

**Bensenville Community Public Library Board Meeting**

Meeting Minutes  
October 16, 2017

**CALL TO ORDER:**

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The Board of Trustees of the Bensenville Community Public Library District held a regular meeting on Monday October 16, 2017. The meeting was called to order at 7:30 pm by Susan Diamond, President.

**Trustees Present:** Mandi Zalewski, Linda Weiss, Susan Diamond, Susan Earley, Tina Lux, Kathy Quinn

**Trustees Absent:** Jim Ricker

**Also Present:** David Sieffert, Tekolya Brown, Sue Feddersen, Chris Sloan, Kelly Watson

**HEARING OF DELEGATIONS:**

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None

**APPROVAL OF MINUTES:**

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**MOTION:** Zalewski moved to approve the minutes of the September 18, 2017 Regular Meeting Seconded by Weiss.

Roll Call:

Aye: Zalewski, Weiss, Diamond,  
Earley, Lux, Quinn

Nay: None

Absent: Ricker

Ricker arrived at 7:31pm.

**APPROVAL OF CHECKLISTING:**

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**MOTION:** Earley moved to approve checks # 61824-61943 for a total amount of 131,253.01 Seconded by Ricker.

Roll Call:

Aye: Zalewski, Weiss, Diamond,  
Earley, Ricker, Lux, Quinn

Nay: None

Absent: None

The Chair directed the Treasurer's Report for the month of August 2017 be filed for audit.

**APPROVAL OF SOCIAL MEDIA POLICY**

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Revised policy to make wording clearer.

**MOTION:** Zalewski moved to approve Social Media Policy as amended Seconded by Earley.

Roll Call:

Aye: Zalewski, Weiss, Diamond,  
Earley, Ricker, Lux

Nay: Quinn

Absent: None

Motion approved.

**APPROVAL OF POLICY MANUAL SECTION E: PATRON CONDUCT:**

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**MOTION:** Quinn moved to approve Policy Manual Section E: Patron Conduct as amended. Seconded by Zalewski.

Roll Call:

Aye: Zalewski, Weiss, Diamond,  
Earley, Ricker, Lux, Quinn

Nay: None

Absent: None

Motion approved and carried unanimously.

**APPROVAL OF TRUSTEE AND EMPLOYEE CODE OF ETHICS:**

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Lawyers wanted more specificity. Concern imposition of 1<sup>st</sup> Amendment rights. Should change wording from Sex to Gender.

**MOTION:** Zalewski moved to approve Trustee and Employee Code of Ethics  
Seconded by Lux.

Roll Call:  
Aye: Zalewski, Weiss, Diamond,  
Earley, Ricker, Lux  
Nay: Quinn  
Absent: None

Motion approved.

**RESOLUTION NO.973-17 PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT IN PARTNERSHIP WITH NDSEC:**

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**MOTION:** Zalewski moved to approve Resolution No. 973-17 PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT IN PARTNERSHIP WITH NDSEC. Seconded by Earley.

Roll Call:  
Aye: Zalewski, Weiss, Diamond,  
Earley, Ricker, Lux, Quinn  
Nay: None  
Absent: None

Motion approved and carried unanimously.

**INTERGOVERNMENTAL AGREEMENT IN PARTNERSHIP WITH NDSEC:**

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**MOTION:** Quinn moved to approve Intergovernmental Agreement in Partnership with NDSEC. Seconded by Zalewski.

Roll Call:

Aye: Zalewski, Weiss, Diamond,  
Earley, Ricker, Lux, Quinn

Nay: None

Absent: None

Motion approved and carried unanimously

**DISCUSSION:**

**CHANGE IN AUDIT PROCEDURE:**

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State of IL requiring all accounting reported as accrual.

Have two years to comply with change.

Library can still operate as cash, but report to State of IL as accrual when providing annual audit.

**COMPLETE CLEANING BILLING AND CARPET CLEANING:**

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Annual cleaning for \$1,900.00 and they will polish stone and tile.

Process will be done on a Saturday night to be scheduled soon.

**NEW PR\ COMMUNITY RELATIONS GROUP:**

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Suggested by Sieffert at BIG Administrators breakfast, all PR leaders will come together to share information and collaborate. The group will meet once a month.

**BUILDING UPDATES:**

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Stanek gave updates on building projects. Upgraded 32 lighting fixtures to LED.

Building is now 95% LED and library will receive 25% rebate from ComEd.

**INFORMATION:**

Library Staff Reports (attached)

Statistics (attached)

**AFFILIATIONS:**

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**BIG-** Discussed having a carnival held on Wood Street. Stages with entertainment. Discussed fundraising.

**BENSENVILLE COMMUNITY FOUNDATION-** Gave out grants for Trunk or Treat.

Officer elections tabled until next meeting due to tie vote.

**RAILS/MAGIC-** Will meet on October 25, 2017.

**Library Programs and Services:**

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Log Cabin Volunteer Restoration Day October 21, 2017- Stanek along with Sieffert will lead service day. The group will take out split log fence, to be replaced in the Spring. Will replace material between logs, clean the roof. Lunch will be provided to volunteers.

**Adult Services Update:**

Have wide array of programs coming up. Currently looking into Spring and Summer programming.

Apple Stamp Tote Bags -October 25, 2017-

Cupcake Decorating for the Holidays -November 2, 2017-

Brownie Wise: The Original Tupperware Party Lady- November 12, 2017-

Second Annual Vampire Ball- October 25, 2017-

Halloween Boo-Tacular- October 27, 2017-

**Youth Services Update:**

Very busy with Trunk or Treat - October 24, 2017

Department will meet October 31, 2017 to plan Spring and Summer programs.

**COMMUNITY INFORMATION:**

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**Rotary Spaghetti Raffle November 9, 2017:** Will be held at White Pines.

Cash prizes total over \$6,500.00

\$8,000.00 in scholarships.

**ADJOURNMENT:**

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**MOTION:** Zalewski moved to adjourn the meeting at 8:20pm and Seconded by Quinn and carried unanimously.

Roll Call:

Aye: Earley, Zalewski, Weiss,  
Diamond, Ricker, Lux, Quinn

Nay: None

Absent: None

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Tina Lux, Secretary