

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, MAY 23, 2022
7:00 P.M.

A. CALL TO ORDER: President Conradt called the meeting to order at 7:02 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Diane Kelsey, Secretary; Corrine Jakacki, Treasurer; 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. April 25, 2022: Ms. Jakacki moved to approve the Minutes of Monday, April 25, 2022, as amended; seconded by Richard Bloom.

- Page 6, Section K-5, last paragraph should end at "on the Building and Grounds Committee."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: James Howard and Austin Gieser, Governmental Accounting.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Ms. Conradt asked Mr. Bloom if the outcome of the Executive Meeting on the Library Director's evaluation could be added to the agenda. Mr. Bloom stated the topic would need to go on the agenda for the June meeting if the Board would like to discuss the Director's review in open session.

G. TREASURER'S REPORT:

1. Approval of the Bills for May 2022: Ms. Jakacki moved to approve the bills in the amount of \$221,698.79; seconded by Mr. Grotto.

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

2. Financial Statements for April 2022: James Howard provided an oral financial report to the board. The Library District has collected 98%

of its total revenue budget. This year when The Library goes to levy, it will have the unique situation of a high CPI at 7% which it will want to capture. The Library will publish notice of the public hearing in accordance with the Truth in Taxation Act.

The fiscal year replacement taxes collected are \$35,216, 1% more than budgeted; and service fees collected are \$8,144. At 83% of the way through the fiscal year, operational expenditures are 77% of the total budget. The Library will receive a refund from Sikich in the amount of about \$24,125.

Expenses reviewed include the Electronic Reference Annual Subscription of \$28,886; the CCTV maintenance of approximately \$4,975.

Personnel expenses were approximately \$1.1 million against a \$1.5 million budget; and Programs expenses are slightly high, approximately 8% above budget, due to the \$5,000 contribution to Healthy West Chicago. This is the first year of three that the Library will make that contribution; in the future years the contribution will be budgeted for in the program line.

The total fund ending balance is \$1.5 million, funded at 81%. Industry best practice recommends the Library have at least three months or better of funds to cover expenses. The Federal Reserve is increasing interest rates, which should cause an increase in interest income on savings accounts.

H. COMMUNICATIONS:

1. Healthy West Chicago Quarterly Report: The report describes the success of the program during the first quarter of 2022. The number of participants served has increased from 109 persons in 2021 to 222 persons in 2022. The Library partners with Healthy West Chicago with cooking classes and yoga on the lawn.

I. REPORTS:

1. Nominating Committee: The Nominating Committee, comprised of Corrine Jakacki and Diane Kelsey, reported that the Committee recommends Nancy Conradt, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; and Corrine Jakacki, Treasurer.

2. President:

a. Election of Officers for FY 2022-2023:

i. President: President Conradt asked for nominations from the floor, and there were none. President Conradt closed the nominations for the Office of President.

Upon motion of the Nominating Committee for Nancy Conradt to serve in

the Office of President, the Board voted by unanimous voice vote to approve Ms. Conradt to serve in the Office of President. Motion carried.

ii. Vice President: President Conradt asked for nominations from the floor, and there were none. President Conradt closed the nominations for the Office of Vice President.

Upon motion of the Nominating Committee for Frank Fokta to serve in the Office of Vice President, the Board voted by unanimous voice vote to approve Mr. Fokta to serve in the Office of Vice President. Motion carried.

iii. Secretary: President Conradt asked for nominations from the floor, and there were none. President Conradt closed the nominations for the Office of Secretary.

Upon motion of the Nominating Committee for Diane Kelsey to serve in the Office of Secretary, the Board voted by unanimous voice vote to approve Ms. Kelsey to serve in the Office of Secretary. Motion carried.

iv. Treasurer: President Conradt asked for nominations from the floor, there were none. President Conradt closed the nominations for the Office of Treasurer.

Upon motion of the Nominating Committee for Corrine Jakacki to serve in the Office of Treasurer, the Board voted by unanimous voice vote to approve Ms. Jakacki to serve in the Office of Treasurer. Motion carried.

President Conradt dissolved the Nominating Committee.

b. Appointment of the Ethics Officer: President Conradt appointed Frank Fokta to be the Ethics Officer.

c. Appointment of the Parliamentarian: President Conradt appointed Richard Bloom to be the Parliamentarian.

d. Appointment of Finance Committee: President Conradt named the Finance Committee to be comprised of Corrine Jakacki, Chair; Diane Kelsey and Scott Grotto, members.

e. Appointment of Policy Committee: President Conradt named the Policy Committee to be comprised of Frank Fokta, Chair; Richard Bloom and Pat Weninger, members.

f. Appointment of Building & Grounds Committee: President Conradt named the Building & Grounds Committee to be comprised of Frank Fokta, Richard Bloom, and Corrine Jakacki. The committee can select its own chair.

3. Library Director: Mr. Weseloh stated the library is 83.3% through the fiscal year. Interest income on the Illinois Funds GASB 54 fund has

increased to \$219 this month. Sikich sent the reimbursement check in the amount of \$24,124.92.

Midwest Mechanical was onsite to repair mechanicals in the ceiling in the HR Manager's office which had heated up to 92 degrees. PACE Systems was onsite on May 11 for the biannual maintenance and cleaning of the surveillance cameras.

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Mr. Weseloh and Mr. Bloom attended the State of the City Address on May 16, 2022. The City spoke to the increased development that is happening in West Chicago; about painting the water tower; and the plans for a creating a park on the Kerr McGee site.

Mr. Weseloh and Ms. Bajor attended the LIMMRiCC meeting on May 17. The Library is seeking to fill the circulation assistant position which recently became open.

Sikich was onsite to work on a new computer in the Adult Services department, install a dock, and rebuild two work stations.

Mr. Weseloh and Ms. Bajor met with Peerless Technology to continue moving forward on the VOIP phone system installation, focussing on implementing all the same phone system services the Library currently has, Internet system, and the elevator call-out system which will utilize a cellular signal.

Mr. Weseloh worked with Verizon Business Mobile to procure four new cell phones for library staff to use, one each for Mr. Weseloh, the maintenance assistant, the Person in Charge, and the security monitor. The cell phones are used throughout the day for emergency or other library-related reasons. The Library will save about \$10 per month on the phones as well as have better plans.

The Library's table at Blooming Fest saw approximately 80 people before the rain and lightning cancelled the event.

The Pulte development next to the St. Andrews Golf and Country Club is no longer moving forward. Some of the neighbors objected to the increased density of the development. The Library had worked with the City of West Chicago and the developer to annex that property into the Public Library District as a condition of sale. The annexation is off of the table for the time being.

Mr. Weseloh received roofing estimates from two companies, Matt Brady and CSR roofing. Additional estimates are expected from Waukegan

Roofing and NCR.

Midwest Seal Coat was onsite the weekend of May 21-22, 2022, to seal coat and stripe the parking lot. Quest Mark Flooring will be onsite Memorial Day weekend to repair the slate flooring in the entrance to the library. The door servicer and the security gate servicer will be onsite May 26, 2022 to remove the interior doors and security gates to enable repair of the floor. Mr. Weseloh will be at the library both days the project will be underway.

The Library is working with Fitzgerald for electrical boxes. The Elara

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report listed \$5,000 for preventive maintenance on the electrical box, and another \$15,000 figure for work on electrical equipment in the building, panel boards and disconnects to be performed this fiscal year and next fiscal year. The chiller pump is being ordered at a cost of \$3,000.

4. Department Managers:

Administrative Services: The e-newsletter open rates and click rates decreased by 1%. The most-opened email was for the mobile DMV program, which was organized by Senator Villa, and the Blood Pressure Clinic, which was organized by Northwestern Medicine.

(James Howard and Austin Gieser left.)

The top two programs that garnered the most clicks were the yoga program, with 35 registrations, and the Getting Crafty program, with 20 registrations. On Facebook the most popular posts were for Children's Day, Blood Pressure Clinic, and Mobile TV. The Library gained 29 new followers in the month of April.

Adult Services and Young Adult Services: Adult Services had 53 adults attend eight programs in April. The chair yoga program had 18 people attend; 13 people attended Healthy West Chicago Virtual Cooking Class.

Young Adult Services: The Lemay Middle School after-school book club visited the library and worked with Young Adult Librarian Jessica, who made a logo for the book club, and they placed it on mugs using the Cricut machine. A total of 17 attended the event.

Circulation Services: In April 13,077 total items were checked out, a 34% increase from April 2021; 3,180 of those materials were electronic. The Library had 4,480 visitors in April, an increase of 47% from April

2021 when the library was only partially open.

The total number of cardholders is 15,073, an 8.05% decrease from April 2021.

The Library donated 186 books to Aperia Care in West Chicago. Gabe Cardenas provided the Board a document listing the last four years of circulation statistics which gives a picture that the Library is trending back slowly to pre-pandemic numbers from 2019.

Technical Services: 873 items were ordered; 706 items were received; 2,529 items were added to the collection; 171 items were withdrawn from the collection; and 34 items were repaired in-house.

Youth Services: A total of 40 programs were held in the month of April,

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with a total of 663 attendees. The most popular kit for pickup was the Super Hero to-go bag with 48 bags given out; and the Children's Book Date was a popular program with 39 patrons in attendance. The Mexican Consulate of Chicago attended the event and donated a cart full of books to the Library. Dominique stated she does not know of another library in the area that owns these particular books, which are textbooks given out to school children in Mexico, separated by 1st grade through 6th grade, all in Spanish, including short stories and an atlas which is very detailed and written in Spanish. They shall be available digitally online as well.

5. Finance Committee: Ms. Jakacki reported the Finance Committee did not meet between the April and May board meetings.

6. Policy Committee: The Policy Committee did not meet since the last board meeting. Mr. Fokta is reworking the Disaster and Emergency Plan to make it more efficient.

7. Strategic Planning Committee: Ms. Weninger reported that the Committee met May 12. Present were Pat Weninger, Diane Kelsey, Omar Nuñez, and Jenny Winters. The Committee received the information Diane and Jenny had gathered from the focus groups with the community leaders, discussed the additional survey information that Omar gathered from the community, and examined the information gathered from the library staff, who were asked to evaluate the last strategic plan as well as offer their perspectives on the plan being developed.

The Committee looked at the common themes that were apparent and the

data collected, and discussed how to incorporate those factors into a usable, clear, and concise document. The Committee has determined that the new plan needs to identify clearly stated goals that can be measured. The Plan is in the final stages of development, and Omar and Jenny are currently working on the format.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Library Closure (June 17, 2022) -- Staff Development: Ms. Jakacki moved to approve the Library Closure on June 17, 2022, for staff development; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

2. Resolution 22-01: Ms. Jakacki stated the Finance Committee recommends that the Library transfer from within the corporate fund to GASB 54 fund the amount of \$35,720. The amount is intended to be 25% fully funded through the 21-22 budget.

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

3. Insurance Renewal: Ms. Jakacki moved to renew the insurance coverage based on the quote from Kamm Insurance; seconded by Mr. Grotto. Mr. Weseloh stated the quote represents an \$889 increase over the previous year, which he believes is a fair, favorable increase for this coming year. If the renewal is not considered favorable, the Library would send the insurance coverage out for a quote from to the insurance companies.

The policies include Philadelphia Insurance, which provides the Internet liability coverage that was selected a few years ago. They are the only company that provides that particular coverage.

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

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: President Conradt stated that no closed session will be held; and business having been completed, she adjourned the meeting at 7:51 p.m.