

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, NOVEMBER 23, 2020
7:02 P.M.
ONLINE VIA ZOOM

A. CALL TO ORDER: President Conradt called the meeting to order at 7:02 p.m. President Conradt determined that all attendees were able to hear the proceedings.

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, David Reynolds, members.

STAFF PRESENT: Ben Weseloh, Library Director.

President Conradt confirmed that all persons present on the Zoom meeting could hear the proceedings.

C. APPROVAL OF THE MINUTES:

1. Approval of the Minutes of October 26, 2020: Ms. Jakacki moved to approve the Board Minutes of October 26, 2020 as corrected; seconded by Richard Bloom.

i. Page 2, Item G-2, end of Paragraph 2 should read "...Salary Schedule for the calendar year 2021 state-mandated salary increase.

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, staff.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

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1. Approval of the Bills for November 2020: Mr. Bloom moved that the Board approve expenses in the amount of \$189,258.18; seconded by Ms. Jakacki.

There were three pay periods during the month of October.

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

2. Financial Statements for October 2020: The Financial Statements for October 2020 were discussed during the Administrative Librarian's report, Item I-2.

H. COMMUNICATIONS:

1. Reduction of Quarantine for Items in RAILS Delivery: RAILS looked at data that came out after some of the COVID transmission studies, which have determined the most likely way of transmitting COVID is through direct contact among people and through droplets passed among people. The fomite through infected objects is considerably lower than the person-to-person transmission. Therefore, RAILS returned to a 72-hour quarantine time.

2. Levy Ordinance Reminder: Attorney Ritzman sent an annual levy ordinance reminder. Mr. Weseloh will contact President Conradt and Secretary Kelsey about procuring in-person signatures in order to file the Ordinance with the County.

3. Confirmation of Grant Award for PPE for Illinois Libraries: The Library was awarded a Personal Protective Equipment Grant for Illinois Public Libraries in the amount of \$500. Technical Services Manager Mike Novy wrote the grant application, which will help offset some of the cost of PPE that has been purchased throughout this year.

I. REPORTS:

1. President: President Conradt reported Barb Laiman from the League of Women Voters has arranged an event where prospective candidates could have their election petitions signed by district/city residents. The event will be Saturday, November 27, 2020, from 11:00 a.m. until 2:00 p.m., in the Wayne and Helen Fox Community Center parking lot. The Library Board has four positions coming up for election in the spring.

President Conradt recommended that trustees tell area residents they know about the signing event so they can attend and sign the petitions. The event will probably be for all municipal office openings.

2. Library Director: Mr. Weseloh reported the Library has collected just under 98% of its budgeted property tax revenue; receipts are under budget about \$47,861.00. The total revenues collected are 95.58% for

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the year, representing a \$99,352.00 shortfall under the budgeted revenue figure for the year. Total expenditures are at 32.49% of budget compared to the fiscal year elapsed at 33.3%.

The MD&A report is discussed under New Business Item 6.

PACE Systems was onsite November 6, 2020 for the biennial cleaning of the surveillance cameras inside and outside the building. Hartford completed a boiler inspection on November 13, 2020. There were no issues noted.

The West Chicago community has been in the midst of a spike in COVID-19 positivity rates for several weeks; the week just ended was the fifth straight week of large gains in positivity. Mr. Weseloh shared with the Board statistics on the local COVID positivity rates. These statistics are pulled from the Illinois Department of Public Health data, broken down by ZIP code.

As a result of the trending increase, which was subsequent to the Library Board's endorsement of the COVID Plan, the patron in-person capacity was initially reduced by half and subsequently suspended altogether; and the Library at that point returned to curbside-only as of Friday, November 20, 2020. This limited service arrangement will be in place until West Chicago has two weeks of positivity rate less than 8%. Other area libraries which have returned to curbside only include Batavia, Downers Grove, St. Charles.

Mr. Weseloh continued his conversation with Call One and Sikich representatives regarding the potential of a cloud-based phone system. A cloud-based system would allow the Library to operate more efficiently for the patrons and staff alike, and the cost may be comparable to the current phone expense while providing more functionality. Call One will be providing a quote, which includes an ILA discount. Mr. Weseloh will obtain quotes from additional hosted phone system vendors.

The Director held an all-staff meeting to discuss COVID-19 statistics and staffing issues related to COVID protocols.

Nominating petition packets for the April 6, 2021 election are available in hard copy via curbside pickup. It also can be downloaded from the Library's website.

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

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The Young Adult Librarian Jessica Banko started virtual classroom visits to some of the classes at Leman Middle School. She reads stories and conducts activities for self-contained classes.

Adult Services Department: 104 people attended the virtual programming in October. The craft demo materials for the Adult Services and YA are for curbside pickup; when the segments recorded by staff are shown, patrons can follow along with them to do the crafts.

The Director determined that now that the Library has curbside pickup, the service will continue after the pandemic has resolved. Similarly, the virtual programming will continue after the Library returns to its regular fully open hours. Discussion was had regarding simultaneous broadcast of live programming at the Library through the library website utilizing either Facebook Live or a YouTube channel.

The virtual Home for the Holidays event will take place December 2 and 3 from 6:00 p.m. to 9:00 p.m.

The Program Guide includes a schedule of offerings. Omar Nunez designed the Program Guide in-house.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. FY20 Per Capita Grant Application: In the past the Per Capita Grant application has been due by January 15, and the Board would have some discussion about the requirements that they have for the particular application based on Serving Our Public guidelines. The application materials have not been received yet for this year. A representative from the State Library will speak about the Per Capita Grant at the December RAILS meeting. Mr. Weseloh believes the new due date for the Per Capita Grant application is March 15, 2021.

2. Ordinance 20-06: An Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021 in the amount of \$3,433,000: Mr. Bloom moved to approve Ordinance 20-06 with an appropriation figure of \$4,386,000.00; seconded by Corrine Jakacki.

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

3. Salary Schedule for Calendar Year 2021: Mr. Bloom stated the Finance Committee recommends that the Board adopt the Salary Schedule

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for Calendar Year 2021 provided in the board packets.

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

4. Resolution 20-04: Transfer from within the Corporate Fund to GASB 54 Fund, \$58,000: Mr. Bloom stated the Finance Committee recommends that the Board approve Resolution 20-04, transferring \$58,000.00 from the Corporate Carryover account to the GASB 54 Emergency Fund.

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

5. Resolution 20-05: Transfer from within the Corporate Fund to the Special Reserve fund of \$60,000: Mr. Bloom stated the Finance Committee recommends that the Board approve Resolution 20-05, transferring \$60,000.00 from the Corporate Carryover account into the Special Reserve account.

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

6. Approval of the Management's Discussion and Analysis: Mr. Bloom moved that the Board approve the Management's Discussion and Analysis report as presented in the board packets for inclusion within the FY 2019-2020 audit; seconded by Mr. Fokta.

On Page 1, final paragraph under government-wide financial statements, second complete sentence that begins "The focus of the statement of net position," that statement of net position is going to be something that trustees see in the audit as a table.

Page 4 of the MD&A contains a Table 1 Statement of Net Position.

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: All business having been completed, President Conradt stated no closed session would be held, and adjourned the meeting at 7:51 p.m.

Catherine A. Rajcan
Recording Secretary