

Bensenville Community Public Library Board Meeting

Meeting Minutes
December 18, 2017

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a regular meeting on Monday December 18, 2017. The meeting was called to order at 7:30 p.m. by Susan Diamond, President.

Trustees Present: Linda Weiss, Jim Ricker, Susan Diamond, Tina Lux, Kathy Quinn

Trustees Absent: Mandi Zalewski, Susan Earley

Also Present: David Sieffert, Chris Sloan, Tekolya Brown, Sue Feddersen, Margaret Borla

HEARING OF DELIGATIONS:

None

APPROVAL OF MINUTES:

MOTION: Quinn moved to approve the minutes of the November 20, 2017 Regular Meeting. Seconded by Weiss.

Roll Call:

Aye: Weiss, Ricker, Lux,
Quinn, Diamond

Nay: None

Absent: Zalewski, Earley

APPROVAL OF CHECKLISTING:

MOTION: Ricker moved to approve checks #62063-62180 for a total amount of 138,556.01 Seconded by Quinn.

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

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

REVISED SEXUAL HARASSMENT POLICY:

Only a couple of changes were necessary. Sieffert made contact with the lawyer and he drafted a new policy, and resolution of adoption.

RESOLUTION NO. 974-17 ADOPTION OF SEXUAL HARASSMENT POLICY:

MOTION: Ricker moved to approve Resolution No. 974-17 Sexual Harassment Policy

Seconded by Quinn.

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

Motion approved and carried unanimously.

PRESENTATION BY MARGARET BORLA, CPA PORTE BROWN LLC:

Margaret Borla an Accountant from Porte Brown accounting firm in Elk Grove Village gave an overview of their company, as well as a presentation on QuickBooks Online. She will be the account advisor for the library's transition to QuickBooks Online. The library will transition in two steps starting with payroll, and accounts payable will transition at the start of the new fiscal year in July. The transition is necessary to update to a more modern system.

DISCUSSION:

CHAMBER OF COMMERCE AFTER HOURS EVENT:

There will be an after-hours event at the Library on June 13, 2018.

REVIEW OF CHAPTER 12 “SAFETY” OF SERVING OUR PUBLIC 3.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, 2014:

Review of Chapter 12 is necessary for the Per Capita Grant, which is due in January. The library meets the requirements listed in the chapter.

CELEBRATION OF SERVICE JANUARY 21, 2018:

The annual event will be held at Punch Bowl Social again. Provides the Library Director and Trustees an opportunity to show employee appreciation.

INFORMATION:

Library Staff Reports (attached)

Statistics (attached)

AFFILIATIONS:

BIG- The administrators met and discussed the Carnival event that will be held at the Park District. Organizers expect a larger turn out than in the past. There will be more stages, and more rides. The Park District will collaborate with other community agencies for fundraising opportunities.

BENSENVILLE COMMUNITY FOUNDATION- Members did not meet.

RAILS/MAGIC- Testing and training.

Library Programs and Services:

Mini Pine Cone Christmas Trees- Patrons will get to decorate pinecones to look like Christmas Trees.

Late Night Finals- Providing Fenton students with cookies and safe place to study during finals week. Expect plenty of students.

Cookies for Santa-An after-hours event. Penny Mandziara and Parish Turner will oversee. Each participant will receive about a dozen cookies to decorate and take home for Santa.

Adult Services Update:

Programming winding down through the holiday season.

Youth Services Update:

The department has done a great job stepping up to assist in all areas as Kyrie Kenny is out on Maternity Leave. The new Youth Services Coordinator starts January 2, 2018.

COMMUNITY INFORMATION:

W. A. Johnson and Tioga Holiday Concert- December 19, 2017.

Evening for the Arts at Atkinson Art Gallery-January 10, 2018. There will be a ribbon cutting ceremony. An after-hours event.

Legislative Meetups- West Suburban in Oak Brook. Lunch will be served.

ADJOURNMENT:

MOTION: Quinn moved to adjourn the meeting at 8:12 pm. Seconded by Weiss.

Motion approved and carried unanimously.

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

Tina Lux, Secretary