

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, MARCH 25, 2024
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:01 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Pat Weninger, President; Frank Fokta, Vice President; Corrine Jakacki, Treasurer; Diane Kelsey, Secretary; Richard Bloom, Scott Grotto, and Maureen Navadomskis, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Nicholas Del Giudice, Public Relations Specialist; Melisa Martinez, Youth Services Manager; Gabe Cardenas, Circulation Services Manager; Jason Rock, IT Specialist; Michael Novy, Technical Services.

C. APPROVAL OF THE MINUTES:

1. Decennial Committee - February 26, 2024: Ms. Jakacki moved to approve the Minutes of the February 26, 2024, Decennial Committee meeting; seconded by Mr. Grotto.

Motion carried by unanimous voice vote.

2. Board Meeting - February 26, 2024: Ms. Jakacki moved to approve the February 26, 2024 Board Meeting Minutes as amended; seconded by Mr. Grotto.

- Page 5, Item 5, Decennial Committee, Trustee Navadomskis's name should be removed from being in attendance as she was not present.

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: The Closed Session Minute review process was added as Item 7 under Reports.

(Carly Smitherman, from Healthy West Chicago, entered the meeting.)

G. TREASURER'S REPORT:

1. Approval of the Bills for March 2024: Ms. Jakacki moved that the board approve bills in the amount of \$219,047.49 for March 2024; seconded by Mr. Bloom.

Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Kelsey,

Navadomskis, Weninger. Motion carried.

2. Financial Statements for February 2024: Mr. Weseloh covered the February 2024 financial statements in his Director's Report, Item 2.

I. COMMUNICATIONS:

1. Chronology for Annual Financial Ordinances: The Library's attorney provided the library administration with the annual fiscal calendar for financial ordinances and resolutions that need to be completed. The next local consolidated election, to be held on Tuesday, April 1, 2025, will include three candidate positions for the West Chicago Library Board trustees.

2. WeGo Together for Kids 2023 Annual Report: Mr. Weseloh has been past chair of the WeGo Together Kids steering committee, and the West Chicago Library has been an active partner with WeGo Together. WeGo Together has been very supportive of the West Chicago community and has been involved in numerous activities to help the city's residents, and Mr. Weseloh stated the Library has found WeGo Together to be a great community partner.

I. REPORTS:

1. President's Report: President Weninger stated the director's evaluation will be scheduled in April or May, which is the timeframe the evaluations have been completed in the past. President Weninger will contact the trustees via email in April to schedule the review.

2. Library Director: Director Weseloh stated the Library is 67% through the fiscal year elapsed; expenses are 62% expended; and revenues are at 99% of the total budget. Mr. Weseloh anticipates the total revenues will exceed the projected revenue budget by approximately \$100,000

The utilities budget should be sufficient for the year in terms of expenditures; and the facilities and operations expenses are likely to exceed category budget of \$198,000 due to several building issues this year as well as a couple of large invoiced items for work that had been completed in the previous fiscal year. Technology expenses will run close to budget.

Mr. Weseloh met with Midwest Mechanical and Nesko Electric to discuss utilizing the cooperative purchasing alliance in order to address the large-scale projects that the Building & Grounds Committee is considering.

The initial steps are in place to start addressing the paver

replacement, additional lighting in the staff parking area, and concrete work of the curbs and bike rack. The B&G Committee is proposing a two-year timeline to complete these projects. Building

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tuckpointing and masonry work and gutter replacement are being planned for fiscal year 2025, and a total projects cost estimated to be \$550,000 over the next two years.

First Security completed a fire alarm system test. Sikich continues to work with the Library to price technology items to develop numbers for the FY24-5 budget. The first draft of the budget will be presented to the Finance Committee for review in late April or early May.

Mr. Weseloh has still not heard back from Peerless, the phone company, regarding an invoice dispute. Ms. Jakacki suggested the Library file a trouble ticket with Peerless.

Mr. Weseloh responded to three FOIA requests in February. The administrative staff is working with the Finance Committee to select insurance providers. Company presentations are being scheduled with supplemental insurance providers who will provide supplemental coverage for both full- and part-time staff.

At the close of the March board meeting the trustees were scheduled to view another Short Takes for Library Trustees video. Mr. Weseloh attended a RAILS meeting and learned of another trustee training opportunity with modules covering running efficient meetings, Open Meetings Act, et cetera.

3. Department Managers:

Administrative Services: Several program highlight emails garnered quite a bit of patron interest. The Illinois Libraries Present programs continue to be promoted; however, the Public Relations Specialist is not able at this time to track a correlation between impressions and attendance.

Staff is growing the Library's social media audience. The website remains on track to be published and go live on April 8, 2024.

The Library now displays promotional slides on all of the TVs in the library; news or television programs will no longer be broadcast in the library except in the event of historical moments or unprecedented situations when staff may decide to turn on the news.

Discussion was had regarding making the Library's logo in emails clickable to link the user to the Library's website. Staff will work on enabling that feature.

Adult Services: Seventeen programs were offered in February with a total attendance of 185 people. Programs for adults in February included ELA classes with 81 attendees, and Open Chess Night, and an

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Agatha Christie Body of Evidence with 24 attendees who watched Deborah Miller conduct a historical portrayal of Agatha Christie. Healthy West Chicago held two programs in February; a Winter Sewing Program had 29 attendees.

Young Adults: The librarian visited Lemay Middle School for their after-school book club. Students were able to make their own buttons with the library button maker.

Youth Services: Twenty two programs were held with a total attendance of 361 persons -- 108 children, 71 adults, and 207 were take-home activities. The early learning activities continue to be very popular, including the take-home activities.

The Toddler Obstacle Course for ages 2 to 5-year-olds enables children to test their gross motor skills. Outreach engaged with 190 children between the ages 0 through 11 years old.

The Youth Services Manager attended a webinar titled "Science of Reading: An Introduction for Librarians." The presentation addressed evidence-aligned reading instruction.

Circulation: In February 13,212 items were checked out, a 1.33% increase from February 2023; 3,296 electronic materials were checked out, a 4.19% decrease from February 2023; and the Library had 5,554 visitors in February, an increase from the previous year of 27.39%.

The Library has a total of 10,656 cardholders, a 21.8% decrease from 2023; and 36.84% of the district population has library cards, a 10.27% decrease from February 2023 -- the decrease primarily due to the purging of accounts which have been inactive for up to ten years. The decrease is offset to a degree by some new cardholder patrons. The approximately 200 patrons who owe \$100 or more in fines are not being removed from the patron rolls.

Technical Services: 732 items were ordered, 801 items were invoiced or

received, 204 items were withdrawn, 18 items were repaired in-house, and 157 invoices were processed.

IT: 775 clients connected to the Library's Wi-Fi, slightly lower than last February; and the website had 12,693 visits. Previously it was rare that there were more than 10,000 website visits; recently it is rare that there are fewer than 10,000 website visits.

Computer usage was a little down at 290 persons. Following the relocation of the newspaper archive computer, the patron usage has increased from approximately one user per month to seven per month, and

increased from approximately eight minutes of session time to 49 minutes of session time.

4. Policy Committee: The Policy Committee met March 21, 2024 at 6:02 p.m. and reviewed and discussed seven policies. Present were Frank Fokta, Chair; Richard Bloom, member; Pat Weninger, ex officio; and Director Weseloh.

5. Review of Closed Session Minutes & Recordings Committee: Ms. Kelsey stated that she and Mr. Fokta met March 16, 2024 and reviewed the closed session files. The trustees considered the Committee's recommendations later in the agenda.

Mr. Fokta reviewed a proposed process for regular review of the closed session minutes which would occur on the front end of a regularly scheduled monthly board meeting.

6. Finance Committee: Ms. Jakacki reported the Finance Committee met March 25, 2024 at 6:00 p.m. Present were Ms. Jakacki, Chair; Diane Kelsey and Scott Grotto, members; and Director Weseloh. Ms. Jakacki and Director Weseloh had previously met with a Republic Bank representative, Republic Bank made a presentation to the Finance Committee, and Ms. Jakacki and Director Weseloh recommend the Library move its accounts to Republic Bank. Republic Bank will present at the April board meeting.

The committee discussed the COLA and merit pool recommendations which would be listed on the March board meeting agenda for a vote. The committee meeting adjourned at 6:50 p.m.

J. Unfinished Business:

1. Decennial Committee on Local Government Efficiency Report: Mr. Bloom

moved that the board approve the Decennial Committee and Local Government Efficiency Report; seconded by Ms. Jakacki.
Motion carried by unanimous voice vote.

K. New Business:

1. Healthy West Chicago Donation Request: Carly Smitherman, the program administrator for Healthy West Chicago, thanked the board for the Library's past three years of contributions to the organization. Over the past three years the participant numbers and offerings of opportunities have increased.

Ms. Smitherman made a request to the Library to continue its financial contribution over the next three years, in which case the City has agreed to match the contribution for the next three years. The non-profit organization receives most of its funding through

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grants, partner donations, and taxing bodies; and it works with its partner entities to provide access to an optimal state of health and wellness for persons who work, live, and/or recreate in West Chicago. Programming is now being expanded into youth services and teen services, and a new Grow Them program, funded by a grant from the health department, is providing garden beds to individuals in the community who identify as food insecure.

2. Resolution 24-01 Amending Resolution 23-05 Closing Schedule for 2024: Director Weseloh described some electrical work that needs to be performed at the library and will require the electricity to be off throughout the library for approximately a whole day. The request is to close the library on May 24, 2024 for electrical repairs, as the only addition to the closing schedule.

Mr. Bloom moved that the board approve Resolution 24-01, Amending Resolution 23-05 for a Closing Schedule to include May 24, 2024 for electrical repairs; seconded by Mr. Grotto.
Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Kelsey, Navadomskis, Weninger. Motion carried.

3. Library Policies:

a. Smoke-Free Library: Mr. Fokta stated the Policy Committee recommends to approve the Smoke-Free Library policy. No changes were made to the policy.
Motion carried by unanimous voice vote.

b. Drug and Alcohol-Free Library: Mr. Fokta stated the Policy Committee

recommends the board approve the Drug and Alcohol-Free policy as is. No changes were made to the policy.
Motion carried by unanimous voice vote.

c. Outreach Services: Mr. Fokta stated the Policy Committee recommends that the board of trustees approve the Outreach Services policy.
Motion carried by unanimous voice vote.

d. Rubber Signature Stamp: Mr. Fokta stated the Policy Committee recommends that the board of trustees approve the Rubber Signature Stamp policy. No changes were made to the policy.
Motion carried by unanimous voice vote.

e. Employee Protection (Whistleblower): Mr. Fokta stated the Policy Committee recommends to the board of trustees that the Employee Protection (Whistleblower) policy be approved. No changes were made since the last review in 2021.
The Library's attorney rejected the committee's proposed recommendation and recommended the policy be approved as it was presented.

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Motion carried by unanimous voice vote.

f. Confidentiality of Library Records: Mr. Fokta stated the Policy Committee recommends to the board that the Confidentiality of Library Records policy be approved.
Motion carried by unanimous voice vote.

g. Meeting Room: Mr. Fokta stated the Policy Committee recommends to the board that the Meeting Room policy and application form be approved. The Library's lawyer amended the policy as presented for approval.
Motion carried by unanimous voice vote.

h. Study Room: Mr. Fokta stated that the Policy Committee recommends to the Board of Trustees that the Study Room policy be approved as amended.
Motion carried by unanimous voice vote.

4. COLA and Merit Pool Recommendation for FY 2025: Ms. Jakacki stated the Finance Committee recommends that the board approve the COLA increase of 1.25% and a merit pool of 2% which equates to \$12,000 for FY 2025. Discussion was had that the average COLA increase for local libraries is approximately 3.4%, but the Finance Committee opted to move more funds towards the merit pool.

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

5. Recommendation for Closed Session Minutes & Recordings: The Closed Session Committee recommends that the closed session recording of the May 23, 2022 meeting be removed and destroyed and the written Minutes stay closed.

Motion carried by unanimous voice vote.

6. Short Takes for Trustees: Evaluating the Library Director: Director Weseloh ran the video for the trustees to view.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:30 p.m.