

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, MARCH 24, 2025
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: Patricia Weninger, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; Corrine Jakacki, Treasurer; and Richard Bloom and Maureen Navadomskis, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Gabriel Cardenas, Circulation Manager; Amanda Ghobrial, Adult Services Manager; Michael Novy, Technical Services; Juan Martinez, Facilities Assistant.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - February 24, 2025: Mr. Fokta moved to approve the Minutes of the February 24, 2025 Board Meeting as amended; seconded by Ms. Jakacki. The amendments are:

- Page 1, Item G-2 Financial Statements, the percentage of 48% should be 58%.

- Page 2, Item I-2, Library Director's report, last full paragraph, the person who is pursuing their LTA practicum at the library is fulfilling a 75-hour internship and is not an employee of the library.

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Sufyian Mohammed, Aimee Cavataio, and Laura Finch, all who are candidates for the positions of library district trustee on the April 2025 ballot. Long-standing board members Richard Bloom, Frank Fokta, and Diane Kelsey are not running for reelection.

E. PUBLIC COMMENTS: Each of the candidates briefly stated their interest in the Library and length of time of living in the community.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for March 2025: Ms. Jakacki moved that the board approve payment of the bills for March 2025 in the amount of \$223,146.42; seconded by Mr. Bloom.

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

2. Financial statements: Ms. Jakacki stated the Library is

approximately 67% of the way through the fiscal year and has collected approximately 98% of budgeted revenue. The Library has spent approximately 59 to 60% of the expenditures budget.

H. COMMUNICATIONS:

1. Chronology for Annual Financial Ordinances -- 2025-2026 Fiscal Year: The Library's attorneys sent a chronological listing of annual financial ordinances that the Library is required to file with the City or County Clerk's office.

I. REPORTS:

1. President's Report: President Weninger stated that she had sent an email to the trustees about the need to perform the board review of the library director; and she asked the trustees to return the questionnaire to her by April 18, 2025. The review is being completed early this year because of the significant turnover of board members after the April election.

The board members were reminded to complete their economic interest statements, which are due by May 1, 2025.

President Weninger appointed Ms. Jakacki and Mr. Grotto to serve on the Nominating Committee for new officers for FY2025-2026.

2. Library Director: Mr. Weseloh stated the library is 67% of the way through its fiscal year elapsed. Total expenditures are currently about 60%, with a few categories that are running ahead of schedule.

Mr. Weseloh handed out to the board members an updated bills list. Staff have started the budget process for FY25-26, and they will attend and present at the Finance Committee meeting in April.

Delta was onsite to perform a repair on the automation system, and they provided the new facilities assistant some onsite training on the system. Mr. Weseloh introduced Juan Martinez to the board members and stated that the Facilities Assistant has been very responsive to the requests of staff.

Following the heavier rains experienced this season at the library, there has been standing water near the staff entrance. The concrete had been replaced there, and perhaps the old drain tile was damaged in the construction process. Mr. Weseloh has talked with the project manager, and they are going to come out and take a look at it. A downspout extender has been purchased to direct the water away.

The Library Staff In-Service was held on March 7, 2025, and the library

was closed. The In-Service Survey results were in the board the packets. This training included mandatory training covering CPR and AED

training, first aid, and blood-borne pathogen training; fire safety, tornado training, fire extinguisher training. The next in-service will be library-centric-type training, and the third and last in-service will be a camaraderie/ team-building day.

Mr. Weseloh and the Facilities Assistant met with the project manager from Midwest Mechanical to discuss the budget figures for the capital projects planned for FY25-26. Projects for 4th quarter FY24-25 will include the paver replacements, curb repair, and sidewalk replacements, beginning April 21, 2025, weather permitting. The emergency entrance in the Youth Services department will be used for access into the building until the front entranceway work is completed.

Mr. Weseloh attended, and the Library hosted, a meeting of downtown businesses on March 13, 2025, organized by the City of West Chicago. Approximately 40 business owners attended from the Downtown TIF district. The meeting was the first of what is anticipated to be quarterly meetings of the downtown businesses. The conversation covered development of the downtown district, lack of parking, promoting businesses, and signage.

Mr. Weseloh attended with several of the board members and candidates, the Candidate Forum March 18, 2025. He thanked the trustees for attending.

The Director indicated that Mr. Martinez has been very attentive to addressing facilities and vendor-related issues. Mr. Martinez introduced himself, stating he has lived in the area for the past three years; and he looks forward working at the library and making the building a beautiful place for patrons to visit. He welcomes requests, suggestions, and questions regarding the upkeep and maintenance of the building.

3. Department Managers - Amanda Ghobrial, Adult Services Manager, presented an update on department activities and programs. The Adult Services staff answer an average of 608 questions a month and have answered over 4,200 questions in the seven-month period since the last department report.

The department now has seasonal reading programs for 6th grade all the way up through adults, and the library uses an online reading tracker called Beanstack, which also provides notifications for new programming. A total of 236 patrons participate in this app, and the average active reader completion rate is approximately 80%. Prizes are

given upon completion of the program.

Patrons are being given pollination celebration seeds for pollinators in their gardens. The department's reading logs are always available in

English and in Spanish.

Staff have been engaged in outreach to Franciscan Court and Aperion Care, the Library provides books to people in the facilities. Staff have visited Wayne Township Senior Center to do one-on-one device advice. Staff are beginning to attend Chamber of Commerce meetings; and have begun working with the business community to consider opportunities to outreach to businesses in town. In December David, the Library's outreach coordinator, arranged the Library's participation in the citywide window painting contest for Frosty Fest.

in October of 2024 the entire 6th grade class at Lemay Middle School visited the Library; and the former Young Adult Librarian and Ms. Ghobrial spoke to the teenagers that day.

A total of 588 seed packets were checked out from May to October; the planting season ended in October. The Library's website now contains a page dedicated to the seed library, which will be updated when the new seeds come out. Currently winter seeds are in the seed library, which are available February 3 through March 30, 2025. Staff have a call out for volunteers to help repackage the seeds for the seed library on April 2, 2025.

Binge Boxes and Flicks Picks are boxes created by staff for adults; the boxes contain books or videos, treats and instruction sheets, and a comment card. A total of 161 Flicks Picks have been checked out, and a total of 96 Binge Boxes have been checked out in two years. Some patron comments cards have included: "It was great that I picked a subject and enjoyed two out of three books"; "The snacks were great too"; and "Love reading books I would not have found on my own."

Staff create over 80 displays a year for the library to promote the collection and programs.

Staff members redeveloped the instructions to use copiers and printers at the library; the instructions are available in English and in Spanish.

The Guadalajara Book Fair is attended annually by a staff member, at which the Library orders Spanish materials for the youth and adult collections. Several upcoming specific unique programs were described on topics of: Mother Nature, Storm Chaser, a genealogist, a master

gardener, Financial Fitness, Qigong Chinese exercise practice.

4. Finance Committee: Ms. Jakacki stated that the Finance Committee met before the board meeting, March 24, 2025, at 6:15. Present were Ms. Jakacki, Chair; Ms. Kelsey and Ms. Navadomskis, members; Ms. Weninger, ex officio; and Mr. Weseloh, staff. The committee

discussed COLA and merit pool increases. The board vote on these matters was considered under New Business, Item K-1. The meeting ended at 6:36 p.m. The committee will be meeting April 21, 2025 at 6:00 p.m. for the first go-round of the budget.

J. Unfinished Business: None.

K. New Business:

1. COLA and Merit Pool Recommendations for FY2025: Ms. Jakacki stated the Finance Committee recommends the Board approve a COLA of 2.5%, and a merit pool of \$12,000, or 1.8%; a total of 4.3% for FY2026.

The Library will return to the fiscal year July 1 through June 30 period for salary schedule increases now that the incremental increase to the State's \$15 minimum wage law has been achieved. The salary schedule was recently approved in October/November 2024. In October 2026 the salary schedule will be considered along with the COLA and merit pool recommendation to inform the budget on a fiscal year timeline going forward.

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

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger stated the board will not be going into closed session, and she adjourned the meeting at 7:45 p.m.