

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 28 2022
7:00 P.M.

A. CALL TO ORDER: President Conradt called the meeting to order at 7:00 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Frank Fokta, Vice President; Corrine Jakacki, Treasurer; Diane Kelsey, Secretary; Richard Bloom, Scott Grotto, and Pat Weninger, members.

STAFF PRESENT: Ben Weseloh, Library Director; Dominique Mendez, Youth Services Manager; Amanda Ghobrial, Adult Services Manager; Gabe Cardenas, Circulation Librarian; Omar Nuñez, Public Relations Specialist; Mike Novy, Technical Services, staff.

C. APPROVAL OF THE MINUTES:

1. January 24, 2022: Ms. Jakacki moved to approve the Minutes of January 24, 2022 as amended; seconded by Mr. Bloom.

i. Page 4, Item J.2., Director's Reports, first sentence should read "...transferred from the Illinois Funds to the general fund..."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Under New Business, No. 4., add a discussion on staffing issues. The library currently has two staff openings.

G. PRESENTATION:

1. Facilities Assessment Update & Structural Report: Matthew Johnson, Cem Diniz, and John Daley, from Elara, reported on the findings of their review of the Library's mechanical, electrical, plumbing, and fire protection systems. The company performed a master plan study picking up from the study it had completed for the Library several years ago.

Elara's recommendations are primarily driven by maintaining comfort, sustaining the building occupancy, and energy efficiency; and the company prioritized the recommended work: Priority 1 is within the next

one to two years; Priority 2 is three to four years, and Priority 3 is five years and later.

Elara reviewed plumbing, HVAC, and building lighting. Engineers examined the expected service life of mechanicals, and determined nothing major looked at risk of imminent failure. It was noted that hot water is very difficult to receive at the plumbing fixtures in the building because the system does not include a recirculation pump. A fix of this problem would require running piping from the basement mechanical room to the fixture locations and would be expensive.

The two air handler units to the HVAC system have an estimated service life of approximately five years. The boilers and hot water pumps will also be approaching the end of their service life in the next three to five years. The chilled water pump is listed as needing replacement ASAP.

The fire alarm system replacement is set for five years. If or when the fire alarm system is updated or replaced, more fire alarms will need to be added. Elara recommends annual preventative maintenance for the electrical system and electrical panel.

The engineers inspected the basement of the library with respect to previous water infiltration. The inspection bore out no issues related to the basement walls that would indicate that the structure is compromised or settling. There are no gutters on the building, so the water drops down from the roof and lands roughly 5 feet away from the building. Staining exists on the skirt wall at the southeast corner of the building.

Stained ceiling tiles were observed on the second floor, where the Director stated some roof repairs had recently been performed. The site walls where the bicycle rack is and on the stairwell down to the basement are in bad shape and need to be replaced.

The maintenance repair cost section of the report is on Page 5, but does not include a cost for roofing, which would need to be obtained from a roofer.

(Matthew Johnson, Cem Diniz, and John Daley left.)

H. TREASURER'S REPORT:

1. Approval of the Bills for February 2022: Ms. Jakacki moved to approve the bills for February 2022 in the amount of \$175,320.30; seconded by Ms. Weninger.

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

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2. Financial Statements for January 2022: Mr. Weseloh covered the Financial Statements under his report, Item J. 2.

I. COMMUNICATIONS: None.

J. REPORTS:

1. President: No report given.

2. Library Director: Mr. Weseloh reported the Library is 58.3% of the way through its fiscal year elapsed; it has collected 102% of its total revenue; and expenditures are around 55%. The property taxes collected are rounded up to 100% but are a couple thousand dollars behind. Service fees collected are at 103% of the budget; and replacement taxes are at 101% of the budget.

The work station refresh and remote support laptops expense of \$19,646 is being reviewed with Sikich because of a possible billing discrepancy.

Library material budget is at 63%; facilities maintenance is at 54% of the budget. Professional services budget is at 62%, which includes the Sikich audit and the Elara engineering costs.

Mr. Weseloh will place on the March Agenda as a discussion item the recommendations and priorities provided in the Elara report. Discussion was had regarding creating a Facilities Committee to discuss the recommendations and options for repairs.

The AJEs were completed from the annual audit. The Library's membership fees for SWAN will increase by \$910 for FY22-23.

Valley Fire Protection was onsite in January and performed a five-year internal testing on the Web system, the hydrostatic protection system, and replaced two gauges that were outdated. Anderson Elevator was onsite for the annual elevator inspection and testing; they also came out for the fire alarm testing with the First Security technician. First Security also was onsite to change out the radio in the fire panel to 5G.

Peerless Network was onsite to start the process of changing the

Library's POTS lines to be VOIP lines by the end of the fiscal year. The online fee payment system has been changed from Pro Pay to PayPal because the former did not work with the Aspen catalog.

Mr. Weseloh held a Director's Dialogue event, there was one person registered, and that person did not show up. Mr. Weseloh followed up with an email to that person; and Mr. Weseloh had IT place on the

website his contact information and an invitation for people to make appointments with him if they would like to speak with the Director.

The West Chicago City Clerk, Nancy Smith, who was the City Clerk for 30 years, passed away on February 9, 2022.

3. Department Managers:

Administrative Services: The enews open rate increased by 4% in January, and the click rate went down by 1%. Registration numbers remained strong, including for the Valentine's Day Program, the to-go bags, the Winter Reading Program, and the Healthy West Chicago cooking classes.

All of the top Facebook posts were videos; the Library has close to 1800 followers. Instagram continues to perform well with Reels, and the Creative Corridor remains unchanged.

Adult Services: 78 people attended 7 virtual and in-person programs in January; Healthy West Chicago virtual cooking class with 20 people attending; chair yoga program with at least 20 people each time. Adult Services Librarians assembled some To-Go Bags to drop off at the Wood Glen Senior Residences for the residents to enjoy.

Young Adults: Seven programs were held in January with a total 18 attendees. Staff visited the middle school for the after-school book club and brought some mobile Makerspace materials, and the kids made 3D pens and curler beads.

Circulation: 12,923 items were checked out in January, an increase of 46.74% from the previous year when the library was closed; 3,214 electronic materials were checked out in January, a 10.9% increase from the previous year. The library has a total of 15,117 cardholders, which is an 8.29% decrease from January 2021.

Youth Services: A total of 243 people attended a total of 27 programs held in January. An online story time for the birth to 3 years old

program had a total of 57 children attend. Popular kits for pickup in January were for the 3 Kings Day (45 pick-ups), and the Chinese New Year (48 pick-ups).

The Library partnered with District 33's Project Hope, a birth to 3-year-old program, providing to-go bags for expectant mothers and their children birth to 3 years old. A total of 75 bags were distributed.

Technical Services: 635 items were ordered, 1,742 items were added to the collection, 1,066 items were withdrawn from the collection.

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4. Finance Committee: Ms. Jakacki reported that the Committee met Tuesday, January 22. Present were Corrine Jakacki, Chair; Scott Grotto and Diane Kelsey, members; and Ben Weseloh and Maureen Bajor, staff. The meeting was called to order at 6:00 p.m., and discussion was had on the topics of a COLA increase and the Merit Pool. The meeting adjourned at 6:45 p.m.

5. Policy Committee: Mr. Fokta reported the Policy Committee met February 25 at 6:00 p.m. Review and discussion was had on the emergency plan, and the review and discussion will continue at the next two Policy Committee meetings. The meeting lasted 1.5 hours.

6. Strategic Planning Committee: Ms. Weninger reported that the committee met at 12:00 p.m., January 25, 2022; and present were Pat Weninger, Diane Kelsey, Ben Weseloh, Omar Nuñez, and Jenny Winters. The committee discussed the survey responses, how to handle the focus groups, and the dates for those, and reviewed the timeline for project completion. The Committee hopes to have the Strategic Plan available for the June Board Meeting. The meeting adjourned at 1:20 p.m.

7. Ad hoc Committee to Perform the Semi-Annual Review of Closed Session Minutes and Recordings: Mr. Fokta reported that he wanted to remove this item from the agenda because they were not able to meet since the January Board Meeting. A meeting is tentatively planned for March 19, 2022, and the Committee should have a report back to the Board for the March meeting.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. Recommendation for COLA Increase for FY 2022-2023: Ms. Jakacki reported the Finance Committee recommends a COLA increase of 1.5% for

FY 2022-2023. Mr. Weseloh stated the committee looks at the HR Source Salary Survey as well as the CPI. The combined proposed merit and COLA increases would result in a total increase of 3.5%. The goal is to have the merit increase weighted more than the COLA.

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

2. Recommendation for Merit Pool for FY 2022-2023: Ms. Jakacki reported the Finance Committee recommends that the Merit Pool be \$14,000 for FY 2022-2023. The Merit Pool funds will be an approximate increase of 2%. Not all staff will receive a Merit Pool increase.

The salaries line item is approximately 54% of the budget. When employee benefits are added in, the expenditures represent just below

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70% of the budget.

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

4. Staffing: Discussion was had regarding full staffing of the library, the total personnel expenses included in the library's budget, mandated minimum wage increases, and possible future opportunities to reduce personnel expenses such as reducing the library's opened hours or total number of staff.

The consensus of the board is that the director has that responsibility of personnel and employee decisions, and the board would be involved if there would be a recommendation for changing the hours of operation or exceeding the 70% of the budget on the personnel line item.

A statement was made regarding the law that employers cannot ask a potential employee for their salary history. The Director received the Board's support in determining what if any changes he needs to make regarding personnel coverage.

M. CLOSED SESSION: No closed session was held.

N. RETURN TO OPEN SESSION: No return to open session needed.

O. ADJOURNMENT: President Conradt adjourned the meeting at 8:23 p.m.