

Bensenville Community Public Library Board Meeting

Meeting Minutes

May 22, 2019

CALL TO ORDER:

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday May 15, 2019. The meeting was called to order at 7:30 pm by Linda-Weiss, Vice-President.

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

Trustees Absent: None

The Chair verified the existence of a quorum.

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

Also Present: Jeff Stanek, Gina Ceaser, Samantha Parkison, Greg Smith, Leo Camacho-Benitez, Darin Lux, Donnie Lux, David Lux, Thatcher Zalewski, Pete Zalewski, Sam Earley, Donovan Earley, Tom Earley , Ed Kalina

HEARING OF DELEGATIONS:

None

RESOLUTION NO 979-19 PROCLAIMING RESULTS OF CONSOLIDATED ELECTION APRIL 2, 2019:

Lux moved to approve Resolution Proclaiming Results of Consolidated Election April 2, 2019. Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: None

ADMINISTER OATH OF OFFICE:

Tina Lux, Mandi Zalewski and Susan Earley were administered Oath of Office.

ELECTION OF OFFICERS:

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

Roll Call:

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

VICE PRESIDENT: Earley nominated Zalewski for Vice-President, seconded by Quinn. Zalewski was elected Vice-President unanimously.

Roll Call:

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

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

Roll Call:

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

SECRETARY: Ricker nominated Lux, for Secretary, seconded by Zalewski. Zalewski was elected Treasurer unanimously.

Roll Call:

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

Absent: None

APPROVAL OF MINUTES:

MOTION: Zalewski moved to approve the minutes of the April 22, 2019 Regular Meeting. Seconded by Quinn.

Roll Call:

Aye: Quinn, Zalewski Earley
Lux, Weiss

Nay: None

Absent: None

Abstain: Ricker

APPROVAL OF CHECK LISTING:

MOTION: Earley moved to approve checks for a total amount of \$141,081.91 Seconded by Lux.

Roll Call:

Aye: Quinn, Zalewski Earley
Lux, Ricker, Weiss

Nay: None

Absent: None

The Chair directed the Treasurer's Report for the month of April 22, 2019 be filed for audit.

Motion approved and carried unanimously.

APPROVE BOARD GOALS AND PRIORITIES 2019-2020:

MOTION: Quinn moved to approve Board Goals and Priorities for 2019-2020 Seconded by Zalewski.

Roll Call:

Aye: Quinn, Zalewski Earley
Lux, Ricker, Weiss

Nay: None

Absent: None

Motion approved and carried unanimously.

APPROVAL OF REVISED PERFORMANCE EVALUATION FORMS:

First part of evaluations same as previous years, second part will contain specific performance questions.

MOTION: Quinn moved to approve Revised Performance Evaluation Forms.
Seconded by Zalewski.

Roll Call:

Aye: Quinn, Zalewski Earley
Lux, Ricker, Weiss

Nay: None

Absent: None

Jim Ricker left meeting at 7:55 pm

PRESENTATION BY EDWARD KALINA, ENGINEERING SOLUTIONS TEAM:

Civil Engineer licensed in Illinois. Complimented library facility, said new plans will only enhance it. Want to take theme from ELC and spread throughout the library. Sieffert and Stanek gave multiple necessary projects they wish to be completed.

Potential projects include:

- Replacing carpet- Replace old carpet throughout library, using carpet tiles like the ones used to complete the Early Learning Center and carry that theme throughout. Will have green tones, no more brown. Will use heavy -duty tiles for high traffic areas. Carpet tiles are easy to replace and repair if needed.
- Ceiling- replace stained tiles and drywall. The dry wall under tiles is not good. Need acoustical tiles to dampen sound. Short drop ceiling 3-4” adjustments to lighting.
- Fire sprinkler system- A complete rerun of the system. A wet system is suggested. Estimated phone quote is \$125,000.00 and to bring the dry system up to performance is estimated at \$50,000.00. Sieffert is in negotiation with current HVAC company Fox Valley but may need to go to bid.

- Outside-Need new drainage. The landscaper will design. The cedar posts are rotted out. Walkway too narrow with after school kids need to remove the pavers unsafe will replace with concrete.
- Front door replacement- doors are heavy and have no glass to see through for entrances and exits. Thinking of replacing panels.
- Replace side glass doors of meeting room- they ice over in winter. The patio needs to be repaired.

The ceiling work could mess up the new carpet, so possibly repair ceiling first then the carpet.

The HVAC needs repair sooner than later, but may affect the ceiling project. Maybe only complete the ceiling and carpet this fiscal year.

Working on establishing a budget. Contractor, designer came and surveyed the space.

Hallet library moving company expressed that books will need to be removed from shelves and the shelves moved for carpet replacement.

GREG SMITH AND LEO CAMACHO-BENITEZ FROM NDSEC:

Greg Smith an instructor at NDSEC and Leo Camacho-Benitez a student gave presentation on experience in program. Leo is a current student in NDSEC and also employee at the library. Leo works the after-school snack cart. He has learned valuable skills. Working the snack cart has helped him with money management counting change and social skills. Leo knows there is a flat rate of .25 cents for all snacks.

Leo has also assisted with stamping bookmarks, counting seeds, using die cut machine, and pantry stocking.

Leo will help teach a conversational Spanish group with Youth Services Librarian Priscyla Sandoval.

Leo enjoys helping everyone. There are a variety of jobs and fun stuff for him to do.

DISCUSSION:

BIG MEMBERSHIP:

None

BCF MEMBERSHIP:

The library will appoint two new representatives Tom Earley and Kathy Quinn at the next meeting on June 13, 2019 at the Park District.

BUILDING CAPITAL IMPROVEMENT PLAN CONTINUED:

Some smaller projects Sieffert and Stanek can do themselves to save cost. Earley liked the idea of completing ceiling first and possibly rearrange shelves to improve flow. Weiss liked light changes. Sieffert would retrofit ceiling tiles but keep lights. There would be a better ceiling and light would bound down. Sprinkler heads will need to be redone with dropped ceiling.

FUTURE COMMITTEE MEETINGS:

Instead of a three-person committee, meetings would be held as a whole with one special meeting. Bylaws to be changed at next month's board meeting.

AFFILIATIONS:

BIG- Administrators met on May 16, 2019. Everyone is gearing up for the carnival. Discussed capital bill.

BENSENVILLE COMMUNITY FOUNDATION- Members will meet on June 13, 2019.

RAILS/SWAN- Sieffert was not elected.

Library Programs and Services:

Adult Services Update:

Passports are going strong. Leslie Goddard will do a presentation on Queen Victoria on June 2, 2019. Ready for Summer Reading.

Youth Services Update:

Gearing up for Summer Reading. Planning fall programs. 1000 books before kindergarten and YA author visits.

Summer Reading Kickoff June 8:

All ages event. Each age group will have different reading logs.

Book Sale June 6-9, 2019:

Garden club plant sale will be held also. Students from NDSEC will be selling plants. Quinn wants to donate.

COMMUNITY INFORMATION:

4TH of July Parade Read Wildly!-Library will participate again. Trustees and staff will walk.- Thinking of animal costumes or pets, Earley knows someone with a goat.

Community day- library will have a table.

ADJOURNMENT:

MOTION: Earley moved to adjourn the meeting at 8:29 p.m. Seconded by Quinn and carried unanimously.

Roll Call:

Aye: Quinn, Zalewski Earley
Lux, Weiss

Nay: None

Absent: Ricker

Tina Lux, Secretary