



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees

POLICY MEETING

May 21, 2025

Conference Room – Second Floor

2:30 p.m. – 4:00 p.m.

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at admin@wcpld.info or in writing, not less than five (5) working days prior to the meeting.

AGENDA

1. Call to Order Frank Fokta, Chairman
2. Roll Call
3. Approval of the Minutes:
 - A. May 8, 2025 **ACTION**
4. Recognition of the Public
5. Public Comment (Limited to 3 minutes)
6. Agenda – Additions / Deletions
7. Unfinished Business
 - A. Closed Session Policy and Closed Meeting Minutes Procedures **ACTION**
 - B. Closed Meeting Minutes Review Procedure **ACTION**
8. New Business
 - A. Bylaws of the Board of Library Trustees **ACTION**
9. Recommendations
The Policy Committee makes the following recommendations to the Board of Library Trustees for its May 27, 2025 meeting:
10. Adjournment Frank Fokta, Chairman

Committee: Fokta, Bloom, Grotto; Ex Officio: Weninger



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees

POLICY MEETING

May 8, 2025

Main Program Room – First Floor

6:00 p.m. – 7:30 p.m.

MINUTES

1. Call to Order

The meeting was called to order by Chairman Fokta at 6:11 p.m.

2. Roll Call

Committee members present: Frank Fokta, Chair; Richard Bloom, committee member; Pat Weninger, ex officio

Committee members absent: Scott Grotto

Staff present: Benjamin Weseloh, Library Director

3. Approval of the Minutes:

A. April 10, 2025

Richard moved to approve the minutes as presented, seconded by Pat. There was no discussion and the vote to approve the minutes as presented was unanimous. Motion carried.

4. Recognition of the Public

No public present.

5. Public Comment (Limited to 3 minutes)

No public comment.

6. Agenda – Additions / Deletions

There were no additions or deletions to the agenda.

7. Unfinished Business

A. Closed Session Policy and Closed Meeting Minutes Procedures

Pat moved to recommend the closed session policy and closed meeting minutes procedures as presented, seconded by Richard. Discussion included altering some of the procedures and splitting the policy into two separate documents; one to handle the closed session policy, and the second to handle the closed meeting minutes procedures. Pat rescinded her motion, seconded by Richard. The vote to rescind the motion was unanimous. Richard made a motion to table the closed session policy and closed meeting minutes procedures until the next meeting, when they will be brought back as separate documents after Frank and Ben have a meeting with the library attorney. Pat seconded the motion. The vote to table the closed

*session policy and closed meeting minutes procedures until the next meeting was unanimous.
Motion carried.*

8. New Business

There was no new business.

9. Recommendations

There are no recommendations to the board of library trustees for the May 27 meeting.

10. Adjournment

Frank adjourned the meeting at 7:22 p.m.

Committee: Fokta, Bloom, Grotto; Ex Officio: Weninger

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

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3 CLOSED SESSION POLICY

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6 **Policy**

7 All aspects of the Illinois Open Meetings Act (5 ILCS 120/2.06) shall be followed.

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9 Minutes, material and discussions of a closed session are confidential until approved for
10 release.

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12 CLOSED SESSION MEETING MINUTES

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14 **Policy Requirements**

- 15 • The Board shall endeavor to approve closed session minutes at the next meeting of the
16 Board of Library Trustees and, if accurate, approve the closed session minutes. In
17 compliance with the Open Meetings Act (OMA), all closed session minutes (CSM) shall be
18 approved in open session.
- 19 • The Secretary of the Board of Library Trustees shall be responsible for maintaining an
20 accurate record of closed session minutes and corresponding actions taken pertaining to
21 the minutes. This record shall be kept in the locked Board file.
- 22 • All closed session meeting minutes shall be comprised of both a written document and a
23 verbatim recording. Verbatim recordings may consist of either audio or video files. The
24 written minutes and audio/video recordings of closed sessions shall be kept in the locked
25 board file and shall remain confidential.
- 26 • All closed session minutes are reviewed by the Board in closed session and are approved
27 by formal action during open session. The written minutes are retained permanently.
- 28 • Both minutes and recordings shall be reviewed semi-annually.

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30 Policy approved: 5/21/1984; 8/22/1988; 9/26/1988; 6/23/2008; 3/28/2011; 8/25/2014;
31 7/24/2017; 8/23/2021

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1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

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3 CLOSED MEETING MINUTES REVIEW PROCEDURE
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5 **General**

6 On a semi-annual basis, the President of the Library Board appoints two or more Board
7 members for the purpose of reviewing closed session meeting minutes. Closed session
8 meeting minutes are reviewed to:

- 9 ○ Determine if approved closed session minutes require continued confidentiality
10 or can be released for public inspection.
- 11 ■ Approved closed session minutes recommended for public disclosure by
12 the appointed committee are presented to the Board for formal action in
13 open session and a vote to disclose the approved closed session
14 minutes to the public.
 - 15 ■ If the Board votes to disclose the approved closed session minutes to the
16 public, the approved closed session minutes are disclosed and become
17 available to the public for inspection, otherwise the approved closed
18 session minutes shall remain closed.
- 19 ○ Determine if any verbatim records of closed session minutes have reached their
20 minimal retention period of 18 months after the initial recording of the closed
21 meeting, per the OMA, and can be destroyed. Destruction of verbatim records is
22 not required.

23
24 **Review of Closed Session Meeting Minutes**

- 25 1. Members of the Special Committee for the semi-annual review of closed session
26 meeting minutes coordinate with the library director to establish a committee meeting
27 time and place to perform the review.
- 28 a. The Library Director prepares and posts the agenda and notification prior to the
29 meeting.
- 30 2. The committee meets at the specified meeting place to conduct the meeting as per
31 standard procedure.
- 32 a. The Committee enters into closed session for the specific purpose of reviewing
33 closed session minutes as specified in the Illinois Open Meetings Act (5 ILCS
34 120/2.06) and shall cite the statutory provision permitting entry into closed
35 session (120/2(c)).
 - 36 b. Once in closed session, the Committee shall review and document the closed
37 session minutes, using Attachment 1, to make a determination as to the release
38 of the closed session minutes for public inspection and if verbatim minutes are
39 eligible for destruction, i.e., at such closed session meetings a determination
40 shall be made (in closed session) that:
 - 41 i. That the (closed session) minutes or portions thereof no longer require
42 confidential treatment and are available for public inspection.
 - 43 ii. Verbatim closed session minutes have reached their minimum retention
44 period and are eligible for destruction.

- 45 c. At the completion of the review, the committee returns to open session and
46 reports its determinations in open session before concluding the meeting after
47 all business is complete.
48 d. Meeting minutes are prepared for the semi-annual review meeting and
49 approved as per standard procedure at the next regular board meeting in open
50 session.
- 51 3. The Committee reports the findings of the Closed Session Meeting Minutes Review with
52 recommendations to the Board.
53 4. The Board votes on each recommendation based on the Review.
54 5. The worksheet (Attachment 1) is completed by noting the Board's final action.
55 6. The worksheet is filed in the Board file cabinet.

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Procedure approved: XXXXXXX

PROCEDURE
Semi-annual Review of Closed Session Minutes and Recordings
West Chicago Public Library District

Regulation

(5 ILCS 120/2.06) (from Ch. 102, par. 42.06)
Sec. 2.06. Minutes; right to speak
(a) All public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to:
 (1) the date, time and place of the meeting;
 (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and
 (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
(c) The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:
 (1) the public body approves the destruction of a particular recording; and
 (2) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.
(d) Each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

The following is to be completed in its entirety and presented to the board at a regular board meeting. Recommendations based on this record are presented to the Board for Final Actions in open session.

Trustees appointed for Semi-Annual Review of Closed Session Minutes:

Appointment Date: _____

Trustee: _____

Trustee: _____

Review Date: _____

Eligible Destruction Date: _____ (Date 18 months prior to Review Date).

Review Instructions

Confidentiality of Closed Session Minutes

1. Review the Closed Session Meeting Log for subject matter in which there is no longer a need for confidentiality.
2. Minutes or portions of minutes containing subject matter that no longer requires confidentiality should be reviewed to ensure that confidentiality is no longer required.
3. Minutes no longer requiring confidentiality should be listed in the Release Eligibility Table below, for recommendation to the Board.

Attachment 1

WCPLD Closed Session Minutes Semi-Annual Review

- List the Board Vote for each Record in the Release Eligibility Table.

Release Eligibility Table

The closed session meeting minutes listed below were reviewed and recommended for release for public inspection. Recommendations will be presented to the West Chicago Public Library District Board, and their vote recorded in the column provided below.

Minutes Date	Full or Partial Release	Subject Matter	Board Vote Release / Remain Confidential
Comments:			

Destruction of Verbatim Records Eligibility

- List all verbatim minutes in the Minutes File Cabinet that are older than the eligible destruction date in the Verbatim Minutes Destruction Eligibility Table.
- For each eligible Verbatim Minute File, determine if written minutes are present AND approved, and indicate in the Verbatim Minutes Destruction Eligibility Table.
- Determine Library Board recommendation. Only verbatim records that are affirmative for a) 18 months exceeded, b) present, and c) approved can be destroyed.
- List the Board Vote for each Verbatim Record in the Verbatim Minutes Destruction Eligibility Table.

Verbatim Minutes Destruction Eligibility Table

The closed session verbatim meeting minutes listed below were reviewed and have met the requirements for destruction eligibility. Recommendations will be presented to the West Chicago Public Library District Board, and their vote recorded in the column provided below.

Verbatim Record Date	Exceeded 18 months? (Yes /NO)	Are corresponding written minutes present? (YES / NO)	Are corresponding written minutes approved? (YES / NO)	Recommendation (Retain / Destroy)	Board Vote (Retain / Destroy)
Comments:					

Attachment 1

WCPLD Closed Session Minutes Semi-Annual Review

Date recommendation presented to the WCPLD Board: _____.

Date of WCPLD Board vote: _____.

I have destroyed the verbatim records in accordance with the WCPLD Board vote.

Trustee Name

Date

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Section 3

Using the powers granted by Illinois law, in order to accomplish the purpose of the West Chicago Public Library District, the Board of Trustees of the West Chicago Public Library District has the duty and responsibility to:

- Levy, budget, and invest funds for the maintenance of the library and library services
- Acquire, maintain, and improve library property
- Appoint, set the compensation for and the responsibilities of the Library Director
- Set library policies
- Participate in associations for the benefit of the library district
- Exercise other powers granted to it by law when necessary

Section 4

Vacancies declared by the Board shall be filled by appointment by the remaining Trustees until the next Trustee election as provided by law. Interested persons submit a letter of application to the President of the Board. Potential candidates are interviewed by the Board as a whole. The selected candidate is sworn in at the following regular Board meeting.

Section 5

It is the responsibility of the Library Trustees to adhere absolutely to ethical standards in the performance of their duties.

Section 6

The Board shall remove a Trustee for just cause and declare a vacancy as provided by law.

Article IV. Oath of Office/Election of Board Officers

Section 1

Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board. The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. Terms of office shall be for one year or until a successor is elected.

Oath of Office:

Do you _____, solemnly swear or affirm that you will support the Constitution of the United States, and the Constitution of the State of Illinois, and that you will faithfully discharge the duties of the Office of Trustee of The West Chicago Public Library District to the best of your ability.

Section 2

The president is the presiding officer of the Board of Library Trustees. The vice president is empowered to serve in the absence or disability of the president. The secretary keeps the official records of Board actions. The Treasurer keeps and maintains financial accounts and

91 records. A Parliamentarian and Ethics Officer assists the President and the Board on questions
92 of procedure.

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94 The President shall preside at all meetings, serve as executive officer of the Board, be an ex-
95 officio member of all committees, and serve as official spokesperson for the Board. The President
96 shall appoint members of committees. The President shall appoint the Parliamentarian and the
97 Ethics Officer. The President shall have the right to vote on all questions before the Board. The
98 President shall not have or exercise veto powers. The President or his/her designee shall have
99 the sole authority to consult with the Board attorney.

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101 The Vice-President shall preside in the absence of the President and shall also serve as chairman
102 of the Policy Committee.

103
104 The Secretary keeps records of all the official actions of the Board. The Secretary shall maintain
105 permanent minutes of the Board's proceedings including the date, time and place of the
106 meetings, the names of those in attendance, the ordinances enacted, the resolutions and
107 regulations adopted, a summary of discussion, a record of any vote taken (showing the vote of
108 each member upon every question, or if absent or failing to vote, indicating the fact.) The
109 Secretary is also responsible for keeping an accurate record of all closed session meetings,
110 including the Date, Time, and Subject Matter. The record is to be updated after each closed
111 session meeting. The record is to be kept in the locked Board file.

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113 The Secretary may administer the oath of office.

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115 Within sixty days after the organization of the Board, the secretary shall file with the clerk of
116 the county and with the Illinois State Librarian, the names and addresses of the trustees and
117 officers and their respective terms of office. The Secretary shall report a vacancy to the County
118 Clerk and the State Librarian within sixty days after it occurs, and shall report the filling of a
119 vacancy within sixty days after it is filled.

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121 The Treasurer shall be responsible for the maintenance of accounts and records of the Library
122 District including a record of all receipts, disbursements, and the balance of any funds. The
123 Treasurer is responsible for the receipt and accounting of all tax distributions and the
124 investment of Library funds. The Treasurer shall present monthly and annual financial reports.
125 The Treasurer shall, also, serve as Chair of the Finance Committee, and is the Chief Financial
126 Officer of the district.

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128 The Parliamentarian shall advise the presiding officer on questions of Parliamentary procedure.
129 The presiding officer shall decide all questions of order.

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131 The Ethics Officer shall advise the presiding officer on questions of ethical matters and
132 corresponding procedure.

133
134 Elections of officers shall be held annually. Before holding an election of officers the President
135 may call for nominations from the floor or use a nominating committee. Once a slate of

136 candidates has been nominated, an election will be held. An election takes effect immediately if
137 the candidate is present and does not decline.

138
139 If a Board member who holds an office resigns that office or is removed from the Board, the
140 President shall hold an election to fill the office for the remainder of the term of the vacant
141 office.

142 143 144 **Article V. Meetings**

145 146 **Section 1**

147 The Board of Library Trustees of the West Chicago Public Library District shall meet monthly to
148 conduct the business of the district.

149 150 **Section 2**

151 The regular meetings of the Board of Library Trustees shall be held at 7:00 p.m. on the fourth
152 Monday of each month. Any exceptions shall be listed on the calendar of meetings posted at the
153 library.

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155 Special meetings may be called by the President or the Secretary or by any four Trustees. Notice
156 of the special meeting and an agenda shall be posted in the Library, on the Library's website, and
157 delivered to any news media that has filed an annual request for such notice no later than 48
158 hours preceding the special meeting. The best notice possible will be given in the case of a stated
159 emergency.

160
161 A quorum shall consist of four Trustees. A majority of those Trustees present and constituting a
162 quorum shall determine the passage of any motion, resolution or ordinance, unless a larger
163 majority is required by law.

164 165 **Section 3**

166 All meetings will be open to the public and conducted in accordance with the Illinois Open
167 Meetings Act.

168 169 **Section 4**

170 An agenda for each meeting of the Board of Library Trustees shall be prepared by the Library
171 Director in cooperation with the President. Board members who wish to have items included on
172 the published agenda for a regular meeting shall present such items to the President a week in
173 advance of the scheduled Board meeting.

174 175 176 **Article VI. Parliamentary Authority**

177 The latest edition of *Robert's Rules of Order* will be followed in matters of procedure not
178 specifically covered in these bylaws. Failure to follow *Robert's Rules of Order* shall not invalidate
179 an otherwise valid decision.

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Article VII. Order of Business

- The Order of Business at the regular monthly meeting shall be as follows:
- a. Call to Order
 - b. Roll Call
 - c. Approval of the Minutes
 - d. Recognition of the Public
 - e. Public Comments
 - f. Agenda – Additions/Deletions
 - g. Treasurer’s Report
 - a. Approval of Bills
 - b. Financial Statements
 - h. Communications
 - i. Reports
 - j. Unfinished Business
 - k. New Business
 - l. (Optional) Closed Session and Reconvening in Open Session
 - m. Adjournment

Article VIII. Roll Call Voting

All motions of the Board which concern cash expenditures shall be voted by roll call vote. Privilege of calling for a roll call vote may be exercised by any Trustee.

Article IX. Committees and Appointed Representatives

Section 1

Committees are appointed by the President. Committees have advisory powers unless granted specific power by Board action. There are two (2) standing committees of three (3) members each: 1) Finance Committee (chaired by the Treasurer) and 2) Policy (chaired by the Vice-President).

The President shall appoint special committees as needed.

Section 2

The Finance Committee shall establish and review the financial practices of the Library. The Committee shall review and revise the operating budget, the Budget and Appropriation Ordinance, and the Levy Ordinance.

The Policy Committee shall establish a schedule for reviewing the bylaws and all policies. It shall be responsible for the review and revision of bylaws and policies subject to final approval by the Board.

Article X. Library Director

The Board shall appoint and fix the compensation for a qualified Librarian to act as administrator of the district’s daily operations. The Board is responsible for conducting an

228 annual performance review and appraisal. When appropriate, the Board is responsible for the
229 termination of the employment of an Library Director.

230

231 **Article XI. Policies**

232 The Library is governed by a set of policies adopted by the Board. The Board may amend and
233 enact policies from time to time as needed.

234

235 **Article XII. Indemnification**

236 The Library shall indemnify its trustees and officers for claims based on an injury allegedly arising
237 out of an act or omission occurring within the scope of his/her duties as trustee.

238

239 **Article XIII. Severability**

240 If any provision of these bylaws is held invalid after their effective date, such invalidity does not
241 affect other provisions or applications of these provisions.

242

243 **Article XIV. Amendments**

244 Amendments to these bylaws may be proposed at any regular meeting, but may become
245 effective only after a favorable two thirds (2/3) vote at a subsequent meeting. Any of the
246 foregoing bylaws may be temporarily suspended by unanimous vote of all the Trustees present
247 at any meeting, and vote on such suspensions shall be taken by yeas and nays and entered into
248 the official record.

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252 Approved by Board of Library Trustees: 11/22/2010; 4/28/2014; 6/26/2017; 7/26/2021;
253 9/23/2024