

## **Bensenville Community Public Library Board Meeting**

Meeting Minutes  
January 28, 2019

### **CALL TO ORDER:**

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The Board of Trustees of the Bensenville Community Public Library District held a regular meeting on Monday, January 28, 2019. Susan Diamond, President, called the meeting to order at 7:30p.m.

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

**Trustees Absent:** Susan Earley

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

### **HEARING OF DELEGATIONS:**

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Allan Devitt- Commended holiday function held at the library. He and Susan thought it was well done.

### **APPROVAL OF MINUTES:**

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**MOTION:** Zalewski moved to approve the minutes of the December 17, 2018 Regular Meeting. Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: Earley

### **APPROVAL OF CHECK LISTING:**

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**MOTION:** Weiss moved to approve checks for a total amount of \$146,694.55  
Seconded by Ricker

Roll Call:

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

Nay: None

Absent: Earley

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

Motion approved and carried unanimously.

**DISCUSSION:**

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**INTRODUCTION OF ARCHIVIST ELIZABETH MORRIS- DIGITIZATION PROJECT UPDATE:**

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Morris unable to attend due to weather related difficulties. She has been updating the library's collection to match Illinois archiving standards. Morris has been alphabetizing and consolidating materials. She has created documents for new archiving procedures. She has evaluated which documents are needed in the collection. She is establishing procedures for taking donations. Not every donation is necessary to be kept in collection. She will eventually create a public facing document that patrons could use as guidelines for donating materials. She has started the first batch of digitization.

**INTRODUCTION OF PRISCYLA SANDOVAL- NEW YOUTH SERVICES LIBRARIAN:**

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Sandoval is a recent graduate of Northwestern. She has been with the library for three weeks. She is excited to have opportunity to collaborate with the schools and Spanish speaking community. All of the programs she participates in will be bilingual programs.  
She plans to bring more Spanish language programs to Youth Services.

**SPRINGFIELD CAPITAL BILL:**

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Sieffert put in a request for funds for building projects. Sieffert emailed representative Kathy Willis requesting a new circulation desk, sprinkler heads repair, removal of dead trees on property, carpet replacement and a new HVAC system.

## **CABINETRY FOR LOCAL HISTORY, BACK FILES:**

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Sieffert and Stanek have plans to retrofit cabinets in the back of Adult Services in the non-public area. This project will allow more space for files and assist with organization.

## **UPDATE OF PASSPORT SERVICES:**

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Services will begin March 1, 2019. It will be advertised in the program guide, which comes out on February 1, 2019.

## **LEGISLATIVE LUNCHEON, FRIDAY, MARCH 1, 2019 OAKBROOK MARRIOTT:**

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Sieffert will register everyone that wants to attend.

## **AFFILIATIONS:**

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**BIG-** Administrators met and discussed plans for the carnival.

**BENSENVILLE COMMUNITY FOUNDATION-** The library received funds for two upcoming author visits. The funds will be used to purchase books to handout to the kids that attend the presentations.

**RAILS/SWAN- Green** Hills Public Library is migrating to SWAN. The library receives a quarterly invoice for lost materials. Anything over a year is automatically billed. Recently received a large bill for lost and damaged material for District 2 students and teachers, but it is not the library's responsibility. Feddersen said SWAN is aware that this is an issue and is working to get it rectified.

## **INFORMATION:**

Library Staff Reports (attached)

Statistics (attached) –

## **Library Programs and Services:**

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Trivia Night @ Green St. Grille – Next event is February 4, 2019. There has been a large following; however, weather may determine next month's turnout. The trivia night is not generally themed.

Sherman L. Jenkins: The Story of Ted Strong Jr- February 10, 2019- A local author will cover historical baseball player of the Negro Leagues.

Valentine Card Making Party-February 13, 2019- Parish Turner will lead this program. All supplies will be provided. There is a limit of five cards per person.

**Adult Services Update:** - New program guide comes out on February 1, 2019 with the Spanish version to follow on February 8, 2019.

**Youth Services Update:** - Currently getting new librarian acclimated with department and programs. Looking forward to opportunities for more bilingual programming.

### **COMMUNITY INFORMATION:**

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World Read Aloud Day at Blackhawk- Youth Services staff will read aloud in classrooms.

Students in Technology Conference- Will be held on February 9, 2019. Sieffert and Sloan will present again. No video presentation, they will use synthesizers and soundwaves.

### **Closed Session**

### **BOARD GOES INTO CLOSED SESSION:**

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**MOTION:** Weiss moved to go into Closed Session at 8:14 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 Zalewski.

Roll Call:

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

### **MOTION:**

Lux moved to come out of Closed Session at 8:29 p.m.  
Seconded by Zalewski.

Roll Call:

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

Nay: None

Absent: Earley

**ADJOURNMENT:**

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**MOTION:** Quinn moved to adjourn the meeting at 8:30 p.m. Seconded by Zalewski.

Motion approved and carried unanimously.

Roll Call:

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

Nay: None

Absent: Earley

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Tina Lux, Secretary