

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JULY 28, 2025
7:00 P.M.

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

B. ROLL CALL:

TRUSTEES PRESENT: Corrine Jakacki, President; Maureen Navadomskis, Treasurer; Laura Finch, Secretary Pro Tem; and Aimee Cavataio, Member. (Scott Grotto and Pat Weninger, absent; Michael Wonderly arrived late.)

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Assistant Director and HR Manager; Michael Novy, Technical Services; Juan Martinez, Facilities Assistant.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - June 23, 2025: Ms. Navadomskis moved to approve the Board Meeting Minutes of June 23, 2025 as amended; seconded by Ms. Finch. The following items were discussed:

(Michael Wonderly entered)

- Page 1, Item G, discussion was had regarding the timing of the monthly bill payment approval and reports on the financial statements.

- Page 1, Item H-1, change "Marcaine" to "Narcan."

- Page 3, Item I-2, second paragraph, the first line should read: "A report was received from the Illinois State Library..."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Jim Murray.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for June and July 2025: Ms Navadomskis moved to approve payment of the bills for July 2025 in the amount of \$277,778.63; seconded by Ms. Cavataio.

Roll Call Vote - Yes: Cavataio, Finch, Jakacki, Navadomskis, Wonderly. Motion carried.

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

H. COMMUNICATIONS:

1. Per Capita Grant Award Letter: The West Chicago Library is anticipating this fiscal year a Per Capita Grant Award of approximately \$42,668.08 based on the 2020 census figures and the updated per capita count. Unknown at this time is whether the grant funds will be available next fiscal year based on federal budget cuts.

Discussion was had regarding the use of funds from the Per Capita Grant Award, that the Library's overall budget would need to be reduced going forward if/when these funds are not available.

2. B & A Ordinance Reminder: The Library's legal counsel provided a reminder of the process for passing its final Budget & Appropriation Ordinance. Mr. Weseloh reviewed with the board the key steps of the process.

I. REPORTS:

1. President's Report: President Jakacki asked the trustees to let her know in advance when they have a planned absence from a board meeting. This is helpful to Ms. Jakacki as she and Mr. Weseloh create the meeting agenda which includes board discussion items.

Each of the trustees holding office titles on the board are new to their positions, and Ms. Jakacki asked that all trustees extend to each other grace and patience as everyone learns how the library works and how their new respective roles work.

New trustees were reminded to complete the OMA training for new trustees and provide the completion certificate to Mr. Weseloh.

President Jakacki reviewed items the board will be addressing in the next couple months: Develop a board focus with consideration of available amount of time, resources, and money; consider the creation of a new strategic plan. Ms. Jakacki stated that in the last couple years the board focus has been on capital improvements, which are ongoing this year. Trustees were asked to consider what they would like the board to focus on as they lead the Library's role in serving its patrons, and bring their thoughts to the August board meeting.

President Jakacki stated that the Library's current strategic plan expires in 2025. She recommended that the new trustees review on the Library's website the 2022-2025 Strategic Plan. The Board will be forming a Strategic Plan committee comprised of library trustees, library staff, and members of the public. The committee will meet regularly for approximately one year, and will review goals for library technology and patron needs and wants.

The acceptable reasons for trustees to remotely attend a board meeting were identified: sickness, work commitments, family emergency,

declaration of State emergency. The policy is listed, along with other library policies, on the Library's website under "Governance."

2. Library Director: Mr. Weseloh stated the fiscal year elapsed is at 100% and the expenditures at fiscal year end were 94%. The Library collected 103% of its anticipated revenues. The fiscal year ended with \$233,000 remaining in revenue over expenditures on an unaudited basis. Adjusting entries will be made in the beginning of the fiscal year as the audit process begins, and on-site audit field work is scheduled for September 15 and 17, 2025.

Director Weseloh provided Republic Bank with the Minutes of the June Board Meeting, which identifies the two new signers on the Library's financial accounts. Republic Bank will be asked to have the paperwork available for Ms. Navadomskis and Mr. Grotto to visit the bank and sign the necessary documents.

The Library's administrative office has filled three open positions: Circulation Clerk, Teen Librarian, Adult Services Librarian. The Bookkeeper will be reducing her hours beginning August 4, 2025 and will be retiring effective September 5th, 2025. The Library will be seeking to hire a part-time Technical Services Assistant following the Bookkeeper's departure.

The dead trees and tree limbs on the library's property around the detention pond will be removed July 29, 2025.

The SWAN consortium new online patron registration portal will be called Patron Point and is anticipated to go live August 26, 2025.

Mr. Weseloh had a conversation with WeGo Together for Kids regarding the possibility of starting participation in a Dolly Parton Imagination Library. This is an opportunity for the Library to introduce young children to literacy and reading and includes a book a month that is sent to kids. There is a fee associated with the program, and the State would subsidize half the cost. The program includes bilingual materials.

Director Weseloh has a meeting scheduled on August 6, 2025 with the director of WeGo Together and a Health Department representative regarding the inclusion of the Narcan station at the library. They will discuss library staff training on the recognition and response to opioid overdose.

The Library is moving to a new phone system, 8x8, and the cutover is scheduled for August 5, 2025 at 10:00 a.m.

Mr. Weseloh has been participating on the West Chicago Train Committee

which has created a program called Full Steam Ahead. The committee is comprised of people from the West Chicago Parks Foundation, West Chicago City Museum, West Chicago Public Library District, WeGo Together for kids, the City of West Chicago, and the Cultural Arts Commission. This public arts initiative will place artistically painted train sculptures throughout West Chicago in celebration of the community's railroad heritage and feature multiple culturally diverse artists.

The project will launch in May 2026, will align with America's 250th anniversary, and promote pride, tourism, and engagement while having the goals of revitalizing public spaces, celebrating local artists and diversity, and honoring the railroad history in West Chicago. Features of the project are designed to educate and engage through activities, tours, exhibits, and programs planned. The Library is one of the planned locations for a train sculpture, to be placed on the front lawn.

National Night Out is Tuesday, August 5, at Reed-Keppler. The Library will be onsite from 6:00 to 8:00 p.m. to share information and promote library services.

The City Museum's historic Train Depot will be open on Saturdays, August 9 and 23, 2025 from 10:00 a.m. to 12:00 p.m. to view the inside of the building.

The Library Staff In-Service will be held Friday, August 1, 2025. The Library will be closed to the public all day.

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

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Adopt Tentative Ordinance 25-02 Budget & Appropriations of the West Chicago Public Library District For the Fiscal Year Beginning July 1, 2025, and Ending June 30, 2026: Ms. Navadomskis moved to adopt the Tentative Ordinance 25-02 Budget & Appropriations of the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2025, and ending June 30, 2026; seconded by Mr. Wonderly.

Discussion was had regarding the distinction between the budget and appropriations monies. Mr. Weseloh stated he has added additional money in the budget this year for the Library Materials, Periodicals Line Item 9 because of increasing costs.

Roll Call Vote - Yes: Cavataio, Finch, Jakacki, Navadomskis, Wonderly.
Motion carried.

2. Library Tour: At 7:45 p.m. the meeting recessed while the trustees and the director toured the library building.
(Recess had.)

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None.

N. ADJOURNMENT: At 8:40 p.m. President Jakacki stated there was no reason to move into closed session, therefore there was no need to return to open session; and she adjourned the meeting at 8:40 p.m.