

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, APRIL 25, 2022
7:00 P.M.

A. CALL TO ORDER: President Conradt called the meeting to order at 7:01 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Diane Kelsey, Secretary; Richard Bloom, Scott Grotto, and Pat Weninger, members.

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

C. APPROVAL OF THE MINUTES:

1. March 28, 2022: Ms. Weninger moved to approve the Minutes of the March 28, 2022 Regular Board Meeting; seconded by Richard Bloom. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: New Business Item 3, Recommendation to Transfer from Corporate Carryover to GASB 54 Fund, and Item 4, Recommendation to Transfer from Corporate Carryover to Special Reserve, were removed from the agenda. These items will appear on the May Board Agenda.

G. TREASURER'S REPORT:

1. Mr. Bloom moved to approve the bills of April 2022, expenditures in the amount of \$176,869.73; second by Pat Weninger.

Roll call Vote - Yes: Richard Bloom, Scott Grotto, Diane Kelsey, Pat Weninger, Nancy Conradt. Motion carried.

2. Financial Statements for March 2022: Reviewed under the Director's Report, Item I-2.

H. COMMUNICATIONS:

1. Notice of Certificate of Occupancy (OSI Industries): This notification informs the Library that the business which received a tax abatement from the local taxing bodies has now taken occupancy of their building. Action was taken under Agenda Item K-1.

I. REPORTS:

1. President: President Conradt stated with regard to the West Chicago Library District board election in 2023, some of the current trustees have indicated they will not be running for reelection, so new candidates will be needed to fill out the positions on the board.

Mr. Bloom and Ms. Conradt would like to ask the Library staff who do outreach to the schools, when there are parents present, if the staff might bring a board member along to give a short discussion asking volunteers to consider serving on the Library Board of Trustees, and providing information on what the position would entail. The Library will make some announcements regarding the future open positions, including using the e-news platform.

Trustees were reminded to complete the Statement of Economic Interest by May 1, 2022. Discussion was had regarding the level of detail of the questions, including the request of some personal financial data.

Mr. Grotto will check if he has access to a recording of a Webinar on the topic which he attended, and if it is available he will forward it to the Director.

Ms. Conradt will need to nominate a committee to select the board officers for the upcoming fiscal year; the committee may be comprised of Diane Kelsey and Corrine Jakacki.

President Conradt stated she would like to schedule a committee of the whole meeting to perform the Library Director's evaluation. She will send the evaluation forms, in electronic format, to the trustees. She will also gather salary information from other local libraries that have a similar tax base, most of which are posted online.

After the trustees fill out the evaluation forms, they will receive a copy of Mr. Weseloh's self-evaluation.

The executive meeting to discuss the evaluation will be held an hour before the May Regular Board Meeting.

2. Library Director: Mr. Weseloh reported the library is 75% of the way through the fiscal year elapsed. Total revenue collected is at 98%; replacement taxes of \$35,216.00 are 100% of budget. A second installment is expected at the end of June.

The expenditures are at 68% of the total budget. Administrative technology is at 111% of budget, which includes some billing issues with Sikich, a \$10,000.00 unapplied credit from a downpayment on laptops, and a \$13,000.00 credit for which the Library is asking for

reimbursement in the form of a check.

Library materials line item is at 81% of budget, professional services

is at 69% of budget, and facilities maintenance is at 69% of budget.
The GASB 54 funds earned \$130.00 interest for the month.

Fitzgerald Electric was onsite in April to repair three exterior spotlights. The replacement of the entire light fixture is less costly than replacing the drivers; the fixtures come with a seven-year warranty.

Mr. Weseloh received a roofing estimate from Mac Brady. In discussions with Elara Engineering, it was determined that the thermal imaging/testing is not necessary at this time, and the contractors can propose the type of testing they believe is needed to determine what if any leaks are present. The first quote came in at \$4300.

Mr. Weseloh signed the proposal with Questmark Flooring of West Chicago to replace the tiles in the lobby. The flooring and the parking lot striping will be performed over Memorial Day weekend.

The March Director's Dialogue was canceled by the director because the previous two months have had zero persons registered and zero attend. President Conradt noted that the Director has made himself more available to the public, as was requested by the board.

The Library will host a 60th anniversary Beatles exhibit from August 1 to 8, 2022, at the library. Additional programming will be planned to coincide with the exhibit.

Mr. Weseloh attended a West Suburban Library Directors meeting at the Warrenville Public Library on April 13, 2022, which was the first in-person meeting of the directors since prior to the pandemic. The libraries are dealing with the same issues of the minimum wage increase and struggling to get good candidates for employment.

A new Circulation Services clerk has been hired; and the Library is back to full staffing in the circulation department. A part-time Adult Services assistant is being sought at this time.

Staff completed two online training courses on unconscious bias and diversity sensitivity, for which they receive certificates.

Mr. Weseloh spoke about Senate Bill 3789, which would require units of local government to form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located. This would be an unfunded mandate. If the bill is approved, the committee would be comprised of all of the trustees and the

director.

3. Department Managers:

Administrative Services: The e-news open rate increased this month by 3%; the click rate stayed the same, 2%. The most-opened email was for the Strategic Plan Survey; 80 surveys were collected. The second-most opened email was for the book club registration for April. The third-most opened email was for the mask-optional update.

The most popular post was for a bird watching program with 29 people registered. The family cooking club promotion was the second-most popular post. Healthy West Chicago reported that the library's promotional efforts for their programming were the most seen by the community.

The top three videos on the Library's Instagram account reached approximately 10,000 viewers.

Adult Services and Young Adult Services: 136 people attended 12 programs in March, held virtually and in-person. 15 people attended the March Healthy West Chicago cooking classes, and 23 people attended the bird watching program.

Thirty to-go bags were assembled and distributed to Puente Del Pueblo in Main Park Apartments in March. Young Adult Services had eight programs for teens and a total of 28 attendees.

Circulation Services: In March 14,436 items were checked out, a 33.8% increase from the previous year. 3,665 items were electronic items; representing a 23.57% increase from the previous year. 72 new patrons were registered in March, resulting in a total of 15,067 cardholders -- 50.35% of the District's population.

200 books and DVDs were donated to Aperion Care, the nursing home in West Chicago; and 68 books were placed in the Little Free Libraries around West Chicago.

Technical Services: 1,790 items were ordered; 2,229 items were added; 800 items were withdrawn; and 20 items were repaired in-house.

Youth Services: In March 45 programs were presented, with a total of 507 attendees. The most popular to-go kits were St. Patrick's Day, 43; and Boredom Buster with a Spring Back kit, 48.

Gabe and Dominique performed a virtual preschool outreach with the three District 33 preschools, which resulted in 370 program guides going into the backpacks of preschoolers just before spring break.

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In-person traffic based on the door counters reflects that fewer people are entering the library, but those persons are checking out more books on average compared to prior to the pandemic. Some patrons are exclusively taking advantage of the digital offerings and have established this new habit to do so.

Mr. Bloom stated he read in the State health report that DuPage County currently ranks in the top four counties in the state of Illinois with the increased level of positive COVID test results.

4. Policy Committee: Ms. Weninger reported that the committee continues to work on the Emergency Plan, which has been a large undertaking. The committee is working on the Emergency Situations Procedures and Disaster Manual, including removing redundant language while combining the two sources into one document. Mr. Fokta is personally performing a lot of work in the process. The goal is to clean it up and make it a more usable document.

5. Strategic Planning Committee: Ms. Weninger reported the committee has not met since last reported, but committee members have been very busy. Diane and Jenny have met with community leaders in virtual focus groups. Omar has been doing an incredible job of collecting data from the library staff and also has continued to work with the survey results.

The committee is scheduled to meet on May 12, 2022, when the writing process begins. The committee had a goal to complete its work by the end of June, but they have updated that timeline to complete later in the summer.

6. Finance Committee: Mr. Grotto reported the committee met and looked over next year's budget. Two recommendations items were struck from the

Agenda under New Business because additional numbers need to be reviewed.

J. UNFINISHED BUSINESS:

1. Facilities Assessment Priorities and Planning - Reinstate Building & Grounds Committee: President Conradt stated two of the people she would like to appoint to the committee were not present at the April Board Meeting, and she has not had the opportunity to speak with them about their serving on the committee. This item was tabled until the May Regular Board Meeting.

K. NEW BUSINESS:

1. Ordinance 22-01 Providing for Real Estate Tax Abatement for the OSI Industries, LLC Property: Mr. Bloom moved to approve Ordinance 22-01 Providing for Real Estate Tax Abatement for OSI Industries; seconded by

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

2. Set a Meeting Date for the Library Director's Annual Performance Evaluation: President Conradt scheduled the trustees' meeting to review the Director's performance for May 23, 2022, at 6:00 p.m., prior to the Regular Board Meeting.

3. Withdrawn.

4. Withdrawn.

5. Library Closure for Library Staff Event: Because staff have been working for the last 2.5 years dealing with the pandemic, staff working remotely, as well as returning with masking and social distancing restrictions, Mr. Weseloh believes it would be beneficial for staff morale to close the library early on a scheduled date and have a staff retreat with some type of programmatic activity to build camaraderie. Cantigny Museum and Park is arranging an exhibit called Alebrijes, and he believes the exhibit may provide a good opportunity for the staff to get together outside of the library.

Daniel Peck, the marketing and communications coordinator for the City of West Chicago, would like to have this exhibit as a theme the upcoming year, and the Library would like to host the exhibit onsite. Mr. Weseloh will provide more information at the May Board Meeting.

Elara Report: Mr. Weseloh has begun to address two items included on

the Elara report: The condition of the roof of the building, and the HVAC system including replacing the chiller motor. Midwest Mechanical and Gehrke Water Treatment both recommended the purchase of a replacement motor for the chiller rather than purchasing a new, redundant chiller, which would require the pouring of another concrete pad for a second chiller. The cost estimate for a second chiller is approximately \$2500.00. Mr. Weseloh will provide an update on this matter at the May Board Meeting.

President Conratt stated she would like to have Mr. Bloom serve on the Building and Grounds Committee.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: There being no further business, President Conratt adjourned the meeting at 8:03 p.m.