

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, OCTOBER 26, 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 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.

C. APPROVAL OF THE MINUTES:

1. Approval of the Minutes of September 28, 2020: Ms. Jakacki moved to approve the Minutes of September 28, 2020, as amended; seconded by Mr. Bloom. The following amendments were made:

- i. Item I.2., Page 4, first sentence should read "Additional electronic books have been purchased..."
- ii. Item I.2., Page 4, Paragraph 4, second sentence should read "First Security performed a fire sprinkler inspection..."

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; Sandra Reynolds, public.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

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G. TREASURER'S REPORT:

1. Approval of the Bills for October 2020: Mr. Bloom moved that the Board approve for payment expenditures in the amount of \$157,604.68. Seconded by Ms. Kelsey.

Claims List items discussed: Insurance, health and dental, is paid monthly; it's usually around \$15,000.00. Buck Services, janitorial, \$1,267.50, was for services while the Library's regular maintenance man was on vacation. Staff have been able to fully and adequately handle the necessary cleaning pertaining to COVID protocols to date. Accurate Office Supplies, janitorial expenses of \$4,664.29, a substantial portion is related to COVID-19 cleaning. SWAN Consortium of \$8,457.25 is the quarterly charge which includes payment for database purchases with a discount.

Librarian's petty cash account, \$5,000, is for discretionary purchases. When expenses are paid out of the account, the account is then generally replenished from the corporate funds.

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

2. Financial Statements for September 2020: Mr. Bloom stated that on October 15 Mr. Weseloh and Mr. Bloom met with Sikich representatives to conduct the exit interview for the audit. The library had a very good, clean audit.

At the November regular meeting the Board will approve the MD&A letter. The Finance Committee will meet at 6:00 p.m. prior to the November 23, 2020 Board Meeting; the Committee will discuss the possibilities of doing the bulk and final funding of GASB 54, possibly putting some funds into the Special Reserves, discussing moving forward with the interviewing and determination of the external accounting firm; and Mr. Weseloh will be issuing a Salary Schedule for the calendar year 2021 state-mandated salary increase. COLA and merit increases will be voted on at the February Finance Committee meeting.

H. COMMUNICATIONS:

1. Public Libraries Closed on November 3, 2020? (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.) The closing of the library on November 3, Election Day: The Ritzman firm confirms that the legislation declaring government offices closed for Election Day does not apply to municipal offices; and states that it is up to the libraries' discretion whether to be open or closed for Election Day. The West Chicago Library will remain open on November 3, 2020.

2. Health Department Warns of Increased COVID-19 Risks (DuPage

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Regional Office of Education): COVID positivity rates in the County have been increasing. The infection rate for the prior 7-day period was 7.6%.

I. REPORTS:

1. President: President Conradt stated four seats on the Board are up for election at the April 6, 2021 election. The candidate packets are due for return December 14 through 21, 2020, from 10:00 a.m. to 5:00 p.m. Barb Layman from the League of Women Voters is considering holding a signing event at a public place for interested candidates -- possibly the parking lot at the ARC, or at the West Chicago Library.

2. Library Director: Mr. Weseloh reported the fiscal year elapsed is at 25%. Fiscal year to date, 93.06% of the total revenues have been collected, and 95.35% of the property tax revenue has been collected. Total revenues are \$156,000.00 under budget after the first quarter of the fiscal year. Expenditures overall are just shy of 23%.

Interest income for the month was \$55.67. The Per Capita Grant from FY 19-20 in the amount of \$37,405.00 was deposited into the General Corporate fund.

The lawn irrigation system was shut down for the season on October 20, 2020. Legend Exteriors fixed the damaged fascia that resulted from wind storms this year, and caulked problem areas around windows. They are working on the proposal for the gutters, one proposal for guttering the entire building, and one to address only the specific problem areas that have been identified.

Adult Services was opened for computer use, including copier, scanner, and fax, followed by Youth Services computer use, and browsing was permitted starting October 14. Patron visits has been relatively light: Since September 30, requests for computer use has been 24 appointments for Adult Services, 1 appointment for Youth Services; and the lobby copier has had 21 appointments. Grab and Go!, the browsing service, has had 9 appointments for Youth Services, and 17 appointments for Adult Services. Every one who has come in has been masked and has followed the directions.

Mr. Weseloh provided the Board his COVID Plan for the Library. If the COVID positivity rate returns to over 8% for two weeks, the Library would probably stop the in-person services and return to curbside only with contactless services. The intention currently is to stay open unless there is a flare-up that would warrant shutting down completely.

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Discussion is ongoing with Call One and Sikich regarding switching from the POTS lines to digital. The RAILS 2020 Census Grant documentation has been completed and the program closed out.

Six staff members are celebrating their anniversaries working at the Library as of October, spanning from 1 year to 14 years.

Nominating petition packets for Board positions are available for either curbside pickup or download from the Library's website. Mr. Weseloh stated 21 people have gone to the page, but the page does record if the documents are downloaded. However, he believes at least one packet has been downloaded. The library's attorney has advised that in-person signatures will continue to be a necessity for nominating petitions; electronic signatures would not be sufficient. Fifty signatures, or 2 percent of the population from the last election, is needed to have a person placed on the ballot.

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

-Adult Services: 22 promotional spots were developed with book lists and book talks for social media in September. They created two virtual computer classes and had a total of 26 attendees.

-Circulation: Electronic materials check-out is holding steady at just under 3,000 checkouts.

-Technical Services: The high school contacted the Library because they are making an architectural collage for their new community room, and they asked if the Library could scan some of the images in the yearbook collection to use for the collage: the 1921 basketball team, the 1927 sophomore class, the 1928 basketball team, the 1930 band photo, and the 1930 Edisonian Science Club.

-Youth Services: A pumpkin pickup was held on October 3 in the Library parking lot; and the Library partnered with the City of West Chicago to provide pumpkins and treat bags for the West Chicago community. Treat bags were donated from different businesses and organizations within the community; 200 pumpkins and treat bags were distributed for the event. No Trunk Or Treat event will be held this year.

-Marketing for social media and engagement has been very active in reaching out to the community.

J. UNFINISHED BUSINESS: None.

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K. NEW BUSINESS:

1. DRAFT 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: The Draft Ordinance was included in the Board packets. The ordinance will be approved after the Public Hearing in November. The appropriation amount is the same as the previous year.

a. Public Hearing Date - November 23, 2020 at 6:45 p.m.: Ms. Jakacki moved to approve the Public Hearing Date of November 23, 2020, for the Levy Ordinance 20-06, at 6:45 p.m.; seconded by Mr. Bloom.

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

2. COVID-19 Plan: Discussion was had regarding the details of the action plan and expanding and clarifying some areas, including: 1, the responsibility section with respect to the director being the owner of the process, and what are the responsibilities of the managers as well as the employees; 2, a reference section for relevant data.

The Plan will be made accessible to the public on the website and may be updated from time to time. The Board endorsed the Director's COVID Plan.

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 adjourned the meeting at 7:51 p.m.

Catherine A. Rajcan
Recording Secretary