

Bensenville Community Public Library Board Meeting

Meeting Minutes
May 21, 2018

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a regular meeting on Monday May 21, 2018. The meeting was called to order at 7:30p.m. by Susan Diamond, President.

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

Trustees Absent: Susan Earley

Also Present: David Sieffert, Chris Sloan, Tekolya Brown, Sue Feddersen, Amanda Carr

ELECTION OF OFFICERS:

PRESIDENT: Zalewski nominated Diamond for President, seconded by Ricker. Diamond was elected President unanimously.

Roll Call:

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

Nay: None

Absent: Earley

VICE PRESIDENT: Ricker nominated Weiss for Vice President, seconded by Zalewski. Weiss was elected Vice President unanimously.

Roll Call:

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

Nay: None

Absent: Earley

TREASURER: Zalewski nominated Earley for Treasurer, seconded by Ricker. Earley was elected Treasurer unanimously.

Roll Call:

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

Nay: None

Absent: Earley

SECRETARY: Ricker nominated Lux for Secretary, Seconded by Zalewski. Quinn nominated self. No second. Lux was elected Secretary unanimously.

Roll Call:

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

Nay: None

Absent: Earley

HEARING OF DELIGATIONS:

None

APPROVAL OF MINUTES:

MOTION: Zalewski moved to approve the minutes of the April 16, 2018 Regular Meeting. Seconded by Quinn

Roll Call:

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

Nay: None

Absent: Earley

MOTION: Weiss moved to approve the minutes of the April 30, 2018 Adjourned Meeting. Seconded by Zalewski.

Roll Call:

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

Nay: None

Absent: Earley

Earley arrived at 7:35 pm.

MOTION: Weiss moved to approve the minutes of the May 9, 2018 Personnel Committee Meeting. Seconded by Zalewski.

Roll Call:

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

Nay: None

Absent: None

MOTION: Ricker moved to approve the minutes of the May 14, 2018 Finance Committee Meeting. Seconded by Earley.

Roll Call:

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

Nay: None

Absent: None

APPROVAL OF CHECKLISTING:

MOTION: Lux moved to approve checks #62376-62441 for a total amount of 124,615.87 Seconded by Earley.

Roll Call:

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

Nay: None

Absent: None

The Chair directed the Treasurer's Report for April 2018 be filed for audit.

**CHANGE BOARD MEETING FROM JUNE 18, 2017 TO JUNE 25, 2018
DUE TO END OF FISCAL YEAR.**

The 2017-2018 fiscal year ends at end of June. Trustees would like to ensure that all accounts payable invoices would be received and processed in the current fiscal year.

MOTION: Lux moved to change the June Board Meeting from June 18, 2018 to June 25, 2018 Seconded by Weiss.

Roll Call:

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

Nay: None

Absent: None

Motion approved and carried unanimously.

REMAINING OPEN ON PRESIDENT’S DAY:

Library will remain open on President’s Day going forward. Staff will receive a float day.

The February Board Meeting will go back to regularly scheduled 3rd Monday.

MOTION: Earley moved to have the Bensenville Public Library remain open on President’s Day going forward. Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: None

APPROVE BOARD GOALS AND PRIORITIES 2018-2019

MOTION: Lux moved to approve Board Goals and Priorities for 2018-2019 Seconded by Zalewski.

Roll Call:

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

Nay: None

Absent: None

Motion approved and carried unanimously.

HEARING OF DELEGATIONS:

None

DISCUSSION:

COMMITTEE ASSIGNMENTS:

Finance: Earley, Ricker, Lux

Personnel: Zalewski, Weiss, Quinn

BIG MEMBERSHIP:

Possible meeting coming up.

BCF MEMBERSHIP:

No change. Meeting on Thursday May 24, 2018

BENSENVILLE HISTORICAL MATERIALS ARCHIVAL PROJECT:

Received \$31,000.00 Grant to digitize historical pictures that are in collection. This will make looking up the rich history of Bensenville more accessible.

INFORMATION:

Library Staff Reports (attached)

Statistics (attached)

AFFILIATIONS:

BIG- The group met focused on the carnival.

BENSENVILLE COMMUNITY FOUNDATION- Will meet on May 24, 2018

RAILS/SWAN-Transition is progressing well. There have been a few bugs. All submissions have been addressed. Multiple fields in patron records. SWAN is working to address issue. Feddersen is on committee to focus on data base foundation.

Library Programs and Services:

Overdrive not user friendly. Other options are being evaluated.
Evaluating action items for future such as Access 360 and Universal Class.
Circulation is steady.

Adult Services Update:

Sloan is working on game plan for archival project. It will start in June he is working on a time line for the project as well as a job description.
The Green Street Grill Trivia is the first Monday of the month.
ESL Conversation group has 10-12 regular attendees.
Also planning for Fall Programming.

Youth Services Update:

Carr gave presentations at Johnson about Summer Reading going to Tioga next.
All handouts going to school are in Spanish and English.

Summer Reading Kickoff, June 9, 2018

Will be held from 9-1pm with lots of prizes and games. Hotdogs will be served.
Giving away passes to pool. Participants will get T-shirts when they complete.

Book Sale June 7-10, 2018

Accepting donations until June 4th. Will be same day as Community Garage Sale.

COMMUNITY INFORMATION

4th of July Parade

Library is registered. Will hand out candy and space themed toys. Will throw a few t-shirts sponsored by Vendetta Screen Printing.

BOARD GOES INTO CLOSED SESSION:

MOTION: Zalewski moved to go into Closed Session at 8:30 pm For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel or pending or probable litigation against, affecting or on behalf of the public body. (5 ILCS 120/2c.1) Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: None

Zalewski moved to come out of Closed Session at 8:41 pm. Seconded by Earley.

After returning to open session, and result of closed session discussion, Weiss moved to approve Director's 2017-2018 review and 2018-2019 salary adjustment.

MOTION: Weiss moved to approve Director's 2017-2018 review and 2018-2019 salary adjustment. Seconded by Zalewski.

Roll Call:

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

Nay: None

Absent: None

ADJOURNMENT

MOTION: Zalewski moved to adjourn the meeting at 8:40 pm Seconded by Earley.

Motion approved and carried unanimously.

Roll Call:

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

Nay: None

Absent: None

Tina Lux, Secretary