

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, NOVEMBER 28, 2022
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:00 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Pat Weninger, President; Frank Fokta, Vice President; Corrine Jakacki, Treasurer; Diane Kelsey, Secretary; and Richard Bloom, member.

STAFF PRESENT: Ben Weseloh, Library Director; Omar Nuñez, Public Relations Specialist; Amanda Ghobrial, Adult Services Manager; and Gabe Cardenas, Circulation Services Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - October 24, 2022: Ms. Jakacki moved to approve the Minutes of the regular board meeting of October 24, 2022, as amended; seconded by Mr. Fokta. The Minutes were amended as follows:

i. Page 1, Item A, the Call to Order was performed by President Weninger.

Motion carried by unanimous voice vote.

2. Strategic Planning Committee Meeting - October 20, 2022: The Minutes of the Strategic Planning Committee Meeting of October 20, 2022 is not an action item, it is informational only. Ms. Weninger spoke on the Strategic Planning Committee during the President's Report, Item I-1.

D. RECOGNITION OF THE PUBLIC: Maureen Navadomskis was present to observe the meeting, and she plans to run for election to an open board position in Spring 2023.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for November 2022: Ms. Jakacki moved to approve the bills in the amount of \$209,915.69; seconded by Mr. Bloom.

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

2. Financial statements for October 2022: Ms. Jakacki stated the

Library is 33 percent of the way through the fiscal year, and expenditures are at 31 percent. Director Weseloh spoke to the financial statements under his report, Item I-2.

H. COMMUNICATIONS:

1. WeGo Amigo Experience: A letter was received from the West Chicago Cultural Arts Commission which is very complimentary of the staff members and the service they provide to the public on a daily basis, as well as expressed appreciation for the Library providing the space and working with the Commission members and public during the creation of the community's creation of the WeGo Amigo Alebrije. The WeGo Amigo has been moved to Gallery 200.

I. REPORTS:

1. President: Ms. Weninger stated she will be dissolving the ad hoc Strategic Planning Committee after it meets one more time, in January 2023. The Committee will approve the Minutes at that time.

2. Library Director: Mr. Weseloh stated that the Library is fiscally 33% through the year, and total expenditures are at 31%. The total revenue collected to date is at 94%; 98% of the property taxes have been collected.

The PPRT income is expected to be disbursed in January 2023 for the first six months of FY22-23. Interest income is at \$16,248, far ahead of the budgeted figure of \$1,000.

The draft audit was completed, and Brian LeFevre will be present at the January 2023 meeting to present the audit and findings.

Pace Systems was onsite for the semiannual surveillance camera cleaning and to confirm the functioning of the uninterrupted power source. Delta Controls was onsite to determine what would be needed to link the elevator pit sump pump to the Building Automation System, and the company will provide a quote to perform that work.

Midwest Mechanical was onsite to address various cold zones experienced in the library building on November 14 and 17. The heat returned to normal, although some cold zones still need to be addressed.

NIR Roof Care made repairs a second time after the initial repair. After this second repair two rainfalls occurred which did not result in any leaking. Staff hope these recent repairs are successful.

Four interviews were performed to fill the Youth Services Manager position. An offer was extended to, and accepted by, Melissa Martinez, who will begin employment on Monday, December 5, 2022. She is a native

Spanish-speaker.

Mr. Weseloh, Ms. Jakacki, and a representative from the Library Foundation all attended the Trunk Or Treat event at the library. Two representatives from the Youth Council also attended and represented the Library's youth department.

The Voice Over Internet Phone system will be installed and tested Thursday, December 1, 2022.

Three persons have picked up candidate packets, and perhaps one online candidate packet was downloaded.

The trustees were invited to the Holiday Open House Friday, December 2, 2022, from 5:00 to 8:00 p.m. The West Chicago Frosty Fest will take place Saturday, December 3, from 4:00 to 7:00 p.m. to kick off the Holiday Season.

3. Department Managers:

Administrative Services: The Alebrijes exhibit was the most clicked link from the emails, and on Facebook dominated the social media. The new Alebrije library card post reached so many people that the engagement doubled in October.

The display case at in the hallway holds an exhibit of the West Chicago Community High School Alebrijes sculptures.

Adult Services: Trunk or Treat was the biggest program; 1186 people walked by the trivia booth. The Mary Shelley Love and Frankenstein program was held in person and online, and had 37 persons attend.

Young Adults: Several young adult volunteers participated in the Trunk Or Treat event. The department is holding a hair contest during the Open House, and the judging will be at 7:30 p.m.

Circulation: On Saturday, October 29, 2022, 492 people visited the library during the Trunk or Treat event. A normal Saturday attendance at the library is approximately 175 people.

Technical Services: In October there were 26 editions of West Chicago

Suburban Life scanned and converted into a searchable pdf, and one yearbook was scanned and converted into a searchable pdf.

4. Policy Committee: Mr. Fokta reported the Policy Committee met on Thursday, November 10, 2022. Present were Mr. Fokta, chair; Richard Bloom and Pat Weninger, members; and Ben Weseloh, staff. The committee reviewed two policies: the Purchasing Policy and the Library Credit

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Card Authorization Policy. The director's spending limits were increased within the two policies.

The Emergency Situation Procedures and Disaster Response Manual was also reviewed. The floor plans within the manual will be revised to show shutoff valves and fire extinguishers.

The committee will recommend approval of the policies and the manual. The meeting ended at approximately 7:30 p.m.

5. Finance Committee: The Finance Committee met on November 16, 2022, at 6:01 p.m. Present were Corrine Jakacki, chair; Scott Grotto and Pat Weninger, members; and Ben Weseloh, staff. No public was present. The committee discussed the draft Salary Schedule for 1/1/23 to 12/31/23. Ms. Jakacki commended Mr. Bloom, Mr. Weseloh, and Ms. Bajor for their prior work on the salary schedule which made it very easy for the committee to implement the mandatory changes without having to sacrifice or squeeze the budget. The meeting adjourned at 6:14 p.m.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. FY 2022 Per Capita Grant Application, Serving Our Public 4.0: Mr. Weseloh reviewed the chapters of Serving Our Public with the Trustees.

Mr. Weseloh highlighted portions of the chapters upon which the Library could improve: The creation of a written succession plan will be addressed; Chapters 3 and 4 address access for persons with disabilities under the ADA, including accessing the library's website, Internet access, and outside ramps from library exits; improving/creating new signage; Chapter 7, collection management, introducing staff to the interlibrary loan codes; Chapter 12, technology, acquiring keyboards or mice and screen-readers for use by disabled patrons.

Chapter 13, marketing, promotion, and collaboration will involve the

creation of a communications plan that aligns with the new strategic plan; and a marketing guide for staff that identifies the Library's brand and helps to create materials that will to adhere to the Library's image.

The ADA requirements are addressed in both the Emergency Situations Procedures and Disaster Response Manual and the Strategic Plan. The Strategic Plan also incorporates the communications plan.

2. Ordinance 22-06: An Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Public Library District for the

Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023 in the Amount of \$3,622,000. Ms. Jakacki moved to approve Ordinance 22-06, an Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023, in the Amount of \$3,622,000; seconded by Mr. Bloom.

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

3. Salary Schedule for Calendar Year 2023: Ms. Jakacki stated the Finance Committee recommends approval of the Salary Schedule for Calendar Year 2023 as provided in the board packets.

Category Pay Grades 2, 3, and 4 have a 3% increase across the board, Category 1 has a slightly higher increase in order to meet the minimum wage requirements.

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

4. Approval of Management's Discussion & Analysis: Ms. Jakacki moved to approve the MD&A letter; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

5. Approval of Library Purchasing Policy: Mr. Fokta stated that the Policy Committee recommends approval of the Purchasing Policy. The Director's level of authority to approve expenses without board permission was increased due to rising costs of purchases. Motion carried by unanimous voice vote.

6. Approval of Library Credit Card Policy: Mr. Fokta stated the Policy Committee recommends that the Library Credit Card Authorization Policy be approved as amended. The dollar amounts on the credit card limit

were increased to be consistent with the purchasing authority in the Purchasing Policy.

Motion carried by unanimous voice vote.

7. Approval of the Emergency Situations Procedures and Disaster Response Manual: Mr. Fokta stated the Policy Committee recommends the approval of the Emergency Situations Procedures and Disaster Response Manual.

Mr. Weseloh spoke with representatives of the Fire Department and the Police Department regarding the provisions of the manual. The floor plans will be revised with changes when they are available.

Discussion was had regarding the sequence of who is to be called in the event of an emergency. The Person In Charge will be added to the

Water/Electrical Emergency. The consensus of the board was that the sequence of the initial three persons to be called for the first four emergencies listed should be: 911, PIC, Library Director.

Discussion was had regarding Section 9.1 Winter Storms, Line No. 423, that employees who live farther away from the library have been allowed to leave earlier than employees who live closer to the library in the event of a winter storm or weather emergency.

Discussion was had regarding Section 10.4, Lost or Missing Child.

Discussion was had regarding Section 12, Emergency Closing Criteria/Closure of Library, and the Person In Charge's ability to close the library. Board consensus was to amend the language at Line 706 to read: "If none of the above-mentioned individuals are available, the PIC will use the following criteria to determine if emergency closure is necessary."

Discussion was had regarding an article in the New York Times, July 18, 2022, about libraries being under siege, including an incident at the St. Charles, Illinois, Public Library last year involving a group of people protesting having to follow the State mask mandate during the COVID-19 Pandemic, some of whom identified as being associated with the Proud Boys group and were not local residents. The risk to patron and staff health or safety at libraries is a legitimate concern, and some of the persons inside the St. Charles Library at that time are still undergoing counseling for experiencing trauma.

Mr. Weseloh stated that staff can follow the instructions within Section 11.4, Criminal Damage, and 11.5, Disturbances, and call 911 to report an incident. The Director stated that the West Chicago Chief of Police was present at the recent staff in-service in October; and he stated when the Library needs help, to call the Police Department, and they will come.

The motion to approve the Emergency Situations Procedures and Disaster Response Manual as amended was carried by unanimous voice vote.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: President Weninger stated that no closed session was needed and adjourned the meeting at 8:03 p.m.