

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, MAY 27, 2025
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:03 p.m.

B. ROLL CALL:

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

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Gabriel Cardenas, Circulation Manager; Amanda Ghobrial, Adult Services Manager; Luke Sutton, Youth Services Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - April 28, 2025: Ms. Jakacki moved to approve the April 28, 2025 meeting Minutes as amended; seconded by Mr. Fokta.

- Page 1, Item G-1, the total of the bills approved for payment was corrected to be \$222,226.

- Page 7, Item M, the return to open session information was added, including the time of return to open session, the unanimous roll call vote on the approval of an increase in the Director's salary to \$116,050.60 for FY2026, and the time of the meeting's adjournment at 8:50 p.m.

Motion carried by unanimous voice vote.

2. Closed Session Minutes - April 28, 2025 (Library Director Evaluation): President Weninger provided the trustees with folders containing the Closed Session Minutes, which they were to return when review of the Minutes was completed.

Ms. Jakacki moved to approve the Minutes of the April 28, 2025 Closed Session; seconded by Mr. Fokta. It was noted that there was a spelling error in Item No. 3.

Motion carried by unanimous voice vote.

3. Semi-Annual Review of Closed Session Minutes and Recordings - May 24, 2025 (Open Session): Ms. Jakacki moved to approve the Minutes of the Open Session of the Semi-Annual Review of Closed Session Minutes and Recordings; seconded by Mr. Fokta.

Motion carried by unanimous voice vote.

4. Semi-Annual Review of Closed Session Minutes and Recordings - May

24, 2025 (Closed Session): Ms. Jakacki moved to approve the Minutes of the Closed Session of the Semi-Annual Review of Closed Session Minutes and Recordings; seconded by Mr. Fokta. The typo needs to be fixed where the "@" is supposed to be "(c)."

Motion carried by unanimous voice vote.

The closed session minutes were returned to President Weninger.

5. Policy Meeting - May 21, 2025: Mr. Grotto moved to approve the Minutes of the May 21, 2025 Policy Meeting; seconded by Ms. Jakacki, as drafted.

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Aimee Cavataio, Joe Cavataio, Laura Finch, Bruce Kelsey, Julia Marsden, Kevin Nguyen, Heather Nizilek, Kaylee Nizilek, Ayva Salter, and Michael Wonderly.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for May 2025: Ms. Jakacki moved that the Board approve payment of the bills for May 20, 2025 in the amount of \$320,458.92; seconded by Mr. Grotto.

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

2. Financial Statements: Ms. Jakacki stated that the Library is 83% of the way through its fiscal year elapsed. To date, the Library has collected 100% of its anticipated revenues; and expenditures are at 74% of the budget in the fiscal year.

H. COMMUNICATIONS:

1. DuPage County Election Division Official Canvass of Votes for the Consolidated Election - April 1, 2025: The letter from the DuPage County Election Division confirmed the election of the three new trustees who will be sworn in: Aimee Cavataio, Laura Finch, and Michael Wonderly.

I. REPORTS:

1. President's Report: Ms. Weninger expressed thanks to the retiring board members and to the incoming board members for their willingness to serve on the board, and their service to the Library and the patrons of the library. She stated that when the new trustees are sworn in, the terms of the retiring board members will be complete. Mr. Bloom, Mr. Fokta, and Ms. Kelsey were given gifts of appreciation for their contributions to the Board and the Library. The combined number of

years of service of these three board members is approximately 50. President Weninger stated that she knows the new trustees will provide their own brand of commitment and leadership; and the continuing trustees look forward to working with the new members.

2. Library Director: Mr. Weseloh stated the fiscal year elapsed is at 83%, and expenses are running about 9% behind at approximately 74%. Noteworthy expenses are: administrative technology, facilities, operations, and utilities - for increases in gas and electric costs.

The Library has had a considerable amount of HVAC work completed. The building is 30 years old, so its age is becoming a factor in the cost of upkeep and maintenance. Midwest Mechanical was onsite in May, and their technician heard a sound in the air handling unit that usually precedes failure. A quote was received for replacement of the motor. Without the air handling unit, the air conditioning system does not run; and if that were to occur on very humid days, mold could form in materials.

The paperwork has been completed for the transfer of banking services from FNBC Bank & Trust to Republic Bank; and paperwork was submitted to the County Clerk's office in time to have property tax distribution deposited into the Library's account at Republic Bank rather than FNBC.

The Library will begin a contract in FY2026 with Alarm Detection Systems (ADS) for fire systems maintenance, fire suppression, and security. The company installed a radio signal on the fire alarm panel for alerts and monitoring.

Signorama installed permanent signs for the exterior book drop. There has been an uptick in traffic to the drive-up book drop. Some changes were made in the circulation work room: the facilities assistant installed two additional book shelves to accommodate materials from The Library of Things.

The two uninterrupted power sources to the server rack had been failing, and have now been repaired.

Sikich is continuing to configure and distribute the security fobs to staff in critical positions and trustees. Mr. Weseloh distributed the fobs to the four remaining trustees and the three new trustees. The fobs provide for multi-factor authentication from offsite to get into the Library's Microsoft Office email and applications. Sikich will be contacting each of the trustees to set up their access.

Planning for the installation of the Golden Read-Triever Little Free Library in Nancy Conradt's memory and honor is underway. Ms. Conradt served as Library Board President for 11 years. The LFL will be

installed at Wiggly Field dog park in Reed-Keppler Park. Mr. Weseloh met with Park District personnel and discussed the location for installation, which will be scheduled and the dedication arranged. A plaque has been made with funds provided by the Library Board and the Library Foundation.

Under the employee highlights, Amanda will transition to the role of Assistant Director beginning June 1, 2025; she currently is the Adult and Teen Services Manager. She is replacing Maureen Bajor, who has retired after 19 years with the Library. Jenn G from Adult Services will transition into the role of the Adult Services Manager. Resignations have been received from the Teen Librarian and a Circulation Clerk; both positions have been posted.

There will be a celebration of the 20th Anniversary of We-Go Together for Kids on June 1, 2025 at Reed Keppler Park, at 1:00-3:00 p.m. Also on June 1, 2025 a fundraiser will be held at Hawthorne's Backyard for a sensory garden installation at Reed Keppler Park. The installation will be in honor of long-time Park District employee Melissa Medeiros, who passed away last year.

Mr. Weseloh invited the trustees to attend the Cruisin' Through the Afternoon program on June 14, 2025, at 1:00 p.m. at the library, which will feature activities for all ages and a collection of cars and trucks in the parking lot.

New trustees were asked to provide their contact information to Mr. Weseloh, including their preferences for email, phone, and text.

Mr. Weseloh provided a handout to the new trustees on the Illinois Library Laws and Rules. Once the officers are elected, a training schedule will be created after the start of the new fiscal year.

Staff are scheduling a library tour for the trustees. Mr. Weseloh will contact the retiring trustees and provide them the date and time if they would like to attend as guests, because the tour was postponed several times over the past couple years and never completed.

3. Department Managers: Written reports were included in the board packets.

4. Committee for Semi-Annual Review of Closed Session Minutes and Recordings: Ms. Kelsey and Mr. Fokta conducted the semiannual review of the closed session meeting minutes per 5 ILCS 120/2(c)21. Their recommendation for the destruction of the recording of 5/28/23 closed session meeting was listed later on in the board agenda.

5. Policy Committee: The policy committee met May 8, 2025, at 6:00 p.m.

Present were Frank Fokta, chair; Mr. Bloom, member; Ms. Weninger, ex officio; and Mr. Weseloh, staff. The Committee approved the Minutes of April 10, 2025, and discussed the Closed Session Policy and Closed Session Meeting Procedure.

Mr. Fokta reported that the Closed Session Minutes approval process and the Semiannual Review of Closed Session Minutes Policies have been problematic for quite some time. With the closed session minutes review, the board would end up in a perpetual cycle of approving minutes and creating a new set of minutes, which the trustees wanted to eliminate. The closed session policy and the procedure for review of the closed session minutes semiannually were in the same policy, and the Committee decided to separate those policies and the procedure into separate documents.

The role of the secretary includes entering in the log the occurrence of closed session minutes, which was present in the policy but was not present in the bylaws, so the bylaws need to be changed. Mr. Weseloh and Mr. Fokta met with Mr. Ritzman, the Library's counsel, regarding the closed session policy and procedure. The committee created a worksheet to assist trustees with consistently following the procedure.

On May 21, 2025 at 2:30 p.m., Mr. Fokta, Mr. Bloom, and Mr. Weseloh met for another policy meeting. They approved the Minutes of the May 8, 2025 committee meeting. The committee reviewed the Closed Session Policy and the Closed Session Minutes Review Procedure and made a recommendation for the board to approve these documents as well as change the bylaws. After making the recommendation to change the bylaws, the trustees have a month to review the change and then vote on the change at the June board meeting.

6. Finance Committee: Mr. Jakacki reported the Finance Committee met on May 27, 2025 at six o'clock. Present were Ms. Jakacki, chair; Ms. Kelsey, member; Ms. Weninger, ex officio, Ms. Bajor and Mr. Weseloh, staff. The Committee approved the Minutes from their April 21, 2025 meeting.

The Committee discussed the Library's income projection for FY2026 and the budget for FY2026. Some of the insurance policy costs were not yet available. The meeting adjourned at 6:12 p.m.

7. Nominating Committee: Ms. Jakacki reported the Nominating Committee, comprised of herself and Mr. Grotto, met April 10, 2025, to discuss the slate of officers for the incoming board. The Nominating Committee provided the slate under New Business Item 8.

J. Unfinished Business: None.

K. New Business

1. Income Projection for Fiscal Year 2026: Ms. Jakacki stated the Finance Committee recommends the approval of the income projection for FY2026 in the total revenue amount of \$3,160,813. Red highlights in the document indicate numbers had changed.

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

2. Working Budget for Fiscal Year 2026: Ms. Jakacki stated the Finance Committee recommends that the board approve the working budget for Fiscal Year 2026 in the amount of \$3,485,813. The numbers in red indicate some of the changes.

Roll call vote - Yes: Bloom, Fokta, Grotto, Jakacki, Kelsey, Navadomskis, Weninger. Motion carried.

3. Bylaws of the Board of Library Trustees: Mr. Fokta stated the Policy Committee recommends to the Board an amendment to the Bylaws of the Board of Library Trustees. Lines 108 to 111 of the bylaws include the change to the role of the secretary. The Board will take action on this bylaws change at the June board meeting.

4. Closed Session Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Closed Session Policy including the Closed Session Meeting Minutes requirements. Discussion was had regarding separating the policy from the Closed Meeting Minutes Review Procedure. Some of the verbiage was cleaned up, but the intent is the same. Motion carried by unanimous voice vote.

5. Closed Meeting Minutes Review Procedure: Mr. Fokta stated the Policy Committee recommends the Board approve the Closed Session Minutes Review Procedure as written. The worksheet was added to the procedure. The Library's attorney reviewed the procedure and was pleased with it. Motion carried by unanimous voice vote.

6. Committee Recommendations from Semi-Annual Review of Closed Session Minutes and Recordings: Mr. Fokta stated the Committee recommends to the Board that no minutes that are currently closed should be opened for public inspection; and one recording from May 9, 2023, which meets the eligibility requirements to be destroyed, is recommended to be destroyed. Motion carried by unanimous voice vote.

7. Oath of Office - New Trustees: The three new trustees were sworn in and then seated.

President Weninger appointed Ms. Jakacki as temporary acting secretary.

L. Roll Call: Aimee Cavataio, Laura Finch, Scott Grotto, Corrine Jakacki, Maureen Navadomskis, Michael Wonderly, Pat Weninger.

Ms. Weninger welcomed the new trustees to the Board.

Ms. Jakacki, as a member of the Nominating Committee, provided the slate of officers as follows: President, Corrine Jakacki; Vice President, Scott Grotto; Secretary, Pat Weninger; Treasurer, Maureen Navadomskis.

1 . Election of Officers for FY 2025-2026.

a. Ms. Weninger twice asked for nominations from the floor for the office of President. No names were submitted from the floor.

Ms. Weninger stated the Nominating Committee has submitted the name of Corrine Jakacki for the office of President, no names were submitted from the floor, and the nominations are closed. Ms. Jakacki was elected for the office of President by a unanimous voice vote.

b. Vice President: Ms. Weninger twice asked for nominations from the floor for the office of Vice President. No names were submitted from the floor. Ms. Weninger stated the Nominating Committee has submitted the name of Scott Grotto for the office of Vice President, no names were submitted from the floor, and the nominations are closed.

Mr. Grotto was elected for the office of Vice President by unanimous voice vote.

c. Secretary: Ms. Weninger twice asked for nominations from the floor for the office of Secretary. No names were submitted from the floor.

Ms. Weninger stated the Nominating Committee has submitted the name of Pat Weninger for the office of Secretary, no names were submitted from the floor, and the nominations are closed. Ms. Weninger was elected to the office of Secretary by unanimous voice vote.

d. Ms. Weninger twice asked for nominations from the floor for the office of Treasurer. No names were submitted from the floor.

Ms. Weninger stated the Nominating Committee has submitted the name of Maureen Navadomskis for the office of Treasurer, no names were submitted from the floor, and the nominations are closed.

Ms. Navadomskis was elected to the office of Treasurer by unanimous voice vote.

Ms. Weninger stated that she had disbanded the Nominating Committee; and Ms. Jakacki, as the newly elected President of the West Chicago Library board, will be in charge of making appointments.

2. Presidential Appointments:

a. Appointment of the Ethics Officer: Ms. Jakacki stated that she appoints Scott Grotto as the Ethics Officer, which is traditionally held by the board Vice President.

b. Appointment of the Parliamentarian: Ms. Jakacki appointed Michael Wonderly as parliamentarian; Mr. Wonderly accepted the appointment.

c. Appointment of Finance Committee: Ms. Jakacki appointed Ms. Navadomskis as chair of the Finance Committee, a position

customarily held by the Library Board Treasurer. The members of the Finance Committee are Ms. Weninger and Ms. Cavataio.

d. Appointment of Policy Committee: Ms. Jakacki appointed Mr. Grotto as chair of the Policy Committee, which is customarily held by the Library Board Vice President. The members of the Policy Committee are Mr. Wonderly and Ms. Finch.

3. Board Signatories on the Financial and Investment Accounts: Four signatories are needed for the financial accounts. Ms. Jakacki and Ms. Weninger are already listed as signatories.

Mr. Grotto moved that the board discuss which of the trustees will serve as signatories on the Library's financial accounts. Ms. Jakacki stated that traditionally it has been the four members who hold offices.

Mr. Grotto moved that the Board add Mr. Grotto and Ms. Navadomskis as signatories to the financial and investment accounts of the Library; seconded by Ms. Navadomskis. Motion carried by unanimous voice vote.

M. CLOSED SESSION: None held.

N. RETURN TO OPEN SESSION: None.

O. ADJOURNMENT: President Jakacki stated that there being no reason to enter into closed session, the meeting was adjourned at 8:08 p.m.