

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, AUGUST 22, 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; Pat Weninger, Secretary Pro Tem; Corrine Jakacki, Treasurer; Richard Bloom and Scott Grotto, members.

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - July 25, 2022: Ms. Jakacki moved to approve the Minutes of July 25, 2022; seconded by Mr. Bloom.
Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Clarification on New Business Item K5 was changed to accept the resignation from the Office of Presidency of Nancy Conratt. New Business item K6, Ordinance 22-06, Declaration of Vacancy on the Library Board was stricken altogether.

G. TREASURER'S REPORT:

1. Approval of the Bills for August 2022: Ms. Jakacki moved to approve paying the bills for August 2022 in the amount of \$194,070.87; seconded by Mr. Bloom.

Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion carried.

2. Financial Statements for July 2022: The financial statements for June 2022 were covered under the Director's Report, Item I-2.

H. COMMUNICATIONS: None.

I. REPORTS:

1. President: President Pro Tem Fokta appointed Mr. Bloom and Mr. Grotto to perform the Secretary's Audit and review the Library District's Minutes from 7/1/2021 to 6/30/2022, per 75 ILCS 16/30-65 (c). Mr. Bloom and Mr. Grotto accepted the appointments.

2. Library Director: Mr. Weseloh reported that the Library is 8.3% through the fiscal year elapsed, and the expenditures are at 7%. The Library has front-loaded expenses of insurance and online databases. Fifty two percent of the total expected revenue from property tax has been received through the first installment from DuPage County. This line item increased 6% over the previous year.

No replacement taxes have been received for this fiscal year to date. The service fees collected are \$971, or 12% of budget. The Annual Treasurer's Report was completed August 16, 2022.

Abbott Landscaping installed on the parking islands roses, day lilies, and native grasses. Five sprinkler heads were replaced by American Sprinkler, and the watering schedule has been increased to water the new plants. Some dead bushes toward the staff entrance were replaced with burning bushes.

Mendel Plumbing was onsite to repair a drinking fountain leak in Adult Services and a flush handle in the staff bathroom. Cintas Fire Services was onsite to inspect the emergency lights, and six lights had batteries replaced. The spare chilled water pump and new fittings for the HVAC system were delivered on August 12, 2022.

NIR Roofing was onsite for an initial site survey to determine next steps for the roofing assessment and address the leaks in the library in Adult Services during this year. Mr. Weseloh signed a preventive maintenance contract with NIR roofing which would require an assessment and investigation of the roof twice each year. The leaking has become more steady.

The Library is working with Anderson Elevator to replace two buttons in the elevator which malfunctioned.

Mr. Weseloh worked with the Adult Services Department at workNetDuPage and installed the job center kiosk on the second floor of the library. Patrons can look at the jobs and different grants that they may be eligible for which help with training. The kiosk is managed by workNetDuPage.

A College of DuPage student met with Mr. Weseloh regarding completing a practicum at the West Chicago Library to fulfill a requirement of their

LTA certificate program. This student was a member of the Library's Young Adult Council some years ago.

Mr. Weseloh and HR Manager Bajor attended the semiannual LIMMRiCC meeting on August 17, 2022. The West Chicago Library's LIMMRiCC fees increased by approximately 12.8%.

Employee anniversaries were reviewed. The library hired one new employee as circulation clerk on August 8, 2022.

AT&T performed a site survey on August 8, 2022 for the fiber connection, which should occur on September 13, 2022. Mr. Weseloh made the final order associated with the service agreement for the Voice Over Internet Protocol phone system with Peerless Network on August 11, 2022.

The IT librarian and administration have been working on gathering and organizing old electronic devices including computers, peripherals, a televisions, fans, et cetera for recycling. The items were picked up August 8, 2022. The Library will receive a certificate of destruction for the items that were removed.

A Versiti Blood Drive was held at the library on August 3, 2022; and a pet microchipping event was held at the library on August 10, 2022.

West Chicago Park District is celebrating 50 years in the community; a special anniversary celebration event was held August 20, 2022 at Reed Keppler Park. On August 27, 2022, the City of West Chicago is hosting its annual downtown Food Festival.

3. Department Managers:

Administrative Services: The No. 1 program was the 60 Years of Beatles, and the No. 4 spot was for the Forever Four exhibit. The 60 Years of Beatles program had 68 people registered and 36 people attend. Eighteen people responded to the post-program survey and rated it 4.9 out of 5 stars; 11 of the 18 mentioned they heard about the program through Library emails.

The top Facebook posts were for the Alebrijes-related events, story time, and the Cantigny display. The No. 4 position for popular Facebook

posts was for the Alebrijes wall painting on Washington Street, and No. 5 was for the construction of the West Chicago Alebrijes on the second floor of the library.

Adult Services: The Cultural Art Commission is doing a community art project called Portals of a Dream World, and they have been meeting in the Library Program Room. They are creating small books made out of

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actual book pages taken out of circulation. Every book has "dream" in the title, and they are created in English or Spanish.

Young Adult Services: Three middle school tours were held in July, with a total of 64 students. One tour had the participants utilizing the mobile Makerspace to create acrylic key chains.

Circulation Services: Staff have been working with the Mexican Cultural Center of DuPage to highlight the Alebrijes. September is Library Card Sign-Up Month, and the Library received permission from the Cultural Center to use a graphic of the mural; two designs will be offered.

Technical Services: 915 items were ordered; 1,830 items added to the collection; 142 items were withdrawn; 64 items repaired in-house; and 841 invoices were processed.

Youth Services: Six summer school class visits occurred during July, across grades 1 through 5, with a total of 148 students. The department updated its literacy area, and replaced the toddler table with two toddler tables, one being a Lego table, as well as a play kitchen with play food. New baby mats have been added so parents can safely place their infants on the floor.

4. Building and Grounds Committee: Mr. Bloom reported the Committee met on August 1, 2022 at 6:02 p.m. Present were Richard Bloom, Chair; Frank Fokta and Corrine Jakacki, members; and Director Weseloh. The Committee approved the Minutes of the June 27, 2022 meeting.

The Committee broke anticipated projects down into a time line of year one, one to three years, and three to five years. They also designated projected items as emergency or wish list.

The Committee reviewed the Elara Engineering report and established rough estimates of what the individuals projects would cost; an aggregate cost is estimated to be approximately \$1.4 million. Projects include replacing the lobby circulation desk, reconfiguring technical

services, and expanding the youth services area. The Committee also discussed improving the second floor youth services area to accommodate the changing demands of the patrons.

The Committee arrived at a resolution to the hot water issue in the bathroom: Instead of installing return pipes for hot water, they discussed installing tankless water heaters underneath the sinks at a cost of approximately \$250.00 each.

The meeting adjourned at 7:15 p.m.

5. Strategic Planning Committee: Ms. Weninger reported the Committee met August 10, 2022 at 1:00 p.m. Present were Diane Kelsey, Pat Weninger, Ben Weseloh, Omar Nuñez, and Jenny Winter. Jenny and Omar have volunteered make a presentation to the Board when the Committee submits its report. The Committee will next meet on September 13, 2022.

The Committee believes the plan is ambitious; and it wants to make sure the community sees that the Library is responding to what patrons have requested.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Adopt the Tentative Budget and Appropriations Ordinance 22-03 for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, and ending June 30, 2023: Ms. Jakacki moved to approve the Tentative Budget and Appropriations Ordinance 22-03; seconded by Mr. Grotto.

Mr. Weseloh stated the public hearing notice will be published in the Daily Herald on August 23, 2022. The public hearing will be held on September 26, 2022, at 6:45 p.m.

Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion carried.

2. Ordinance 22-04, Freedom of Information Act: Mr. Weseloh stated this item is the annual ordinance that outlines the fact that the Library complied with all topics related to the Freedom of Information Act. Mr. Bloom moved to approve Ordinance 22-04, Freedom of Information Act; seconded by Ms. Jakacki. Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion

carried.

3. Ordinance 22-05: Ethics: Ms. Jakacki moved to approve the Illinois Ethics Act; seconded by Ms. Weninger.
Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion carried.

4. Resolution 22-05: Estimate of Funds: Ms. Jakacki moved to approve Resolution 22-05, Estimate of Funds; seconded by Ms. Weninger.
Mr. Weseloh stated this is the Estimate of Funds needed for the Library's fiscal year beginning July 1, 2022 and ending June 30, 2023.
Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion carried.

5. Accept the Resignation of Nancy Conradt: The Board noted acceptance

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of the resignation of Nancy Conradt from the Office of President of the Library District Board.

6. Deleted.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: Mr. Fokta adjourned the meeting at 7:51 p.m.