Bensenville Community Public Library Board Meeting

Meeting Minutes
November 20, 2017

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a Public Hearing on Monday November 20, 2017. The meeting was called to order at 7:30 p.m. by Susan Diamond, President.

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

Trustees Absent: Susan Earley

The Chair verified the existence of a quorum.

Also Present: David Sieffert, Tekolya Brown, Sue Feddersen, Chris Sloan, Allan Devitt, Michael Moyski, Jemiel Burrell

PUBLIC HEARING:

The Chair opened the Public Hearing at 7:31 p.m. pursuant to the Truth in Taxation Law

Certification of public notices:

The Secretary verified the Certification of the following legal notices:

1) Board approved Tentative Budget and Appropriation July 17, 2017

2) Publication of Legal Notice of 30 day public inspection and public hearing in the Bensenville Independent July 27, 2017.

3) Board enacted Budget and Appropriation Ordinance September 18, 2017

4) Board enacted July 17, 2017 and published July 27, 2017 .02% Levy Ordinance

5) Publication of Black Border Notice in Bensenville Independent November 2, 2017

PRESENTAION OF TAX LEVY ORDINANCE NO. 981-17

David Sieffert and Susan Diamond presented letter regarding levy.

HEARING OF DELIGATIONS:

None

The Chair closed the Public Hearing at 7:31 p.m.

MOTION: Zalewski moved to close the Public Hearing at 7:31 pm. Seconded by Quinn.

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

Bensenville Community Public Library Board Meeting

Meeting Minutes
November 20, 2017

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a regular meeting on Monday November 20, 2017. The meeting was called to order at 7:31 p.m. by Susan Diamond, President.

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

Trustees Absent: Susan Earley

Also Present: David Sieffert, Chris Sloan, Tekolya Brown, Sue Feddersen, Allan Devitt, Michael Moyski, Jemiel Burrell

HEARING OF DELIGATIONS:

Allan Devitt wished Trustees a Happy Thanksgiving, and complimented their progress this year.

JEMIEL BURRELL:

Works as the Snack Cart Attendant Monday through Thursday. He is currently taking Anthropology and Speech classes at College of DuPage. He is looking to take Art classes next semester. He wants to be a Cartoonist and requesting tuition reimbursement.

PRESENTATION BY MICHAEL A. MOYSKI, CPA

Michael Moyski gave a presentation on the audit findings completed in July. Moyski covered the entirety of the fiscal year 2016 audit and highlighted the library's overall positive increase in net position last year.
The library currently uses cash basis reporting, but changes are coming per State of Illinois.
The new method of Accrual reporting must be implemented by end of 2019 fiscal year.
Moyski discussed the library's options for moving forward with compliance.

APPROVAL OF MINUTES:

MOTION: Zalewski moved to approve the minutes of the October 17, 2017 Regular Meeting Seconded by Weiss.

Roll Call:
Aye: Zalewski, Weiss, Ricker, Lux,
Quinn, Diamond

Nay: None
Absent: Earley

Earley arrived at 7:40pm.

APPROVAL OF CHECKLISTING:

MOTION: Earley moved to approve checks #61945-62060 for a total amount of 142,036.97 Seconded by Weiss.

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

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

ACCEPT AUDIT REPORT 2016-2017

MOTION: Earley moved to accept the audit report of the 2016-2017 fiscal year Seconded by Zalewski.
Roll Call:
Aye: Zalewski, Weiss, Earley, Ricker, Lux,
Quinn, Diamond
Nay: None
Absent: None

Motion approved and carried unanimously.

ORDINANCE NO. 981-17 TAX LEVY ORDINANCE:

MOTION: Lux moved to approve Ordinance No. 981-17 Tax Levy
Seconded by Weiss.

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

Motion approved and carried unanimously.

Tuition Reimbursement Request:

MOTION: Earley moved to approve Tuition Reimbursement Request for $400.00 max Seconded by Quinn.

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

Motion approved and carried unanimously.

DISCUSSION:
COMMUNITY EVENTS NEWS:

Discussion was held on Director's role to keep Board informed of community events.

LLC A\V UPGRADE:

The projector in the LLC no longer works. It was over 20 years old. Will be replaced with new technology. During this upgrade, the LLC will also be painted. A monitor will be mounted in the conference room for presentations.

NDSEC SATELLITE CLASSROOM UPDATE:

On selected days each month, library staff will interact with the students and show different life skills, including crafting, book discussions, computer classes, job searching skills and household maintenance.

YOUTH SERVICES COORDINATOR POSITION:

This position has been filled. Amanda Bennett who is the current Director at the Sandwich Public Library. Position will start January 2, 2019.

BUSINESS SYSTEM UPGRADE:

Received a proposal from Porte Brown. The company will be the vendor to set up and process the transition from the current business system to QuickBooks, which is a more universally used software.

INFORMATION:

Library Staff Reports (attached)
Statistics (attached)

AFFILIATIONS:

BIG- Group met in early October. Discussed upcoming carnival and the new PR group.

BENSENVILLE COMMUNITY FOUNDATION- Elected officers.
President- Tom Earley
Vice –President- Patty Jalowiec
Secretary- Anthony Sumner
Treasurer- Rosa Carmona

Created a flyer for apartment fire victims.

RAILS/MAGIC- Testing on servers in December and January.

Library Programs and Services:

Holiday Open House -December 8, 2017 – From 4:00-7:0pm.

Cooking the Books Cookie Exchange- An after-hours program on December 15, 2017 at 7:00 pm.

Visit with Santa - December 1, 2017- At 6:30pm.

Adult Services Update: Programs are planned through month of August.
Alex will start offering Spanish language computer classes.

Youth Services Update: Excited about new Youth Services Coordinator.

COMMUNITY INFORMATION:

Holiday Magic- November 26, 2017 –

Farmside Christmas, Fischer Farm- December 2, 2017
Senior Holiday Luncheon- December 5, 2017- $10.00 for residents, $25.00 for non-residents.

Rotary Coat Drive and Village Toy Distribution- December 9, 2017-

ADJOURNMENT:

MOTION: Zalewski moved to adjourn the meeting at 8:50 pm. Seconded by Weiss.

Motion approved and carried unanimously.

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

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Tina Lux, Secretary