received to date; Mr. Weseloh is waiting to hear back.

L. CLOSED SESSION: None held.

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

N. ADJOURNMENT: President Conradt adjourned the meeting at 8:00 p.m.

Catherine A. Rajcan

Recording Secretary