

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, MARCH 27, 2023  
7:01 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; Richard Bloom and Scott Grotto, members.

STAFF PRESENT: Ben Weseloh, Library Director; Gabe Cardenas, Circulation Services Manager; Melisa Martinez, Youth Services Manager; Mike Novy, Technical Services.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - February 27, 2023: Ms. Jakacki moved to approve the Minutes, as amended, of the March Regular Board Meeting; seconded by Ms. Kelsey. Amendments include:

- Page 4, No. 3, Department Managers, Adult Services, third line should read: "...staff visited Wood Glen Senior Residences."

- Page 5, No. 4, Finance Committee, the third sentence should read: "...a new firm to perform the annual audit"; and the fourth sentence should read "Daily Herald" rather than Kane County Chronicle.

- Page 5, Item 5, Policy Committee, after the attendees listed, the next and last sentence of the section should read: "It was determined that a quorum was not present; the meeting was adjourned at 7:03 p.m."

- Page 8, Item 5, last paragraph should read: "...will be posted on the website and will be displayed at the front desk."

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 March 2023: Ms. Jakacki moved to approve the bills for March 2023 in the amount of 176,902.08; seconded by Mr. Bloom.

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

The trustees were reminded to submit their Statements of Economic Interest, which are due by May 1, 2023.

2. Financial Statements for March 2023: Mr. Weseloh addressed the February Financial statements in his report, Item I-2.

#### H. COMMUNICATIONS:

1. Chronology for Annual Financial Ordinances: The Library's attorney, Mr. Ritzman, provided this document to assist in noting when fiscal filings are due for the Library District.
2. Memo RE: Committees on Local Government Efficiency: The memo outlines the fact that the Library has to comply with the Annual Committee on Governmental Efficiency Act. Additional information was received from the law firm of Ancel Glink, and RAILS.
3. WeGo Together for Kids 2022 Annual Report: The report was provided to the trustees for their review and inform them on the work that the organization accomplished last year.
4. Credit Card Issuer Change: FNBC Bank & Trust is selling off their credit card program, and the bank has recommended that the library utilize the credit card services of TCM. The credit card account will need to be transferred to another bank by June 30, 2023.

#### I. REPORTS:

1. President: President Weninger stated that the Board of Trustees has a busy April coming up, and therefore she disbanded the ad hoc subcommittee to perform the Director's review. President Weninger will contact the trustees via email to set up a meeting to perform the director's evaluation. The Board will use the current form it has used the last several years for the Director's review. Ms. Kelsey and Mr. Fokta were asked to complete the closed minutes review prior to this meeting so that the Board can review the recommendations of Ms. Kelsey and Mr. Fokta regarding the Closed Session Minutes.

President Weninger received from the County a letter regarding the Decennial Committee on Local Government Efficiency. This was discussed later in the agenda.

Ms. Jakacki provided President Weninger an article from the Illinois Library Association regarding legislation dealing with censorship issues in schools and in libraries. President Weninger recommended that the trustees make themselves aware of this information.

2. Library Director: Mr. Weseloh stated that the Library has collected 100% of its revenue for the year, rounded up slightly from being just

shy a few thousand dollars.

The Library has some major funds to be realized, the Per Capita Grant and the second installment of the PPRT. Interest income continues to come in very healthy for the Library, which will be over 100 percent on that line item for the year.

The library is two thirds of the way through the fiscal year, approximately 67%, and expenditures are at 60% of the budget towards the end of the year. The Library will be completing some projects as warmer temperatures arrive.

Mr. Weseloh submitted the second round of levy documents to the County on March 27, 2023, for the tax extension.

Two audit proposals were received so far, one from Lauterbach Amen, and the second from Seldon Fox. The Finance Committee can decide whether to set up interviews with each company. The deadline for vendor submissions is March 31, 2023. A third response was received on March 26, 2023; but the vendor declined to submit a proposal due to currently having a heavy workload. Five prospective vendors had been contacted and advertisement had been placed in the Daily Herald.

Several physical plant issues were addressed over the last month. Midwest Mechanical was onsite to replace filters, provide preventive maintenance on the HVAC system, and address several cold zones again. A proposal was signed with Delta to connect the landscape controls to the building automation system so the controls can be operated Remotely.

Mr. Weseloh met with a representative from Global Exteriors for a quote to provide galvanized steel gutters, but they were not able to match the current color. A second gutter company was contacted, and they agreed aluminum likely would not hold up well for the Library. Mr. Weseloh would like to contract for galvanized steel 8-inch gutters.

Mr. Weseloh met with a representative of Sebert to discuss a lawn maintenance proposal. All of the lawn maintenance proposals that have come in are considerably higher than the one received from Abbott, but Mr. Weseloh has been unhappy with Abbott over the last year or so.

Assa Abloy employees performed preventive maintenance on the Library's front doors; and Suburban Lock and First Security were onsite to work on three exterior doors.

Anderson Elevator performed monthly preventive maintenance; and Allegiant Fire performed their annual sprinkler testing. Both systems

are working as they should.

Midwest Sealcoat was onsite to paint a second handicapped parking stall in the staff parking lot. O'Malley Welding installed a new railing in the basement stairwell.

Mr. Weseloh responded to four FOIA requests in March.

Mr. Weseloh attended the DuPage Library Directors' meeting on March 13, 2023 at the Poplar Creek Public Library. Poplar Creek is acquiring a new bookmobile at a cost of \$185,000, but they do not have a garage for the vehicle. Glen Ellyn Library is also planning to purchase a brand-new bookmobile for approximately \$125,000.

Employee highlights and anniversaries were reviewed. Mr. Weseloh introduced the trustees to the new West Chicago Public Library's Public Relations specialist.

Mr. Weseloh signed an agreement with Comcast Business to bring in a fiber connection to the Library, which will have an up and down connection speed of 300 megabytes. A proposal was signed with Sikich for the purchase of staff and public computers in Youth Services, Circulation Services, and a new mobile training lab, in addition to Microsoft Office Professional licenses for the public computers and the training lab.

### 3. Department Managers:

Adult Services: A total of 11 programs were held in February; with a total of 53 participants.

Young Adults: Staff visited Benjamin School for multi-language kindergarten through 8th grade visit to talk about library services for teens.

Youth Services: Twenty three programs were hosted in February with a total of 272 attendees; 15 of the programs were in-person, and two were bilingual programs. Staff visited 162 kids at the schools. The Winter

Reading Program completed, and three final prize-winners won a gift card to Jurassic Gardens.

Circulation: A total of 13,039 items were checked out in February, a 7.09% increase from February of 2022; 3,323 electronic materials were checked out, a 13.25% increase from February 2022. 4,660 people visited the library in February, a increase of 8.48% from the same time the previous year. 78 new patrons were added, a 116.67% increase from the previous year.

The fine-free changes in the Circulation Hold and Circulation Map went

live March 28, 2023. Gabe swore in two deputy registrars, so now the Library has six people that are currently able to register new voters and three of them are Spanish-speaking.

Technical Services: 530 items were ordered, 433 items were received, 2,683 items were added to the collection, 497 items were withdrawn, 65 items were repaired in-house, and 150 invoices were processed.

4. Policy Committee: Mr. Fokta reported that the Committee met March 16, 2023 at 6:00 p.m. Present were Mr. Fokta, Chair; Richard Bloom, and Pat Weninger. The meeting was held to discuss the employee handbook, and they came up with a number of recommendations. Klein Thorpe and Jenkins will likely be engaged to assist with this project; and once an agreement is signed, the handbook should be available in three to five weeks. The meeting ended at 7:00 p.m.

#### J. UNFINISHED BUSINESS:

1. Decennial Committee on Local Government Efficiency: Ms. Jakacki moved for the Board to determine a process on how to form the committee; seconded by Mr. Grotto.

Materials were received from the law firm of Ancel Glink, RAILS, and SWAN. The criteria of the process include what needs to happen at these committee meetings, how long the committee has to provide the report, a minimum of three meetings must be held; and the goal is for the committee to study and report on local government efficiencies.

The law is an unfunded mandate, so payment for anyone hired by the Committee will have to come from Library funds. The first meeting is supposed to be held by June 10, 2023. Once the report is prepared, it must be submitted to the County, and they recommend it be posted on the Library's website.

The resident committee members will be sought through advertising the initiative on the Library's website and social media; and discussion was had regarding holding the committee meetings prior to the monthly board meetings, starting at 6:00 p.m.

A request for residents to serve on the committee will be sent out by April 1, 2023, the responses will be due by April 20, and the respondents will be asked to attend the April 24, 2023 regular board meeting for an interview process. The respondents will be asked if they are a resident of the Library District and why are they interested in serving on the committee.

Motion carried by unanimous voice vote.

K. NEW BUSINESS: None.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: Ms. Weninger stated no closed session was needed, and she adjourned the meeting at 7:59 p.m.