

<b>Bensenville Community Public Library Board Meeting</b>
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Meeting Minutes  
July 16, 2018

**CALL TO ORDER:**

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The Board of Trustees of the Bensenville Community Public Library District held a regular meeting on Monday July 16, 2018. The meeting was called to order at 7:30 p.m. by Linda Weiss, Vice-President.

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

**Trustees Absent:** Susan Diamond

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

**HEARING OF DELEGATIONS:**

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None

**APPROVAL OF MINUTES:**

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**MOTION:** Zalewski moved to approve the minutes of the June 25, 2018 Regular Meeting. Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: Diamond

**APPROVAL OF CHECK LISTING:**

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**MOTION:** Earley moved to approve checks #for a total amount of \$142,697.08  
Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: Diamond

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

Motion approved and carried unanimously.

**ORDINANCE NO. 983-18 DETERMINING TO LEVY AN ADDITIONAL  
.02%:**

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**MOTION:** Earley moved to approve Ordinance No. 983-18 Determining to Levy  
an Additional .02% Seconded by Zalewski.

Roll Call:

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

Nay: None

Absent: Diamond

Motion approved and carried unanimously.

**ORDINANCE NO. 984-18 ESTABLISHING MEETING DATES:**

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**MOTION:** Ricker moved to approve Ordinance No. 984-18 Establishing Meeting  
Dates Seconded by Earley.

Roll Call:

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

Nay: None

Absent: Diamond

Motion approved and carried unanimously.

**TENTATIVE BUDGET AND APPROPRIATION:**

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**MOTION:** Zalewski moved to approve the Tentative Budget and Appropriation  
Seconded by Quinn.

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

Motion approved and carried unanimously.

**APPROVE SECRETARY'S AUDIT:**

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**MOTION:** Zalewski moved to approve the Secretary's Audit Seconded by Quinn.

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

Motion approved and carried unanimously.

**APPROVE REVISED MONTHLY FINANCIAL REPORTS:**

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**MOTION:** Lux moved to approve revised monthly financial reports Seconded by  
Zalewski.

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

Motion approved and carried unanimously.

**DISCUSSION:**

## **21<sup>st</sup> CENTURY GRANT (W/ CHRISTY POLI OF BSD2):**

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Christy Poli of School District 2 discussed the 21<sup>st</sup> Century education grant they received for before and after school programs that will include transportation coverage. The grant will help to expand services to the students. The programming will consist of many different areas including social, emotional and academic support. The grant will provide coverage for 28 weeks of programs and classes. The goal is to have 110 per site. The plan is to reach a very specific demographic of students including homeless, refugees and immigrants. Columbia College library, Metropolitan Family Services, University of Chicago, College of DuPage and other partners were written into the grant.

## **QUICKBOOKS ONLINE AND GENERAL BANKING UPDATE:**

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Sieffert, Feddersen, and Brown enrolled in a two-day intensive QuickBooks Online training in Rolling Meadows.

Old Second – Sieffert worked with Old Second representative to secure a 1% interest rate on deposited funds. This is an increase over previous 1/3% rate offered through ABC Bank.

## **JO JASPER DISCOVERY DAY TENTATIVE SCHEDULE:**

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Multiple presenters lined up, awards and recognition period, staff lunch, and staff book discussion. Trustees are invited.

## **iPAD DISBURSEMENT AND TRAINING:**

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Trustees will have to set up their individual device and will need to create new benlib email address for Apple ID.

All were made aware that any information on them could be FOIA'D.

All Trustees will receive the Board Packet by email on the Friday

Prior to Board meeting on Monday.

## **BUILDING REPAIR UPDATES:**

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The roof repair is complete. Submitted a proposal for carpeting broken down into three areas to help keep with in the budget. Sidewalk expansion is coming at end of the month.

## **AFFILIATIONS:**

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**BIG-** Administrators and marketing will meet at Fenton on July 19, 2018.

**BENSENVILLE COMMUNITY FOUNDATION-** Made \$240.00 in ticket sales on the Fourth of July.

**RAILS/SWAN-** Received a \$4,000.00 disbursement from MAGIC dissolution.

## **INFORMATION:**

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Library Staff Reports (attached)

Statistics (attached) - Sloan and Sieffert are still figuring out new layout and making changes accordingly.

## **Library Programs and Services:**

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**Crafting W/ Nat Museum of Mexican Art-** A family oriented program that Alex Brotsos worked with museum to have them lead the program.

**Adult Services Update:** Sones De Mexico program will be held at Blackhawk Middle School.

Library will soon be a passport site. Setting up dates for Reference staff to train for certification.

Passport applications will be by appointment only. Patrons will receive a checklist of what to bring, and the service will be limited to certain days and time.

**Youth Services Update:** To date there have been 277 signups for summer reading. Carr will hold a department meeting in the next week to discuss successes and things to improve for next year's summer reading. Fall programming planning is underway. Carr is working on a STEM grant and in the final stages.

**FALL/WINTER PROGRAM GUIDE EARLY AUGUST:** New Program Guide will be out soon. Parkison will also mail out a postcard that highlights some of the upcoming programs.

## **COMMUNITY INFORMATION**

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Chamber of Commerce new teacher breakfast: The date has not yet been set. Sieffert will update Trustees.

B-Well Bensenville: Event will take place September 16, 2018. This is a Youth Services Coalition Program. Sieffert will handle the marketing for this year's event.

## **ADJOURNMENT**

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**MOTION:** Zalewski moved to adjourn the meeting at 8:09 pm Seconded by Quinn.

Motion approved and carried unanimously.

Roll Call:

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

Nay: None

Absent: Diamond

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Tina Lux, Secretary