

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 26, 2024
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:03 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Pat Weninger, President; Diane Kelsey, Secretary; Richard Bloom, Maureen Navadomskis, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Nicholas Del Giudice, Public Relations Specialist; Melisa Martinez, Youth Services Manager; Gabe Cardenas, Circulation Services Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - January 22, 2024: Ms. Kelsey moved to approve the Minutes of the Board Meeting of January 22, 2024, as amended; seconded by Mr. Bloom.

- Page 2, Paragraph 1, third sentence should read: "...which is an IMRF special revenue fund."

- Page 3, Item 2, third sentence should read "...approximately \$42,668 and \$102,000, respectively."

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 February 2004: Mr. Bloom moved that the Board approve expenditures in the amount of \$215,591.83; seconded by Ms. Navadomskis. Discussion was had regarding the payment of \$11,250.00 for the "Install of 5 Cameras" on the top of Page 6, which was for the five cameras that installed earlier in 2023.

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

3. Financial statements for January 2023: Mr. Weseloh covered the January 2024 financial statements in his director's report.

I. COMMUNICATIONS:

1. Memo Re: Reports to IDES: Starting January 1, 2024, when independent contractors perform or present for the Library, the Library is to report to the IDES that the person was hired under this arrangement.

I. REPORTS:

1. President's Report: President Weninger thanked the Library Director and staff for their work in preparing the decennial report; and she thanked the department managers for attending the monthly board meetings and providing their respective department reports which make it possible for the board to have a much more complete picture of the day-to-day operations of the library.

President Weninger stated it is time for the board to prepare the director's annual review, and the same format will be used as the past several years. President Weninger will send out an email to each of the board members, and she would like to schedule a meeting at least a week before the April 22 board meeting.

2. Library Director: Mr. Weseloh stated that the library is 58.3% through its fiscal year elapsed. A few line items are running ahead: books, front-loaded databases, periodicals, technology services, facilities, operations, and utilities.

The first PPRT check of the year was received in the amount of \$47,953.34. The first PPRT check last year was in the amount of \$61,651.68, roughly 22% more than this year. The second check this year is expected to be approximately \$60,000.

Mr. Weseloh signed a contract with Santana Energy Services, the low bidder for natural gas, at a fixed rate of .3601 per therm for an 18-month period. The current contract with Constellation ends in April.

The library's elevator passed its annual inspection; and NIR roofing replaced approximately 50 broken or missing roofing tiles.

The library has had several plumbing issues throughout the month, including faulty sump pump switches; replacement the hot water valve on the lobby VAV box; a meter replacement of a backflow pipe, replacement of a rusty valve which was leaking; and replacement of an HVAC valve in an office space. The library has few shutoff valves throughout the building; so when and where they can, the contractor will install additional shutoffs when they are onsite doing repairs. Additionally, the building has mainly lead piping, not copper; and the former should

be replaced with the latter when possible.

The director would like to take the board members on a tour of the

library in June.

Six new Adult Services computers were installed, a reduction from ten computers based on usage trends. Staff serverless migration is ongoing, and staff will be trained to work from the serverless infrastructure.

Administration is working through a billing issue with Peerless, the phone contractor. A bill was received for \$7,000, and a few days later the company increased the bill to \$9,000. The bill should only be about \$700. To date the company representative has not been responsive.

Mr. Weseloh submitted to the State the annual Per Capita Grant application and the expenditures report in January. Mr. Weseloh met with the public services manager and director of Timberlake Property Management Company to discuss some partnership and programming opportunities for the Timberlake community. Quarterly programming is provided for the apartments and community groups to come in and participate.

The SWAN committee of the whole meeting was held February 6, 2024 to discuss the SWAN draft budget, which will be voted on at the quarterly administrators and directors meeting on March 7, 2024. The SWAN fees are going to decrease for this coming year. Addison Public Library has joined the consortium; and SWAN is looking to downsize its physical space because many employees are working from home.

The Signal Cooperative Purchasing Alliance is being considered to meet some of the larger scale projects that were discussed in the Building and Grounds Committee meeting, including the lighting and paver replacement and a couple other projects. Midwest Mechanical will prepare some estimates for the projects which the Library can use to prepare the budget.

Mr. Weseloh is temporarily putting the hiring of an administrative assistant on hold. Debbie Walsh, an employee who works in Youth and Adult Services as needed, has been helping in the administrative office to clear through some of the clutter, and work on document retention and disposal that is required by the State Library. Once this project is completed, Mr. Weseloh will determine how much time is needed to fill the administrative assistant position.

Mr. Weseloh described a trustee training program called Short Takes for long-time trustees and newer trustees developed by RAILS and United for Libraries. Trustee Academy goes through five or six updated classes or concepts such as everyday advocacy; why the library matters; diversity, equity, and inclusion; and vendor negotiations.

3. Department Managers:

Administrative Services: The new program guides were delivered to the community. In the month of January the Library had just shy of 25,000 email opens.

The library has access to the Transparent Language Online app, which is a language-learning software similar to Duolingo, but it is free to the library patrons.

Nick will be taking photographs of staff members for the new website, which remains on track for an April 8th launch date. He has met with other West Chicago governmental communications employees and discussed with them some new email software options.

Adult Services: The Library has partnered with College of DuPage to start ESL classes at the library on Saturdays. One of the Library's strategic planning goals was to implement an ESL program by March 2024. The class has approximately 25 participants.

As part of the Library's partnership with Healthy West Chicago they have started an herb gardening program with 48 people who participated.

Young Adults: The Young Adults department has partnered with Northern Illinois Food Bank and are taking part in the Shelf Stable program which packs shelf stable meals that can be distributed at programs.

Circulation: 13,854 items were checked out; 3,854 electronic materials were checked out, which is a 4.19% increase from the previous year. The Library had 4,600 visitors in January. The Library worked with the local food pantry to create a new partnership; and the Library provided some books and some program guides for the pantry's space.

A group of 31 students from the West Chicago Community High School Transition Program are participating in different activities at the library. Some of the students spoke with the Young Adult Librarian and asked about the video game program; and three of the students then

participated in the next gaming program.

Youth Services: The department hosted 25 programs in January, with a total program attendance of 466 for the month. Programs included Winter Tales Puppet Storytime, Wiggle Worms, and Toddler Obstacle Course.

For outreach the Youth Services department saw 90 children between 0 and 11 years old, and 74 adults. The department held four bilingual programs for children birth to 3 years old and their parents which centers around literacy and parent-child play.

4. Building & Grounds Committee: The Committee met February 8, 2024. at 6:35 p.m. Present were Chair, Richard Bloom; committee member Corrine Jakacki; Pat Weninger, ex officio; and the Library Director. The most recent meeting was August 1, 2022, which had adjourned with unfinished business: 50 broken roof tiles to be replaced; ejector pump alarms to be installed; and VAV boxes to be purchased.

New Business included tuckpointing and power washing the building exterior. The Library needs to determine whether to have the entire exterior of the building power washed at one time, or divide the project into two time periods of power washing, whichever is most economical.

The Committee also discussed the paver replacement with concrete, removal and replacement of the bike rack, and installation of a handicap ramp into the parking lot. The committee discussed adding commercial gutters to the building and how to disperse water once it reaches the ground; as well as considered the exterior lighting project and number of additional light poles needed in the lot.

The committee is recommending that whenever the electrical panel work is performed, that the library is closed for that day due to the necessity for roving blackouts throughout the day.

The committee will gather information regarding the different projects to prioritize the order in which they are addressed and then establish a calendar of accomplishing the work.

The meeting was adjourned at 7:27 p.m.

5. Decennial Committee on Local Government Efficiency: The committee met on February 26, 2024, and held its fourth and final meeting. In

attendance were Trustees Pat Weninger, Diane Kelsey, and Richard Bloom; Director Weseloh; and the three community members. The decennial report was reviewed in its entirety, and a few modifications were suggested. When the report is finalized, it will be brought before the Library Board for approval.

K. Unfinished Business: None.

L. New Business:

1. Decennial Committee on Local Government Efficiency Act - Report:

This item was tabled until Director Weseloh completes the suggested changes to the report. When the changes are complete, the item will be placed on the next board agenda.

2. Short Takes for Trustees: What it Means to Be a Trustee: Each one

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of the Short Takes 8 to 10-minute videos has a corresponding resource guide. The board viewed one of the Short Takes videos during the meeting: What It Means to Be a Trustee

There are ten different sections, which would take the board almost a year to get through if it reviews one per board meeting. Some of the topics are library ethics, setting policy, ethical and parliamentary standards, how to evaluate the library director and why you should, and self-evaluations of the trustees.

Mr. Weseloh will send the information on the Short Takes to President Weninger, and she can forward it to the trustees. A certificate of completion is available at the end.

M. CLOSED SESSION: None held.

N. RETURN TO OPEN SESSION: None held.

O. ADJOURNMENT: President Weninger adjourned the meeting at 8:17 p.m.