

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, APRIL 24, 2023  
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; Corrine Jakacki, Treasurer; Scott Grotto, Secretary Pro Tem; and Richard Bloom, member.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Melisa Martinez, Youth Services Manager; Nicholas Del Giudice, Public Relations Specialist.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - March 27, 2023: Ms. Jakacki moved to approve the Minutes of March 27, 2023 as amended; seconded by Mr. Bloom.

- Page 3, Item I-2, fourth paragraph, the second sentence should read "The Finance Committee can decide whether to set up interviews..." The fourth sentence should read "A third response was received..." The fifth sentence should end "contacted as well as ads placed in the Daily Herald."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Melissa Spyrison, Heidi Kuharich, and Laura Finch, Library District residents.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the bills for April 2023: Ms. Jakacki moved to pay the bills for March 2023 in the amount of \$250,053.68; seconded by Mr. Scott. Roll Call Vote - Yes: Bloom, Grotto, Jakacki, Weninger. Motion carried.

2. Financial Statements for March 2023: Ms. Jakacki stated the Library is 75% through its fiscal year elapsed. All of the Library's revenue that was budgeted for has been accounted for, with additional revenue received due to interest income. Operating expenditures are at 70%.

Mr. Weseloh addressed the February Financial Statements in his report, Item I-2.

#### H. COMMUNICATIONS:

1. MEMO RE: Decennial Committees on Local Government Efficiency and OMA Training for Residents: Mr. Weseloh noted that the communication from the Library's attorney indicates that the residents serving on the committee, once they are appointed, should be trained regarding the Open Meetings Act. Mr. Weseloh provided a document regarding FOIA training to the committee members. The committee must hold three meetings in the next 18 months, the first meeting to occur before June 2023, likely at 6:00 p.m. on Monday, May 22, 2023.

Melissa Spyrison, Heidi Kuharech, and Laura Finch provided information on the bases upon which they chose to serve on the committee.

#### I. REPORTS:

1. President: Ms. Weninger spoke with the new elected board member, Maureen Navadomskis, who will be sworn in at the May meeting as new trustee, and told her that there will be training for her on the responsibilities of serving as a library trustee, and some trustee materials will be provided.

Ms. Weninger will meet with Ms. Navadomskis and inform her of the plan to provide her information on the committee roles and responsibilities. The trustees need to turn in their evaluations for the director's review by Thursday, May 4, if they have not already done so. The board will meet to perform the director's evaluation will be held May 9, 2023, at 6:00 p.m.

a. Ms. Weninger appointed Mr. Bloom and Ms. Kelsey to comprise the nominating committee to create a slate of officers for the board positions. The nominating committee will report back to the board at the May meeting.

2. Library Director: With warmer months coming up, some of the work that the Library had planned to do outside has come to fruition. The Library likely will be slightly over budget in facilities and operations.

The exterior railing was completed for \$3500. Several chairs have been cleaned. The investment accounts in Illinois Funds have earned approximately \$3,000 in interest for the month, and approximately \$46,000 of interest for the year. The library abated roughly \$63,000 in

taxes this year for businesses in the industrial park; those are 10-year agreements.

The draft budget will be presented at the Finance Committee meeting on Tuesday, April 25, 2023, at 6:00 p.m. in Study Room 1.

SenSource replaced the door counter; and HBK replaced the water meter in the basement. Grant & Power Landscaping spread mulch last week and will probably start cutting grass and doing spring cleanup the first week of May.

S & K Building Services was onsite to wash the exterior windows. Mr. Weseloh reviewed the employee highlights, anniversaries and a resignation. Administrative staff will be interviewing several candidates for the open position of Young Adult Librarian.

Sikich was onsite April 17, 2023 to configure 11 mobile training laptops and on April 18 to configure and deploy the 13 desktop computers for staff and patrons.

Blooming Fest is scheduled for May 20, 2023 from 9:00 a.m. to 3:00 p.m. The Library will staff a table on Main Street, and the Foundation will be sharing a tent with the Library.

### 3. Department Managers:

Adult Services: In March the Library held a bookmark contest for the community with three different age groups: children, young adults, and adults. The winning bookmarks were passed around to the trustees to see; and the bookmarks are available for patrons in the library.

The program The Tale of Beatrix Potter was well attended with 25 patrons present. Staff went to Wood Glen Senior Apartments and Franciscan Court and held trivia contests with the residents.

Young Adults started a new program called "Snack Testers" at which they test food from different countries.

Circulation: There were 15,340 items checked out in March, an increase of 6.26% over March 2022. There were 5,567 visitors to the library, which was a 1.29% increase from March 2022. 105 items including books and DVDs will be donated to Aperion Care Nursing Home.

Technical Services: 1,544 items were ordered; 4,117 items were added to

the collection; 533 items were withdrawn; and 12 invoices were processed.

Nick Del Giudice, Public Relations Specialist, reported he has reintroduced the biweekly newsletter emails that identify the programming offered by the Library. The average email open rate is 34%, a 138% increase over the previous 12 months.

The library was very happy to announce that the District is now fine-free, which has been announced in the newsletters and on social media.

The website redesign committee has added two new pages to the website this month. The committee has met twice and is currently in the process of doing an audit of the different website silos. The team has analyzed over 366 pages of the Library's website and found 27 broken and dead pages that had severe problems. They were able to find quick fixes for those, and moving forward they will have review schedules to make sure that doesn't happen. The proposed go-live date is October 31, 2023.

The Today Show reached out to Mr. Del Giudice that they want to do some coverage of the Library of Things. He created some fact sheets for them and corresponded with the NBC Universal and their producers to see what can be arranged. They were talking about this as kind of a feel-good piece to be featured on the Today Show sometime this summer. Mr. Del Giudice coordinated with the Library's legal counsel to create an updated photo and video waiver so when the Library does get media inquiries in the future, it will be a little easier to get people to participate.

Nicholas coordinated with Senator Villa's office to make the West Chicago Public Library District a distribution point for Senator Villa's summer reading program, which will go hand in hand with the Library's summer reading program.

Mr. Del Giudice worked with some contacts at NASA Langley and the National Science Foundation to obtain promotional materials and prizes for the eclipse program in October.

The Library received a complimentary letter from a patron recognizing the helpfulness of several staff members.

4. Finance Committee: Ms. Jakacki stated the Finance Committee met on April 13, 2023 at 6:00 p.m. Present were Corrine Jakacki, Chair; Diane

Kelsey, Scott Grotto, Pat Weninger, members; and Ben Weseloh, staff. The purpose of the meeting was to discuss the process for selecting a new auditing firm. Three responses were received, and one of which declined to participate in the RFP process. The committee selected Lauterbach & Amen. The board voted on the auditor under Item K-1. The meeting adjourned at 6:24 p.m.

#### J. UNFINISHED BUSINESS:

1. Decennial Committee on Local Government Efficiency: Mr. Bloom moved that the board invite Laura Finch, Melissa Spyrison, and Heidi Kuharech to serve on the Decennial Committee on Local Government Efficiency;

seconded by Ms. Jakacki. Motion carried by unanimous voice vote.

#### K. NEW BUSINESS:

1. Selection of New Firm to Perform the Library's Annual Audit: Ms. Jakacki stated that the Finance Committee recommends that the Library Board select Lauterbach & Amen as the auditing firm for fiscal years 2024, 2025, and 2026, a three-year contract. Roll Call Vote - Yes: Bloom, Grotto, Jakacki, Weninger. Motion carried.

Mr. Weseloh will contact the auditing firm and inform them that their proposal was accepted.

2. Purchase and Installation of a Drive-Up Book Drop: Mr. Weseloh stated the purchase of a drive-up book drop was identified in the strategic plan. Funds to make purchases of items included in the strategic plan were not accounted for in the budget because the plan was approved after the budget.

The cost of the book drop is just under \$10,000, and the cost of the concrete pad is estimated at about \$5,220. The total cost should be less than \$20,000.

Ms. Jakacki moved that the Board approve the purchase and installation of the book drop, and the pouring of the concrete pad, not to exceed \$25,000; seconded by Mr. Grotto. Roll Call Vote - Yes: Bloom, Grotto, Jakacki, Weninger. Motion carried.

Mr. Weseloh stated Midwest Seal Coat would be asked to stripe the area in front of the drop-box with "No Parking" along the curb.

3. Purchase of Five VAV Boxes and Actuator Arms: Mr. Weseloh stated the Building & Grounds Committee identified the purchase of five additional

VAV boxes and actuator arms. The Library has three different sizes of boxes: Nine 5-inch, sixteen 6-inch, and thirteen 8-inch boxes. Midwest recommends that the Library purchase five VAV boxes: One 5-inch, two 6-inch, and two 8-inch.

Under the scope of work they provide five VAV boxes, the controllers and actuators, the control valves, the discharger sensors, and the coil packs sets and flexible hoses for a total of \$12,976. Labor is not included. Midwest can only guarantee the pricing or lead time estimations for a period of ten business days.

Mr. Bloom moved that the board approve the purchase of one 5-inch, two 6-inch, and two 8-inch VAV boxes and the necessary support material for them in an amount of \$12,976; seconded by Ms. Jakacki.

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

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: Ms. Weninger stated that the board did not need to go into closed session, and adjourned the meeting at 8:08 p.m.