

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, SEPTEMBER 26, 2022  
7:00 P.M.

A. CALL TO ORDER: President Pro Tem-Vice President 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; 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; Gabriel Cardenas, Circulation Services Manager, staff.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - August 22, 2022: Mr. Bloom moved to approve the Minutes of the August 22, 2022 Regular Board Meeting; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS:

G. TREASURER'S REPORT:

1. Approval of the Bills for September 2022: Mr. Bloom moved to accept the bills for payment in the amount of \$178,533.42; seconded by Mr. Grotto.

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

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

H. COMMUNICATIONS: Election of Library Trustees - the Library's attorney provided the Library information and important dates relevant to the election of Library Trustees at the Consolidated Election scheduled for April 4, 2023.

## I. REPORTS:

### 1. President:

a. Nominations for and Election of Library Board President: President Pro Tem Fokta stated that the board will elect a new president who will start serving in the role as of the October 2022 meeting. Ms. Kelsey moved to nominate Trustee Pat Weninger for the Office of President; seconded by Mr. Bloom.

Additional nominations were called for from the floor, and none were made. Nominations were closed.

Motion carried by unanimous voice vote to elect Pat Weninger to the Office of President.

Ms. Weninger stated she accepted the position reluctantly as she is looking forward to Ms. Conradt returning to board service as president.

2. Library Director: Director Weseloh stated the Library is 16.67%, or 17%, through the fiscal year elapsed after two months. The investment fund accounts continue to make much better interest this year than in the previous couple years. The Per Capita Grant funds were received in the amount of \$42,668.80; and a check was received from the City of West Chicago in the amount of \$215.15 for land cash, identified on the budget as developer donations.

The final field audit work scheduled for October 5 and 6, 2022 will be done remotely.

The Library has collected 59% of its total revenue budget in the amount of \$1,525,551, which represents 62% of the property tax revenue budget. Service fees collected to date are 30% of the budget line item.

The Library has collected 59% of the overall budget revenue. Interest income is \$5,995.

The Library has spent 14% of total budget for the fiscal year elapsed.

Line items which historically run ahead of budget are admin technology, electronic reference materials and subscriptions, and professional services, including insurance premiums.

Suburban Lock was onsite August 23, 2022 to repair lock issues on the back door, the exterior basement doors, and the basement storage room doors. The elevator buttons have been repaired.

The carpets were cleaned over the Labor Day holiday, and the contractor will return to clean the runners on Saturday, October 1, 2022; Service Master came out to clean seven chairs and three ottomans.

Midwest Mechanical was onsite to address dripping/leaking pipes in the basement; Mendel Plumbing was onsite to address a broken water spigot

which was moved to a different location away from the exterior wall.

Mr. Weseloh spoke with Mendel Plumbing about an alternative approach to making hot water available in the bathrooms, that being installing electrical heaters under each of the sinks. The contractor does not recommend electrical water heaters, stating that they don't hold up very well and they don't work very well. They offered other solutions to recirculate the water, they did some measuring, and they provided Mr. Weseloh a quote of approximately \$25,000. This amount will necessitate a competitive bid process.

Mr. Weseloh signed the new electrical pricing agreement with Constellation for the two-year term of 2022 to 2024, beginning on October 14, 2022. The Library's rate has increased to .09380, up from .05909.

Mr. Weseloh assembled the packets for prospective library trustee candidates. The packets are in the administrative office on the counter, and the materials are also available online.

The AT&T and Sikich technology technicians both worked onsite together on September 13 to establish the fiber Internet connection. Big Leaf Hardware will manage the IT traffic to give priority to the phone system.

The Water Tower Alebrijes in Adult Services is nearing completion and should be finished by the end of September. The sculpture will be kept at the library through the end of November, when it will be moved to either the gallery or the museum storage.

The Library will again upload the four questions to be answered by the candidates to the Board of Directors positions, if they choose to do so. The answers will be posted verbatim on the Library's website so the District residents can read the questions and answers.

### 3. Department Managers:

Adult Services: Summer reading numbers for adults were a total of 108 registrants, 53 finishers, and a total of 2,411 hours read.

Young Adult Services: Summer reading numbers were 66 registrants, 28

finishers, and 1,191 minutes read.

Youth Services: Summer reading program had the best numbers post COVID with 350 summer reading bags distributed; 119 people finished the program and turned in a drawing ticket.

Dominique invited the Board to October events, including Thursday,

October 13, Alebrijes at night on the lawn; Saturday, October 22 Cocoa on the Library Lawn; Saturday, October 29, the annual Trunk Or Treat, which this year will have a food truck in the Library parking.

Circulation Services: In August the Library received an email from the coordinator for the special education department at West Chicago Community High School, asking the Library to provide job practice for some of the special education students. This collaboration helps with the student growth and their independence skills, and creates a connection between the library and the high school. Three students from the program are volunteers in the Circulation Department three times a week.

Technical Services: 1,624 items were ordered; 1,688 items were invoiced/received; 923 items were withdrawn from the collection; 25 items were repaired in-house; 112 invoices were processed.

Administrative Services: The Library hosted a shredding event in August in the parking lot. The email for the event was opened by 2,000 people. Approximately 10,150 pounds of paper was collected. The event was hosted by State Representative Maura Hirschauer and State Senator Karina Villa, who were onsite helping load the truck.

The other email that was opened by 2,000 people was for the virtual event interview of Marlee Matlin, which had 34 people register through the West Chicago Library, and 2,935 people registered across all Illinois libraries.

The Alebrijes sculptures continue to dominate the Library's Facebook posts.

4. Strategic Planning Committee: Ms. Weninger reported that the Committee met September 13, 2022 at 1:00 p.m. Present were Diane Kelsey, Pat Weninger, Ben Weseloh, Jenny Winter, and Omar Nunez. The Committee covered some important material, and looked at and considered the suggestions from the library trustees.

The Committee will make a presentation on the strategic plan to the Board at the October board meeting. The Committee will meet for likely its last meeting on Tuesday, September 27, at 1:00 p.m.

**J. UNFINISHED BUSINESS:**

1. Ordinance 22-03 Budget & Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023: Mr. Bloom moved to adopt Ordinance 22-03 Budget & Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, and ending June 30, 2023 in a total

amount of \$3,871,000 on the appropriations. Seconded by Ms. Weninger. Roll Call Vote - Yes: Bloom, Fokta, Grotto, Kelsey, Weninger. Motion carried.

**K. NEW BUSINESS:**

1. Certificate of Estimate of Revenue: Mr. Weseloh stated the Certificate of Estimated Revenue By Source needs to be completed each year for filing with the County Clerk. Mr. Bloom moved to approve the Certificate of Estimated Revenue for July 1, 2022 through June 30, 2023 in the amount of \$3,840,175; seconded by Mr. Grotto.

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

2. Snow Removal Recommendation: Mr. Weseloh stated the Library received the updated proposal for this year for snow maintenance from Grant & Power. Grant & Power was the Library's snow contractor for last winter, and staff believe the contractor did an extremely good job. The cost for last winter was between \$24,000 and \$26,000. Mr. Weseloh recommended that the Library accept the three-year snow maintenance contract with Grant & Power for the season which covers up to 30 inches of snow for \$19,201 as a base price; 30.1 to 45 inches for an additional \$4,950; above 45 inches and up to 55 inches for an additional \$2,346. If the Library experiences a greater than 55-inch seasonal snow fall, the cost will be around \$30,000. The company is local to West Chicago.

Mr. Bloom moved to approve the Grant & Power proposal for snow removal for a three-year period, 2022 to 2023 at \$19,201; 2023 to 2024 at \$19,777; and 2024-2025 at \$20,370; with surcharges for each year as noted. Seconded by Mr. Grotto.

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

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 would not be going into closed session; and there being no further business on the agenda, President Pro Tem Fokta adjourned the meeting at 7:50 p.m.