

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

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

B. ROLL CALL:

TRUSTEES PRESENT: Frank Fokta, President Pro Tem-Vice 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; Mike Novy, Technical Services Manager, staff.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - June 27, 2022: Ms. Jakacki moved to approve the Minutes of Monday, June 27, 2022; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for June and July, 2022: Ms. Jakacki moved to approve the payment of the bills in the amount of \$192,475.69; seconded by Trustee Bloom.

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

2. Financial Statements for June 2022: The financial statements for June 2022 were covered under the Director's Report, Item I-2. Trustee Jakacki noted the Library ended its fiscal year at the end of June.

H. COMMUNICATIONS:

1. Memo RE: Committee on Local Government Efficiency: Mr. Weseloh stated the Local Government Efficiency Act requires that library districts must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to

the county board. The committee must be formed by June 9, 2023, and the first report due no later than 18 months after the formation of the committee. That committee is made up of the seven members of the board, two residents that are appointed, and the library director.

2. Fiscal Year 2022 Per Capita Grant Award Letter: Mr. Weseloh stated the Per Capita Grant came in just after the fiscal year, in the amount of \$42,668.80, based on the 2020 census. The audits will attribute the deposit to the 2022 fiscal year.

I. REPORTS:

1. President: President Pro Tem Fokta had no report.

2. Library Director: Mr. Weseloh stated the Library reached its fiscal year elapsed of 100% at the end of June. The year ended with \$2,512,441 in revenue and actual expenditures of \$2,276,521, the difference being a surplus of \$235,920. These are not audited figures. The ending balance of IMRF is \$4,880. Interest income has continued to increase. Interest was budgeted at \$1,000, and the year-end figure is \$2,814.

Mr. Weseloh attended a webinar entitled Mastering the Art of Difficult Conversations presented by the Bureau of Labor. Key take-aways were feedback to subordinates should be provided periodically, not only at a performance appraisal or review time; for every one negative comment that you make to someone, they need to hear four or five positive comments to offset the negative impact; and appreciative feedback should be received and accepted, not deflected.

Mr. Weseloh attended the Alebrijes meeting with library staff and representatives from the City of West Chicago and the Cultural Arts Commission on July 12, 2022. A community-wide Alebrijes-building project is being planned. The community is invited to assist with the project with a planned completion at the end of September, and the display will be exhibited on the second floor of the library through November.

The director's report contained staff anniversary dates.

Mr. Weseloh signed a contract with AT&T Business to bring fiber Internet connection into the library.

The 60th anniversary traveling Beatles photo exhibit will be onsite at the Library August 1 through August 8, 2022.

A free microchipping event for pets will be held August 10, 2022, from 5:00 p.m. to 7:00 p.m. in the Library's parking lot. The event is organized as a partnership between the West Chicago Police Department

and the DuPage County Animal Services. Participants will receive services on a first-come-first-serve basis.

The electrical box in front of the library on Washington Street was damaged the morning of July 20, 2022 by a semi-trailer trying to make a U-turn on Washington Street around 2:45 a.m. The police asked for camera footage from the library, which Mr. Weseloh provided. The Library will participate in the National Night Out on August 2, 2022, from 6:00 p.m. to 8:00 p.m. at the police station.

Mr. Weseloh provided the Strategic Planning draft 7 to the trustees for review. Trustees were asked to provide their comments to the Director by July 29, 2022. The next Strategic Planning meeting will be held August 10, 2022.

3. Department Managers:

Administrative Services: The summer reading program was the top clicked link for June. The Facebook posts engagements increased five-fold, and clicks increased four-fold, mainly due to a lot of Facebook advertisements. The summer reading reels on Instagram had very strong engagement. The Creative Corridor staff set up a summer reading showcase to highlight the summer reading prizes for adults and young adults. A banner was hung on the wall identifying all the summer reading donors to show the Library's appreciation.

Adult Services: Seven programs were held virtually or in person in June with a total of 49 attendees. Adult Services Librarian Sara and Adult Services Assistant Ian presented outreach in person at Brooklyn Senior Residences and Aperion Care, with a total of 27 residents in attendance.

Young Adult Services: Young Adult Librarian Jessica spoke to 50 teachers at a summer school event in June to promote the YA summer reading program and programming for teens and teachers.

Youth Services: During the summer reading kickoff the Library gave out 247 summer reading bags to children. Representatives from Cosley Zoo made a presentation at the library on local wildlife, and the youth were able to see animals up close.

The first Stories and Alebrijes event was held at Cantigny in June with a total of 27 people attending. The last story session will be August 17, 2022.

Circulation Services: The total items checked out in June was 16,127, a 21.7% increase over June 2021; electronic materials checked out were 4,031, for the first time breaking 4,000, a 55% increase from June of

2021.

In June 2022, 181 patrons used the self-checkout machine for a total of 701 items checked out. The Library had 4,543 visitors onsite in June, a 42.91% increase from June 2021 which was affected by the pandemic. June cardholders numbers are 14,937, an 8.73% decrease from June 2021 due to the purge of inactive library patrons; 49.92% of the district population has a library card as of June 2022.

Mr. Weseloh asked Gabe Cardenas to investigate the cost of replacing the security gates. Three quotes have been obtained which will be available to the trustees for review prior to the August Regular Board Meeting.

Technical Services: In the month of June, 235 items were received, 2,665 items added, 419 items were withdrawn, 66 items were repaired in-house, and 138 invoices were processed.

Mr. Weseloh reported that Wise Plastics Company in 2021 borrowed a lectern from the Library for a ribbon-cutting event they were planning. This year they have asked to borrow the lectern again. The use of this item lends itself to the Library of Things concept where the Library offers more than just books to the public.

4. Policy Committee: Mr. Fokta reported that the Policy Committee met July 14, 2022, at 6:00 p.m. Present were Mr. Fokta, Chair; Mr. Bloom and Ms. Weninger as members. The Committee continues to work through the Emergency and Disaster Plan and expects to have the document finalized within the next three months. The meeting ended at 7:30 p.m.

5. Strategic Planning Committee: Ms. Weninger reported that the Committee met on July 12, 2022, at 1:00 p.m. Present were trustees Diane Kelsey and Pat Weninger; and staff members Ben Weseloh, Omar Nuñez, and Jenny Winter. They continued to review and revise the strategic plan. The next meeting is August 10, 2022; and the Committee hopes to present to the Board at the August Regular Meeting.

6. Committee for Semi-Annual Review of Closed Session Minutes and Recordings: Mr. Fokta reported that the Committee met July 16, 2022, at 1:00 p.m. Present were Diane Kelsey and Frank Fokta. The Committee went into closed session for the purpose of reviewing the closed session minutes and verbal minutes that could be deleted 18 months after the meeting date. Two dates were found to have minutes that the committee will recommend for the deletion in accordance with the regulations. The dates were voted on for deletion Under New Business.

J. UNFINISHED BUSINESS: None.

5

K. NEW BUSINESS:

1. Draft Ordinance 22-03 Budget & Appropriations of the West Chicago Public Library District for Fiscal Year Beginning July 1, 2022, and ending June 30, 2023: The hearing will be held on August 22, 2022, at 6:45 p.m. before the board meeting.

2. Resolution 22-04 Revising Library Closing Schedule for 2022: Ms. Jakacki moved to approve Resolution 22-04; seconded by Ms. Weninger. The revision adds Monday, December 26, 2022, as a closed date for the Library in observance of Christmas Day. Motion carried by unanimous voice vote.

3. Ms. Kelsey stated that the Review Committee recommends that the Closed Session Minutes of May 23, 2018, verbal minutes only, be removed, as they are older than 18 months. Motion carried by unanimous voice vote.

Ms. Kelsey stated that the Review Committee recommends that the Closed Session verbal minutes of May 18, 2020, be removed, as they are older than 18 months. Motion carried by unanimous voice vote.

4. Final Estimate of Revenue for Fiscal Year 2023: Mr. Weseloh distributed to the Board the Final Estimate of Revenue for Fiscal Year 2023 for the trustees' review.

5. Final Budget for Fiscal Year 2023: Mr. Weseloh distributed to the Board the final Budget for Fiscal Year 2023 for the trustees' review.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: Mr. Fokta stated that the Board will not be going into closed session and therefore adjourned the meeting at 7:42 p.m.