

Bensenville Community Public Library Board Meeting

Meeting Minutes
November 19, 2018

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a Public Hearing pursuant to the Truth in Taxation Law on Monday, November 19, 2018. Susan Diamond, President, called the meeting to order at 7:30pm.

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
Kyrie Kenny-Sumrak

PUBLIC HEARING:

The Chair opened the Public Hearing at 7:30p.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 16, 2018
- 2) Publication of Legal Notice of 30-day public inspection and public hearing in the Bensenville Independent July 26, 2018.
- 3) Board enacted Budget and Appropriation Ordinance September 17, 2018
- 4) Board enacted July 16, 2018 and published July 26, 2018 .02% Levy Ordinance
- 5) Publication of Black Border Notice in Daily Herald November 11, 2018

PRESENTATION OF TAX LEVY ORDINANCE NO. 986-18:

David Sieffert and Susan Diamond presented letter regarding levy.

HEARING OF DELEGATIONS:

None

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

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

Roll Call:

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

Nay: None

Absent: Earley

Susan Earley arrived at 7:32 pm.

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November 19, 2018

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a regular meeting on Monday, November 19, 2018. Susan Diamond, President, called the meeting to order at 7:32p.m.

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

Trustees Absent: None

Also Present: David Sieffert, Chris Sloan, Sue Feddersen, Tekolya Brown, Kyrie Kenny-Sumrak

HEARING OF DELEGATIONS:

None

APPROVAL OF MINUTES:

MOTION: Zalewski moved to approve the minutes of the October 15, 2018 Regular Meeting. Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: None

APPROVAL OF CHECK LISTING:

MOTION: Lux moved to approve checks for a total amount of \$131,023.52 Seconded by Earley.

Roll Call:

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

Nay: None

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

Motion approved and carried unanimously.

ACCEPT AUDIT REPORT 2017-2018

The audit report came back clean with no issues per auditor Mike Moyski. The District saw an improvement in net position of \$182,312.00.

Moyski was not present this year, as it generally common to come every other year. Sieffert has been pleased with the work Moyski has done over the years, however, it is good practice to change Auditors periodically.

Sieffert is considering switching from Mathieson, Moyski, Austin & Co LLC to Porte Brown, and would retain Moyski for quarterly updates instead.

MOTION: Weiss moved to accept the audit report of the 2017-2018 fiscal year Seconded by Lux.

Roll Call:

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

Nay: None

Absent: None

Motion approved and carried unanimously.

ENACT TAX LEVY ORDINANCE NO. 986-18:

MOTION: Ricker moved to enact Tax Levy Ordinance NO. 986-18 Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: None

Motion approved and carried unanimously

DISCUSSION:

CHANGE BOARD MEETING DATES TO 4TH MONDAY OF THE MONTH:

Sieffert spoke with lawyer and he stated that there is no problem with doing that, the library would need to pass the new meeting dates by ordinance and publish in newspaper.

YOUTH SERVICES LIBRARIAN POSITION:

After interviewing candidates, Sieffert and Kenny- Sumrak have not found a suitable employee. This position really requires someone that is fluent in Spanish, so they are willing to wait for the right candidate. With the upcoming holiday season, both feel it would be beneficial to post-pone the search until the new year, then repost the position.

ELECTION UPDATE:

Everything went well. Around 900 voters came through. Feddersen staffed a library card registration table at the front doors and received about 40 signups. Having someone to greet the voters and direct them aided in the overall atmosphere.

BUILDING PROJECTS:

The library received an invoice from ATS the leak location company. Sieffert felt the bill was unfairly inflated, and is holding off payment until he can discuss it with the company.

With winter and snow approaching, many of the library's trees that are dead need to be removed in the future.

**SUSAN Z. DIAMOND AND ALLAN DEVITT LITERACY FUND
THROUGH BENSENVILLE COMMUNITY FOUNDATION:**

All the taxing bodies contributed funding to create this new fund to support literacy projects in our community.

LITERACY BUS DISCUSSION WITH BSD2:

Sieffert, Stelter, and Poli met to discuss potential donation of busses to Bensenville School District 2. If successful, District 2 will house and maintain busses. This will aid in mobile circulation and homebound visits. Sieffert suggested a possible IGA for potential cash supplement to outfit the busses initially.

AFFILIATIONS:

BIG- Administrators met for breakfast and discussed a variety of topics. They are already planning for the spring carnival. They also discussed tax objections pertaining to districts.

BENSENVILLE COMMUNITY FOUNDATION- Met on November 15, 2018 and announced a new literacy fund in honor of Susan Z. Diamond and Alan Devitt.

RAILS/SWAN- Feddersen received notice that SWAN was switching Workflows server and expected to be down for a couple of days. However, it was completed overnight and there was no downtime for staff or patron interruption.

INFORMATION:

Library Staff Reports (attached)
Statistics (attached) –

Library Programs and Services:

Winter Reading Program: New adult reading program. Participants will receive a bookmark that is also their entry form. They will need to read ten books and fill out the bookmark to be entered into raffle for Kindle Fire.

Holiday Open House: Friday December 7, 2018. Will start at 4:00pm and end at 7:00pm. There will be plenty of snacks courtesy of the staff. Entertainment will

include songs by the Vagabond Singer's and holiday music by Jazz quartet Zazz. There will be a craft activity for children.

Cooking the Books Cookie Exchange: Thursday December 13, 2018. This is the largest turnout for the book club.

Adult Services Update: The digitization project has begun. Morris started on November 1, 2018. She has already dug in pulling old documents and beginning the organization process. This grant-funded position will help the library make searching historical photos and documents easier.

Youth Services Update: - Staff has worked hard to accommodate being shorthanded. Expect big turnouts for visit with Santa and Noon Year's Eve. The bulk of programming is completed until after the new year.

COMMUNITY INFORMATION

Holiday Magic: November 25, 2018 from 3-6pm. This annual event will include Santa on the holiday train, tree lighting ceremony, music, food and much more.

Rotary Coat Drive and Village Toy Distribution: Accepting new unwrapped toys and gently used coats for distribution to families in need. Also accepting non-perishable food items. Donations will be accepted through December 3, 2018. Distribution will take place on December 8, 2018 at Johnson Elementary School.

ADJOURNMENT:

MOTION: Zalewski moved to adjourn the meeting at 8:19pm Seconded by Weiss.

Motion approved and carried unanimously.

Roll Call:

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

Nay: None

Absent: None

Tina Lux, Secretary