

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, MAY 28, 2024
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:12 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; Amanda Ghobrial, Adult Services Manager; Michael Novy, Technical Services; Jason Rock, IT Specialist.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - April 22, 2024: Ms. Jakacki moved to approve the Minutes as read for April 22, 2024; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

Dan Brandolino and Chad Powell with Midwest Mechanical were present.

E. PUBLIC COMMENTS: A written public comment was received from a patron with a suggestion that the Library's handicapped parking signs should be updated for the fine amount. Mr. Weseloh stated the parking lot signs which designate handicapped parking have a fine amount of \$250 indicated on them; and the law states the fine may be between \$250 and \$600. The police only have jurisdiction if/when the Library asks them to come onsite. No patron email or phone number was provided on the comment form.

F. AGENDA - ADDITIONS/DELETIONS: The Midwest Mechanical presentation was moved up from New Business K-1 to the Reports section of the Agenda. A Finance Committee report was added as Item I-5

G. TREASURER'S REPORT:

1. Approval of the Bills for May 2024: Ms. Jakacki moved that the board approve the bills for May 2024 in the amount of \$228,784.62; seconded by Mr. Grotto.

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

2. Financial Statements for April 2024: Mr. Weseloh covered the April

2024 financial statements during his Director's Report, Item I-3.

H. COMMUNICATIONS:

1. Memo Re: New Rules on Web Content/ADA Accessibility: The U.S. Department of Justice has published some new requirements for local units of government to assure that their websites are accessible to people with disabilities. Compliance is required by April 26, of 2027.

I. REPORTS:

1. Nominating Committee: Ms. Kelsey and Ms. Navadomskis, as the Nominating Committee, prepared the Slate of Officers for FY24-25 with the recommendations as follows: President, Pat Weninger; Vice President, Frank Fokta; Secretary, Diane Kelsey; Treasurer, Corrine Jakacki.

2. President:

a. Election of Officers for FY2024-2025:

i. President: Ms. Weninger asked for nominations from the floor for the Office of President. No nominations were made. The nominations were closed for the Office of President. Pat Weninger was elected as Board President by unanimous voice vote.

ii. Vice President: Ms. Weninger asked for nominations from the floor for the Office of Vice President. No nominations were made. The nominations were closed for the Office of Vice President. Frank Fokta was elected as Vice President of the Board of Trustees by unanimous voice vote.

iii. Secretary: Ms. Weninger asked for nominations from the floor for the Office of Secretary. No nominations were made. The nominations were closed for the Office of Secretary. Diane Kelsey was elected as Secretary of the Board of Trustees by unanimous voice vote.

iv. Treasurer: Ms. Weninger asked for nominations from the floor for the Office of Treasurer. No nominations were made. The nominations were closed for the Office of Treasurer. Corrine Jakacki was elected as Treasurer of the Board of Trustees by unanimous voice vote.

b. Appointment of the Ethics Officer: President Weninger appointed Frank Fokta as Ethics Officer.

c. Appointment of the Parliamentarian: President Weninger appointed Richard Bloom as Parliamentarian.

d. Appointment of Finance Committee: President Weninger appointed Corrine Jakacki as Chair of the Finance Committee and Diane Kelsey and Maureen Navadomskis as members.

e. Appointment of Policy Committee: President Weninger appointed Frank Fokta as Chair of the Policy Committee and Richard Bloom and Scott Grotto as members.

President Weninger disbanded the Nominating Committee.

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3. Library Director: Mr. Weseloh reported that the Library District is 83% of the way through its fiscal year, with 100% of the revenue budget collected. The Per Capita Grant income is yet to be received, which will be approximately \$43,000; and the second installment of the PPRT income is expected to be approximately \$41,000.

Expenditures are running at 79% of budget. Mr. Weseloh projected that expenditures for the year will be close to the budget amount. The Director reported that he hopes to have resolved before the end of the fiscal year the three or four large ticket items that have been incorrectly billed by vendors over the past year.

Facilities and operations expenditures, including utilities such as electric, are running high. Mr. Weseloh is looking into the reason for the increase in electric expense and will report back to the board at the June regular meeting. Printed materials, magazines and newspapers, including the Wall Street Journal are up considerably in cost.

The elevator was fixed after four weeks being out of service. Buck Services performed janitorial services for the Library from April 19 through May 18 because the Library's maintenance assistant was out during the time the elevator was broken. First Security was onsite to install card readers and make minor adjustments on the six doors in the Adult Services department. Suburban Lock was onsite to make some adjustments to the staff entry door.

Midwest Mechanical completed some preventive maintenance. A new calendar system called Library Market was launched on May 22, 2024; this replaced the Evanced calendar system. Sikich created all of the SharePoint sites for the serverless migration project. The testing for the accuracy of read and write access for the staff will be completed by the end of May, and implementation planned for June.

Mr. Weseloh sent a letter to the Better Business Bureau about the Peerless Network and phone system billing irregularity; and he is waiting to hear back from the BBB.

A staff in-service was held on May 10, 2024. The staff survey results will be available for sharing at the June board meeting. Mr. Weseloh and Ms. Bajor attended the annual LIMRiCC meeting in May; and staff are

awaiting the health, dental, and vision insurance cost numbers for input into the budget planning process. As of January 1, 2025, BlueCross BlueShield of Illinois will be the carrier.

Employee highlights: Luke Sutton was a youth services librarian, applied for the Youth Department Manager position, and is now the manager of Youth Services. The advertisement to fill the newly vacated

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Youth Services Librarian position was posted on the Library's website and RAILS job line. Several resumés were received, and three interviews are scheduled. Mr. Weseloh received two resignations from circulation staff; their last day will be June 6, 2024. The Library hired a person for Circulation for the summer, May through August. The circulation positions have also been posted on RAILS and the Library's website.

Carly Smitherman from Healthy West Chicago has resigned her position. A farewell gathering is being held to honor her work on May 29, 2024, at 4:30 to 6:00 p.m. at Gallery 200.

In partnership with the Mexican Cultural Center, the Library will be a host site this summer for one of the Olmec Heads, which will be painted by visiting artists. Several of the Olmec Heads will be placed around West Chicago and DuPage County.

Mr. Weseloh would like to schedule a trustee tour of the Library before the June board meeting, at 6:15 p.m.

4. Department Managers:

Adult Services: Staff from all Library departments and Library Foundation members attended Blooming Fest on May 18, 2024, and manned a table to engage with the community members and share information on the types of services that the Library provides. A total of 774 people visited the table at Blooming Fest.

As part of the strategic plan, staff are connecting and collaborating with organizations to provide programming outside of the library, such as the summer concert series at the band shell in Reed Keppler Park. A string-themed concert series in partnership with the Park District will include New Vintage Strings on June 12; Jim Green Guitar on July 10; and Hector Fernandez who plays flamingo-style guitar on August 18. Performances are from 7:00 to 8:00 p.m. in Reed Keppler Park.

Young Adults: The department had an open mic night with 12 participants who recited poetry, played musical instruments, and provided mariachi

music.

Circulation: Total checkouts increased by .11% from April 2023 to 13,789. Electronic materials checked out increased 2.78% from April 2023 to 3,619 this year. The total value of checked out materials was \$94,456.86 during April 2024.

Library visits surged by 44.95% from April 2023 to 6,531 visitors in April 2024. The number of cardholders dipped by 15.85%, resulting in 36.25% of the district population with a library card. The high school transition group training sessions program wrapped up for the school

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year. The students gained valuable hands-on experience with workplace skills.

Technical Services: 2,390 items were invoiced; 2,343 items were ordered; 161 items were withdrawn; and 86 items were repaired in-house.

IT: Wireless connections reached 736 unique clients in April 2024, down 183 from April 23. The new website had over 12,000 visits, and the most visited page is the research database and resources; second place is the year books. Two new pages created for the website are focused on adults and kids, both of which were in the top five for frequency of visits.

Computer usage was up slightly in April over March in Adult Services with 469 total log-ins.

5. Finance Committee: Ms. Jakacki stated the Finance Committee met on May 20, 2024; the meeting was called to order at 5:39 p.m. Present were Corrine Jakacki, Chair; Diane Kelsey and Scott Grotto, Members; Pat Weninger, ex officio; and Ben Weseloh and Maureen Bajor, Staff.

The Committee approved the Minutes from the previous finance committee meeting. No public was present. They addressed three tasks: Review of the proposed income projection for FY25; review of the proposed budget for FY25; and a recommendation to transfer money from the corporate carryover to the GASB 54 Fund. Each topic was discussed, and because the financial numbers were not finalized, the documents were tabled to the next Finance Committee meeting, which will be held June 10, 2024. The meeting was adjourned at 7:21 p.m.

6. Presentation by Midwest Mechanical: Chad Powell and Dan Brandolino from Midwest Mechanical made a presentation to the board on the topic

of capital projects planned for FY 2025. The company has been working with Director Weseloh regarding some improvements at the Library and has developed a proposal to address the work. Nine or ten items were identified as needing to be addressed, and the proposal covers the most important work, to address safety and the well being of the building. Some of the improvements include heat in the vestibule and restrooms, exterior lighting, concrete work, removal of the bike rack, and replacement of VAV boxes.

The work can be accomplished through a cooperative purchasing agreement, which would allow the Library not to have to go through a consulting phase.

J. Unfinished Business: None.

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K. New Business:

1. Capital Projects Proposal - Scope of Work to Include: a, Heaters; b, Exterior Lighting; c, Concrete Work; d, VAV Boxes; e, Exterior Furniture Replacement.

Mr. Bloom moved that the board set aside out of corporate carryover a sum in the amount of \$325,000 for the Midwest Mechanical proposed upgrades to the Library; seconded by Mr. Grotto. The Alternative -- or addition -- No. 3, Calking, is not being recommended at this time. The dollar amount does not include the permit expenses from the City.

Mr. Bloom amended the motion to set aside from corporate carryover an amount not to exceed \$350,000 for the upgrades on the Midwest Mechanical proposal; seconded by Mr. Grotto.

Once the Capital Projects Proposal is approved, the documents will be forwarded to the Library's attorney for review. Discussion was had regarding the need for terms and conditions language; Item No. 7 which states that the Library is responsible for everyone's legal fees regardless of who initiates the litigation; and Item No. 13 which states that under no circumstances is the contractor responsible for their own negligence. In a similar situation in the past the Library's attorney added a rider to the Agreement.

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

2. Establish Signatories on the Financial and Investment Accounts:
President Weninger stated the newly elected officers will be the

signatories on the investment accounts. Ms. Jakacki moved that the newly elected board officers -- Pat Weninger, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; and Corrine Jakacki, Treasurer -- be established as the signatories on the financial investment accounts. Motion carried by unanimous voice vote.

3. Short Takes for Library Trustees: Ethics. The trustees watched the informational video on trustee ethics. Mr. Weseloh stated handouts are available for the trustees with information on ethics as referenced in the video.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:18 p.m.