

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, APRIL 23, 2018

A. CALL TO ORDER: The meeting was called to order at 7:00 p.m. by President Conratt.

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conratt, President; Richard Bloom, Treasurer; Pat Weninger, Secretary; Diane Kelsey, David Reynolds and Tom Tawney, Members.

STAFF PRESENT: Ben Weseloh, Library Director; Joan Happel, Bookkeeper; Dominique Mendez, Youth Services Manager; Michael Novy, Technical Service Manager; Gabe Cardenas, Circulation Services Manager; Amanda Ghobrial, Adult Services Manager.

C. APPROVAL OF THE MINUTES:

1. March 26, 2018, Regular Board Meeting: Ms. Weninger moved to approve the Minutes of the March 26, 2018 Regular Board Meeting, as corrected; seconded by Mr. Reynolds.

i. Page 1, Staff Present, Joan Happel's official title is now Bookkeeper;

ii. Page 6, New Business, Item K-1, third sentence should begin "The Library Director..."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None present.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for April 2018: Mr. Bloom moved that the Board approve expenditures in the amount of \$146,262.74; seconded by Ms. Weninger.

Roll Call Vote - Yes: Richard Bloom, Pat Weninger, Diane Kelsey, David Reynolds, Tom Tawney, Nancy Conratt. Motion carried.

2. Financial Statements for March 2018: Mr. Weseloh will speak to the Financial Statements during his Library Director's Report.

The Finance Committee will meet Tuesday, April 24, 2018, to begin work on the FY18-19 Budget. The Committee will bring a resolution to the Board in May to transfer funds from Corporate Carryover into the IMRF account to maintain a positive balance in each one of the funds for the end of FY17-18.

H. COMMUNICATIONS:

1. Memo re: Private Devices and FOIA (Peregrine, Stime, Newman & Bruckner): A letter from the Library's legal counsel regarding texts and emails sent from personal devices of board members or staff of public bodies being subject to FOIA production.

2. Summer Food Service Program (Illinois State Board of Education): The West Chicago Library is helping to promote the Summer Meals program by telling people where they can participate in the food service program rather than the Library being a feeding site. The Program Room space is needed for the Summer Reading Program.

3. IL Secretary of State FY17 and FY18 Per Capita Grant Information: The Library is awaiting from the State its payment of the FY17 Per Capita Grant in the amount of \$23,334.19. For FY18 the Library's Per Capita Grant award will be \$37,405.00.

I. REPORTS:

1. President: President Conradt, as Library Board President, had a conversation with the Library's legal counsel regarding providing information submitted by candidates for Library Board Trustee on the Library's Web page. Ms. Conradt received a written response from the Library's attorney, who stated: Per our conversation, the Library may post candidate pages on its website that provide information about the candidates in an upcoming election. Factual information such as a candidate's position on relevant issues or what inspired that candidate to run for office is permissible, provided the information is and remains strictly factual. Conversely, library communications advocating for or against a candidate is not permissible.

The attorney also said he thought it would be a good idea for the Library to have its attorney take a look at those candidates' position statements prior to the statements being posted on the website.

The trustees need to complete the evaluation of the Library Director's performance, which should be done by the end of May.

President Conradt demonstrated how the trustees can access the performance evaluation document from the email she sent them. The trustees were asked to complete the form electronically, save the document, and return it by email to President Conradt by midnight, May 11, 2018. The trustees can type in remarks in the comment section, and President Conradt will compile the comments and provide them to all board members.

President Conradt will send Mr. Weseloh his self-evaluation form. A special meeting will be held May 23, 2018, at 7:00 p.m., to conduct the Board's review of the Library Director's performance.

Discussion was had regarding not using personal devices to send/receive library communications. Ms. Conradt will obtain clarification on the matter from the Library's attorney.

2. Library Director: A written report was provided the trustees in the board packets.

Mr. Weseloh stated the fiscal year elapsed is 75%. The total expenditures are 67.18%, approximately 8% under budget. Total revenues collected are 97%, \$60,125.00 short; \$23,234.00 attributed to the Per Capita payment, and the Personal Property Replacement Tax of between \$13,000.00 and \$15,000.00, which are outstanding. The Salary line item is at 68%, 7 percent under; Legal Fees and Professional Services line items will be close to if not a little over 100% at the end of the fiscal year; Snow Removal is at 107.25%.

Mr. Weseloh recently signed a two-year contract with Comcast to upgrade Internet speed -- up to 1 gigabyte download speed -- for an increased cost of \$150.00 a month; the ICN line will be abandoned.

The certificate of deposit was received from the Winifred Thomasson estate in the amount of \$6,037.00, which will help offset some of the shortfall on the revenue side.

The Fire Protection District was on-site on April 4 for its annual inspection. Mr. Weseloh will compare the 3 quotes for the fire panel upgrade, and the item will appear on the May agenda for Board action.

The LINC Board of Directors met in Batavia Public Library on April 13, 2018, and approved the LINC resolution for dissolution of LINC.

Mr. Weseloh met with Axis Experience Center and viewed the technology they offer including security cameras as well as a card swipe system for a keyless door security.

On April 9th, Mr. Weseloh attended the Library Foundation meeting. The Foundation has created their own Web page, www.wcpldf.org.

The Library posted the West Chicago yearbooks on the Library's website, years 1946 through 2012. Additional years, both prior to 1946 and subsequent to 2012, may be added soon.

The Projects List was included in the Board Packets; Mr. Weseloh will be revising/updating the list for next year.

3. Department Managers: Written reports were included in the Board Packets. Oral reports were provided by staff for Adult Services, Young Adult Services, Youth Services, Circulation Services, and Technical Services departments.

Youth Services held a spring break computer coding program that was put on by Michael Teske and Nicole Handley. Circulation: 72 new patrons were added in March, for a total of 14,200 cardholders, a 6.32 percent increase from last year. A total of 47.59% of the District population hold a library card.

It was determined that the Library Program Guide is not being delivered to each individual apartment occupant at an apartment complex, but rather being dropped off in a stack at the apartment building entrance by postal employees. Library staff will speak with the Post Office management to correct this delivery practice.

(Staff left.)

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Final Lease Agreement for LoveEvenMore Sculpture on Library Property: Discussion was had regarding what is seen as shortcomings in the Lease Agreement for the LoveEvenMore Sculpture on Library property. More specific language is needed with respect to the indemnification and hold harmless clause as stated in No. 8 of the Agreement; as well as clarifying the time frame within which the City will maintain and repair the installation as stated in No. 9 of the Agreement. Mr. Weseloh will be provided some particular language to address the Board's concerns.

The item will be placed on the May Board Agenda for Board action.

2. Set the Date for the Library Director's Evaluation:

Ms. Weninger moved to set a meeting to review the Library Director's evaluation on May 23, at 7:00 p.m.; seconded by Ms. Kelsey.

Motion carried by unanimous voice vote.

3. Appointment of a Nominating Committee for Board Officers:

President Conradt appointed Pat Weninger and Diane Kelsey to serve as the Nominating Committee. She asked everyone to be consulted as to whether they are interested in being an officer. The Nominating Committee will give its report at the May Board Meeting.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: No Closed Session held.

N. ADJOURNMENT: Business having been completed, President Conradt adjourned the meeting at 8:19 p.m.

Catherine A. Rajcan
Recording Secretary