

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, SEPTEMBER 24, 2018

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

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Frank Fokta, Vice President (arrived at 7:02 p.m.); Richard Bloom, Treasurer; Diane Kelsey, Secretary; Tom Tawny, and Pat Weninger.

STAFF PRESENT: Ben Weseloh, Library Director; Joan Happel, Bookkeeper; Gabe Cardenas, Circulation Services Manager; Michael Novy, Technical Service Manager; Amanda Ghobrial, Adult Services Manager; Dominique Mendez, Youth Services Manager; Jason Rock, Information Technology Librarian; Margo Burkhardt, Public Relations Specialist.

C. APPROVAL OF THE MINUTES:

1. Special Board Meeting - August 27, 2018: Ms. Weninger moved to approve the Minutes of the Special Board Meeting of August 27, 2018; seconded by Richard Bloom. Motion carried by unanimous voice vote.

2. Board Meeting - August 27, 2018: Ms. Weninger moved to approve the Minutes of August 27, 2018; seconded by Tom Tawney. 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 final September 2018: Mr. Bloom moved that the Board approve expenditures in the amount of \$153,455.13.

(Mr. Fokta entered)

No comments or questions were expressed regarding the claims list.

Roll Call Vote: Richard Bloom, Frank Fokta, Diane Kelsey, Tom

Tawney, Pat Weninger, Nancy Conrad. Motion carried.

2. Financial Statements for August 2018: Mr. Weseloh's report should be corrected to reflect that the audit will be October 10 and 11, 2018. Mr. Weseloh reported on the August financial statements under his Director's Report.

H. COMMUNICATIONS: None.

President Conradt stated the Library Board email account received a communication with an invitation to the Suncoast groundbreaking.

I. (No item listed on the agenda)

J. REPORTS:

1. President: President Conradt spoke to the reduced number of library visitors and materials circulating, and asked, on behalf of the Board, that the librarians think of other activities that could be measured to give a truer idea of how the library's services benefit the community.

The library has become a popular meeting place, especially among mature residents, as well as the library's programming and young people's activities are also quite popular.

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

Financial Statements: The Library is 16.67 percent through the fiscal year elapsed. A couple of categories are over budget: Library materials and books, and marketing and promotion. Professional services, legal, came in, and will be AJE'd out to FY17-18.

The Library received the fiscal 2018 Per Capita Grant in the amount of \$37,405.00.

The RFP for the security camera project manager was sent out to several companies, and the proposals were due September 24, 2018. The Library will be over budget this year on a cash basis because of the security camera project, including the consultant fees and project management.

a. The Projects List was updated by time frame: 1-year projects, 2-4 year projects, and 5-year plus projects. Mr. Weseloh added the completed projects at the end. A complete overhaul of signage was

begun two years ago, and may be completed in a 2-4 year time frame.

b. Mr. Weseloh provided a report on the staff in-service including the staff survey. The staff developed three major goals: space, engagement, and technology. They look forward to eventually revising that long-range plan or strategic plan to extend out another 3-5 years, as well as shortening the Library's mission statement.

A LINC board meeting was held on September 21 at the Bloomingdale Public Library. The auditor, Brian LeFevre, will be presenting at the November meeting. LINC has a few outstanding bills, and will soon be closing out its books.

The Suncoast groundbreaking ceremony will be on October 3, at 11:00 a.m. The trustees were encouraged to attend.

The Library's 25th anniversary celebration will be held on October 5, 2018. Staff and the event committee have put together a great program.

3. Department Managers: Written reports were included in the Board Packets. Oral reports were provided by Technical Services, Adult Services, Youth Services, Circulation, Information Technology, and Public Relations.

The display case chronicles the evolution of the land on which the Library is located. Rolls of library microfilm containing editions of the West Chicago Press have been digitized.

Circulation Services: 16,708 items were checked out in August; and 168 new patrons were added. The district population that have a library card has reached 50.41 percent. September is library card sign-up month; new patrons are receiving a book bag.

Dominique and Gabe delivered a Spanish language version of the library's newsletter to apartments complexes.

Technical Services: 1,813 items were added.

Youth Services: Amanda Hanson started visiting the special needs class at Lemay Middle School, and she has begun a book club with the 6th grade special needs class.

Information Technology: Wi-fi connections totaled 24,547 in August,

including 1,330 unique visitors.

4. Policy Committee: The Policy Committee met September 13 at 6:00 p.m. Present were Frank Fokta, Chair; David Reynolds, member; Nancy Conradt, ex officio; and Ben Weseloh, staff. Mr. Fokta reported the Committee discussed the Meeting Room policy, and agreed to make some changes to the policy and send it back to the Library's lawyer for a final review.

Discussion was had regarding the Reference policy, 3-D printing, the Emergency Situation Procedure, the Disaster Plan, and the Official Policy List. The Reference Policy Statement will be considered for approval under New Business.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. Reference Policy Statement: Mr. Fokta recommended on behalf of the Policy Committee that the Board approve the Reference Policy Statement. Discussion was had about the meaning of "readily available reference."

Motion carried by unanimous voice vote.

M. CLOSED SESSION: None held.

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

O. ADJOURNMENT: President Conradt adjourned the meeting at 7:44 p.m.

Catherine A. Rajcan
Recording Secretary