

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, JUNE 23, 2025
7:02 P.M.

A. CALL TO ORDER: President Jakacki called the meeting to order at 7:02 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Corrine Jakacki, President; Scott Grotto, Vice President; Patricia Weninger, Secretary; Michael Wonderly, and Laura Finch (via Zoom), Members.

Absent: Aimee Cavataio and Maureen Navadomskis.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Assistant Director and HR Manager; Jason Rock, IT Specialist; Michael Novy, Technical Services; Jenn Gunn, Adult and Teen Services Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - May 27, 2025: Mr. Grotto moved to approve the Minutes of the Regular Board Meeting of May 27, 2025 as amended; seconded by Ms. Weninger.

- Page 4, Item I-2, last paragraph, the last sentence should read, "...because the tour was postponed several times..."

- Page 6, Item K-1, the last sentence should read, "Red highlights in the document indicate the numbers have changed."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Mark Ritzman, Library Attorney.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: No oral report was provided from the Department Managers.

G. TREASURER'S REPORT:

1. Approval of the Bills for June 2025: Ms. Weninger moved to approve the June bills in the amount of 258,002.73; seconded by Mr. Grotto.

Roll Call Vote - Yes: Finch, Grotto, Jakacki, Weninger, Wonderly.

Motion carried.

2. Financial Statements: Mr. Weseloh Reported on the Financial Statements under Item I-2.

H. COMMUNICATIONS:

1. Opioid Medication and Trained Library Staff: The Library's legal

team sent a letter in June regarding House Bill 1910, which requires Public Libraries to maintain onsite opioid medication (opioid antagonists) and have at least one person present during operating hours who has completed training in how to recognize and respond to opioid overdose, including the administration of an opioid antagonist. Mr. Weseloh read the text of the bill and stated the bill has passed both houses and awaits Governor Pritzker's signature. WeGo Together for Kids is coordinating with Northwestern Medicine to potentially have a Narcan kiosk at the library, paid for by Northwestern Medicine.

I. REPORTS:

1. President's Report: President Jakacki let the new trustees know that the board packet will be available on Thursday or Friday prior to the board meeting, and Ms. Happel will let them know when the packet is ready to be picked up. Mr. Weseloh also sends the packets electronically within the week prior to the board meeting. If a trustee has something time-sensitive to share with the board and emails somebody on the board, a text should be sent to let them know about the email. Text messages should only be sent one on one, not in group threads.

2. Library Director: Mr. Weseloh stated the fiscal year elapsed is at 91.6% and the expenditures are running roughly at 84%. The Library has collected 100% of its anticipated revenues, but receipts are on track to go over that. A PPRT check was received on June 20, 2025, in the amount of \$28,847.14, covering January to June of 2025.

The new trustee signatories on the financial accounts were asked to complete the paperwork at the end of the June board meeting. The new library trustees have 90 days following their oath of office to complete the public access counselor training. Once that has been completed, they must submit the final certificate of completion.

Mr. Weseloh attended the Waves of DuPage art celebration at Gallery 200, which celebrated the installation of a vibrant new mural by artist Rich Lo, featuring a stylized Ukiyo-e depiction of the West Chicago Community High School, which will mark its 100-year anniversary in 2026.

The Library admin staff have interviewed a few candidates for the Teen and Adult Library positions, two more interviews scheduled. A decision on these positions will be made within the next week. An offer was extended to an applicant for the circulation clerk.

Additional landscape work will be completed in July as well as the second round of capital projects will begin sometime in July, including brickwork, tuckpointing, and some of the facade work along the edges

that are showing wear.

Mr. Weseloh was elected to the SWAN board and attended his first SWAN board meeting in May. SWAN is working on an online registration portal for all the member libraries that allows patrons to sign up for their library card online, and it matches patrons with a library by using a GPS program.

A report was received from the Illinois State Library Advisory Committee which stated that the IMLS money which funds the Per Capita Grant had been received for FY '26; however, they do not anticipate that the grant monies will be available for 2027.

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

J. Unfinished Business:

1. Bylaws of the Board of Library Trustees: Mr. Grotto moved that the board approve the Bylaws of the Board of Trustees revised by the Policy Committee, lines 108 through 111 regarding logging the date, time, and subject matter of each closed session.

Roll Call Vote - Yes: Finch, Grotto, Jakacki, Weninger, Wonderly.
Motion carried.

K. New Business

1. Library Board Trustee Orientation and Q&A: Mr. Ritzman, the Library's attorney, covered several topics that affect board operations and duties, including the Open Meetings Act and what constitutes a meeting quorum; Freedom of Information Act; finances.

He reviewed what constitutes a meeting, that being interactive communication of a majority of quorum of the members of the public body. For a board comprised of seven trustees, a quorum would be four trustees; and a majority of a quorum is three. The Open Meetings Act applies to any meeting of the library trustees. For a committee meeting of three members a majority of quorum is two. Three factors constitute a meeting: A gathering, a majority of a quorum, and for purposes of discussing business. These characteristics apply whether the gathering is a special meeting, a committee meeting, or a regular board meeting.

If the board needs to convene a special meeting, Mr. Ritzman suggests sending every individual the same text message but separately, just to ask if they are available. Each trustee is assigned an email address set up on the West Chicago Public Library District email platform. All the trustees' communications should be conducted on the Library's email platform and not by text message.

The general purpose of an agenda is to appraise the public of the

nature of what will be discussed and/or voted on during the meeting. An agenda needs to set forth the general subject matter of any resolution or ordinance that will be subject of final action at the meeting. No final actions can be taken on any items not listed on the agenda. The agenda needs to be published 48 hours in advance of regular meetings.

The Library Director will assist the committee chairs in preparing their committee agenda and seeing that the agenda is properly published. The committee chairs are to put together the minutes for their respective committee meetings. Minutes shall include, but not be limited to, the date, time, and place of the meeting; the names of members of the public body recorded as present or absent, noting whether the members were physically present or present by means of video or audio conference; and the summary of discussion of all matters proposed, deliberated, or decided, and a record of any vote taken.

In order to go into executive session, the board needs to have a reason, based upon the OMA, to do so. President Jakacki had discussed with Mr. Ritzman the guidelines to follow for when a trustee attends an executive session via electronic conferencing. Mr. Ritzman will follow up with a recommendation on that issue.

The consequence of leaking closed session information is censure, and a process is set up if such action continues. For public comment, any person shall be permitted an opportunity to address public officials under the rules established in accordance with the public body. The West Chicago Library Board has a practice of listing the public comment period at the beginning of the meeting Agenda. Each person speaking under public comment is limited to three minutes per person.

Mr. Ritzman stated that some of his clients commonly will have a public comment period at the beginning of the meeting and a public comment at the end of the meeting. The board can permit public comment as noted on the agenda, or may permit public comment on an issue on the agenda that is important to many of the patrons, within the board's rules of the public comment policy.

With regard to the Freedom of Information Act and producing public records, a best practice is to provide each trustee with their own individual business email. All FOIA requests go to the Library's designated FOIA officer. There is a list of exemptions to information provided which allows for redactions from FOIA documents; e.g. personal information such as personal email address. Mr. Ritzman recommends to err on the side of caution regarding protecting personal information.

Every spring Mr. Ritzman's firm sends out to the directors of libraries their firm represents a financial calendar. This document was provided to the library board members. The broad financial aspects of the board's responsibility includes the working budget, the budget and appropriation ordinance, and the levy. The levy is filed with the

County Clerk by the last Tuesday of December each year.

Property Tax Extension Limitation Law (PTELL) controls the governing body's levy amount. The Library can levy for 5% more than the previous year, or equal to the CPI as published by the Illinois Department of Revenue, whichever is less. The tax extension is the amount of money that is extended to the Library by the County, which comes from the taxpayers, to run the library.

A taxpayer, group of taxpayers, or a corporation may file a tax objection, claiming that a government entity has sufficient money on hand and does not need to levy again. Mr. Ritzman's firm has been successful in either having this type of complaint withdrawn or negotiating settlements.

In Illinois there are library districts and municipal libraries. The West Chicago Library is a library district. If there is not a specific piece of law or statute in the Library District Act that guides a particular action of the Library, but there is guidance within a local library act, Mr. Ritzman's firm will look to the latter for guidance on how to handle an issue or action.

A benefit of being a library district is that it is a fully autonomous unit of local government. The Library submits its levy to the County Treasurer, and the County will levy that amount. When the library board, which has governing powers, creates policies, those policies are authorized by the board as a whole. Actions of the board are carried out by majority rule; and an individual trustees cannot enact policy.

The board-library director relationship: The board makes the high level decisions regarding the policies of the Library. The Library Director is responsible for day-to-day administration of the library. Patron or staff complaints are to be referred to the Library Director.

Board and attorney relationship: The library board is the lawyer's client. The Board President or the Library Director has authority to communicate directly with the library's attorney; however, the board president may authorize the attorney to speak directly with another trustee when that trustee is well versed on a particular issue.

The special reserve fund provides a means for the Library to plan for future capital projects. The Library is currently working under a 2021 facilities report which lists the associated cost estimates for each project. The Library has a GASB 54 account which is an emergency fund in case anything would happen where the tax distribution was late. The balance of that account is targeted at 25% of the annual operating budget.

Conflict of Interest: If trustee has a potential conflict of interest, they should excuse themselves from a vote. Discussion was had regarding the difference between a resolution and an ordinance. Some specific statutory provisions delineate ordinance versus resolution, but often the practical effect is the same. Generally resolutions are for matters of internal governance or used internally and for a shorter term in duration. Ordinances are for matters with an external effect, and they can be indefinite in duration.

The number of trustees on the board is seven, and a quorum is four. The committees are assigned as three, but the ex officio is a fourth trustee in attendance at committee meetings and does get to vote, but who does not count toward a quorum. Mr. Ritzman will look into what happens if there is a tie at a committee meeting.

A trustee may want to go out into the public and speak with the public about different things happening at the library, changes that they would like to see at the library, all of which is fine as long as such communication only involves one trustee. The trustee could bring that information back to the board meetings.

Media policy: If a member of the media approaches a trustee and wants to know about something that happened at a meeting, or about the trustee's opinion on it, the board members are advised not to answer such question either on or off the record, but rather refer the member of the media to the designated library media person, which is the Library Director. If a patron shares with a trustee that they are unhappy about a policy, the trustee can ask the patron to please attend a board of trustees meeting and address the board or send a letter to the board.

(Mr. Ritzman left.)

A closed session meeting is included as listed on each month's agenda in the event an item comes up which needs to be discussed in closed session. The board goes into closed session for one of three reasons: 1, the director's review and evaluation; 2, employment matters regarding a specific staff member; 3, the review of the closed session minutes.

The board once had an OMA violation when the Closed Session Review Committee had not provided the Minutes of that meeting, which required all the trustees to take OMA training again. The Library's attorney will be asked whether an individual trustee can be held personally liable for an OMA violation.

Agenda items can be added by asking the board president to add the topic a week before the Monday board meeting.

The Finance Committee tends to meet April through June to work on the

salary schedule, merit increases, COLA, the budget, and budget and

appropriations. The Policy Committee reviews all policies every three years on a staggered timeline, not all in the same year. Many of the policies reviewed don't need any change, just a review to make sure if they need change, the committee makes a recommendation. Policies are approved by the board, as are the budget and appropriations ordinance and the working budget. Committees meet as needed on a date and time that works for the committee members.

2. Ordinance 25-01: Meeting Date and Time 2026: Mr. Grotto moved to approve an Ordinance Establishing the Meeting Date and Time of the Regular Meeting of the Board of Directors of West Chicago Library District, DuPage County, Illinois; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

3. Resolution 25-01: Non-Resident Library Card Participation FY 2025-2026: Ms. Weninger moved to approve the Non-Resident Library Card Participation for Illinois Public Law 92-0166 for July 1, 2025 through June 30, 2026; seconded by Mr. Grotto. Discussion was had regarding using the tax bill method for persons who are non-residents of the library district. Motion carried by unanimous voice vote.

4. Resolution 25-02: Library Closing Schedule 2026: Mr. Grotto moved to approve the Library Closing Schedule for Calendar Year 2026; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

Discussion was had regarding a roll call vote is for finance matters. If any trustee would like to call a roll call vote, that can be done.

5. Public Hearing Date for Tentative Budget and Appropriations Ordinance (50 ILCS 330/3) September 22, 2025, at 6:45 p.m.: Ms. Weninger moved to approve the Public Hearing Date for the Tentative Budget and Appropriations Hearing; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None.

N. ADJOURNMENT: President Jakacki stated that the board does not have any reason to go into closed session, and she adjourned the meeting at 8:43 p.m.