

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JULY 22, 2024
7:00 P.M.

A. CALL TO ORDER: President Pro Tem Jakacki called the meeting to order at 7:00 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Corrine Jakacki, President Pro Tem/Treasurer; Diane Kelsey, Secretary; Richard Bloom, and Scott Grotto, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Michael Novy, Technical Services; Luke Sutton, Youth Services Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - Mr. Bloom moved to approve the Minutes for the Board Meeting of July 22, 2024; seconded by Mr. Grotto.
Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Anna Astling attended to observe.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Ms. Jakacki recommended, since three board members were not present at the July Board Meeting, that the tour of the library be postponed to another meeting date, so Item 11 was removed from the Agenda.

G. TREASURER'S REPORT:

1. Approval of the Bills for Final June and July 2024: Ms. Kelsey moved to approve the June bills in the amount of \$212,008.40; seconded by Mr. Bloom.

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

2. Financial Statements for June 2024: As of the fiscal year end on June 30, 2024, some expense categories were over budget, and some were under; though not all bills have been reconciled from the FY23-24.

Mr. Weseloh provided a report on the Financial Statements in his Director's Report, Item I-2.

H. COMMUNICATIONS: None.

I. REPORTS:

1. President's Report: None.

2. Library Director: Mr. Weseloh reported the Library closed out FY2024 with approximately \$100,000 more revenue than was budgeted. Adjusting entries will be made to the June financials to include additional FY2024 bills, and some money should remain which the board will be able to transfer into corporate carryover.

The Library's new insurance company is Cook and Kocher. Two consecutive storms passed through West Chicago and brought down some large branches. Mr. Weseloh will contact Kramer Tree Service to see about cleanup and possibly trimming and/or removing a few trees.

The IPLAR annual library report is due September 1 of each year, and the Library management team is working on collating all the statistics and information required annually for the report.

The Library wrote a letter in support of the City of West Chicago for its application for a Rebuild Downtowns and Main Streets capital grant it is applying for. The Council of Governments meeting was held July 11, 2024.

The Land-Cash Ordinance property values will be updated to reflect increases as follows: Residential property will be up from \$130,000 to \$175,000 an acre; commercial will increase from \$195,000 to \$240,000 an acre; and industrial will decrease about 12% from \$165,000 to \$145,000 per acre.

The old Bowling Green Center on Roosevelt Road is in redevelopment to be an entertainment center.

The Airport Authority is building a new 48,000-square-foot hanger on its property. The Airport has noted a shortage of pilots. The Illinois Aviation Academy works with the College of DuPage out of the DuPage Airport Authority for training through the Tuskegee Next program that allows under-represented youth in high school and precollege students to participate in flight training. There are six to ten cadets in the program per summer. Mr. Weseloh asked Mark Doles if a story time could be held at the Airport Authority facility, which would include a flight-themed story. The Library and the Airport Authority will coordinate a story time.

Mr. Weseloh and Gina Radun, Executive Director at the Park District, would like to see if the Library and Park District could develop a combined program guide with one side for the Park District and the other side for the Library. Mr. Grotto stated that, from his experience, a combined program guide is one of those things that sounds like a great idea at the time and then patrons will be in the wrong place for programs and not understanding who is covering what. Discussion was had that the library district boundaries, the city

boundaries, and the park district boundaries are not contiguous, so mailing out the program guide would result in it being delivered to households that may not be located within both districts. Mr. Weseloh stated some program guides would need to be mailed out separately, and the idea is a work-in-progress.

The Fire Department has moved all of their communications to social media and their website; it no longer publishes any print material.

Kurt Johansson, superintendent of School District 94, reported the District received a \$125,000 grant from CDH for a virtual anatomy table; the District is also offering a new class titled "geometry and construction," which is intended to be like a shop and building class; and the District is also planning to implement a CNA program for the students at the high school.

McAuley School, the last one-room schoolhouse in Illinois, will be the new birth-to-3 Parent Education and Community Center. It is still in renovation stage. All of the schools in District 33 will have AC at the end of this year.

Sikich was onsite in July to look at the security of the server infrastructure in the rack and will make a recommendation to us as to what is possible to move downstairs and the costs associated with that. The Library staff will move to serverless storage on August 6, 2024.

The early bird registration has begun for the Illinois Library Association conference in Peoria from October 8 to 10, 2024. If trustees are interested in registering for that, they can let Mr. Weseloh know and he will register them.

The final concert of the summer concert series will be August 28 at 7:00 p.m. in the shell at Reed Keppler Park. The West Chicago Food Fest is August 24, 2024 from 4:00 to 7:00 downtown.

3. Department Managers: Lucas Sutton provided a detailed report on the Youth Services Department activities, with highlights as follows:

Summer reading challenge is off to a good start with approximately 140 patrons signed up and about three weeks left to the program, and 45 children have already completed the program. Patrons have expressed their appreciation for the completion prizes and the drawing prizes, including a midway point prize for a drawing for a Morton Arboretum family membership and final prize to Brookfield Zoo.

Summer programming began June 1, and 200 patrons have attended our story times with outreach partnerships with District 33's birth to 3 initiative. Cantigny Museum and Kindercare connected the Library with 150 community members.

A toddler obstacle course has been created and the department hopes to expand this program if it receives the Dollar General grant the department applied for in March. Grant winners are to be announced soon. Summer programs include a Nightmare Before Christmas- themed mini golf, a creepy camp-in with s'mores, stories, and a paint-the-pavement sidewalk chalk party at the end of August.

The library-wide end-of-summer picnic is on August 10, 2024. More than 61 patrons have already signed up.

A Barbie craft was created to make bracelets connected to the pop culture movie; Garfield bags, mermaids, and more, to develop fine motor skill elements with diverse cultural and pop culture connections. The department has given out 350 make-and-take crafts and 170 to-go bags since the summer began June first.

September will start public story time on Mondays, and Wiggle Worms stories on Tuesdays. Story programs are usually geared towards children under 5 years old, programs are mostly during the school hours, and caregivers often interact with the songs and activities.

Additional programs and events highlighted include Trunk Or Treat, making churos, making fried bread, and decorating cookies in celebration of various family traditions. The department has been developing the space between graphic novels and public computers to create an area for kids who are school-aged because they often do not have an opportunity to come in for programming.

The Department is working to establish guidelines for routine communication with schools and other members of the community, hoping to see every student in District 33 at least twice per school year. Throughout the year librarians make visits to specific classrooms for specialized story times as well as promotions based on teacher requests, and will continue to develop the relationship with Pioneer Elementary which will transition to a community-wide preschool in the 24-25 school year.

The Department purchased a new database which will bolster library services to multilingual patrons, including digital books that are both in patron native languages and also English.

4. Policy Committee: Mr. Bloom reported the Policy Committee met July 18, 2024 at 6:33 p.m. Present were Frank Fokta, Chair; Richard Bloom, member; ex officio Pat Weninger; and Library Director, Mr. Weseloh. The minutes of the June 17, 2024 meeting were approved. No public was present.

The outstanding check policy remains outstanding and was not brought to the board at the July regular meeting. The policies the Committee brought to the board at the July regular meeting were the Bloodborne Pathogens, Bylaws of the Board of Trustees, Electronic Communications, Identity Protection, and Video Surveillance. The two policies the Committee had questions with were the Closed Meeting Minutes Procedure and the Freedom of Information; which will be brought to the board at a future meeting. The meeting was adjourned at 7:14 p.m.

J. Unfinished Business: None.

K. New Business:

1. Adopt Tentative Ordinance 24-03 Budget & Appropriations of the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2024 and ending June 30, 2025: Mr. Bloom moved to adopt Ordinance 24-03 with a budget value of \$3,359,309 and an appropriation value of \$3,753,500; seconded by Mr. Grotto.

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

2. Bloodborne Pathogen Policy: Mr. Bloom stated the Policy Committee recommends that the board adopt the Bloodborne Pathogen Policy, with only one slight change on Line 31. Motion carried by unanimous voice vote.

3. Bylaws of the Board of Library Trustees: The Policy Committee recommended the adoption of the Bylaws of the Board of Library Trustees. An ethics officer was added in. The policy was brought to the board's attention at this meeting and will be voted on at the August board meeting.

4. Electronic Communications Policy: Mr. Bloom stated the Policy Committee recommends to sunset the Electronic Communications Policy and remove it from the Policy Guide. Motion carried by unanimous voice vote.

5. Identity Protection Policy: Mr. Bloom stated the Policy Committee recommends the adoption of the Identity Protection Policy. No changes were made to the policy. Motion carried by unanimous voice vote.

6. Video Surveillance Policy: Mr. Bloom stated the Policy Committee recommends the adoption of the Video Surveillance Policy. No changes were made to the policy. Motion carried by unanimous voice vote.

7. Salary Schedule Revision: A Pay Grade 4 was added to the schedule for the Facilities Assistant, and the job will be posted internally and externally. Mr. Grotto moved that the board accept the revised Salary Schedule as presented to include the Facilities Assistant in Pay Grade 4; seconded by Ms. Kelsey.

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

8. Funds Determination For New Bank Accounts: Mr. Weseloh requested direction as to the amount of money with which the board would like to fund the Director's Petty Cash Account. The consensus of the board was that the director and the treasurer can oversee the movement of funds from the FNBC bank account to the Library's new account at Republic Bank.

9. FY2025 Working Budget Revision: Discussion was had regarding the Tentative Budget and Appropriations Ordinance and that the number is different than the working budget number. The Library's accountant said the numbers should match.

This is the expected expenditure, and the difference is going to be paid for from the corporate carryover account. Mr. Bloom moved to approve the Working Budget Revision; seconded by Mr. Grotto.

Discussion was had regarding the 2024-2025 budget, the revenues and expenditures, the need to have a balanced budget, and that the special projects, which will be paid for using funds that have been received from previous levies, should be an addendum to, not incorporated in the budget.

The board agreed to consult with the Library's accountant on whether to include the internal document of the special projects expenditure as an addendum or within the official budget document. Ms. Jakacki suggested to table the budget revision until the August meeting and in the interim the Library's accountant could be consulted to evaluate the alternate way to handle the accounting of the funding for the special projects to make sure the process is very transparent.

Ms. Jakacki restated the motion to approve the FY2025 Working Budget Revision and requested a roll call vote.

Roll Call Vote - No: Bloom, Grotto, Jakacki, Kelsey. Motion failed.
This item was tabled until the August 2024 board meeting.

10. Short Takes for Library Trustees: Board Self Evaluation: The board self-evaluation was tabled until the August regular board meeting.

11. Library Tour: The library tour was rescheduled for after the September board meeting.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: Ms. Jakacki adjourned the meeting at 8:13 p.m.