

**Bensenville Community Public Library Board Meeting**

Meeting Minutes  
November 25, 2019

**CALL TO ORDER:**

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The Board of Trustees of the Bensenville Community Public Library District held a Public Hearing on Monday November 25, 2019. Linda Weiss, President, called the meeting to order at 7:30 pm.

**Trustees Present:** Linda Weiss, Mandi Zalewski, Kathy Quinn,  
Tina Lux, Jim Ricker, Carlos Aviles

**Trustees Absent:** Susan Earley

The Chair verified the existence of a quorum.

**Also Present:** David Sieffert, Sue Feddersen,  
Tekolya Brown,

**PUBLIC HEARING:**

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The Chair opened the Public Hearing at 7:30 p.m. on the Truth in Taxation Law.

The Secretary verified the Certification of the following legal notices:

- 1) Board approved Tentative Budget and Appropriation July 22, 2019
- 2) Publication of Legal Notice of 30-day public inspection and public hearing in the Bensenville Independent August 1, 2019.
- 3) Board enacted September 23, 2019 and published September 28, 2019 Budget and Appropriation Ordinance.
- 4) Board enacted July 22, 2019 and published August 1, 2019 .02% Levy Ordinance
- 5) Publication of Black Border Notice in Bensenville Independent November 14, 2019.

The Secretary presented the Tax Levy Ordinance No. 993-19

The Chair declared the meeting open for discussion

**Open Discussion:**

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None

**HEARING OF DELEGATIONS:**

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None

**MOTION:** Quinn moved to close the Public Hearing at 7:31 pm. Seconded by Lux.

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

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

**CALL TO ORDER:**

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The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday November 25, 2019. Linda Weiss, President, called the meeting to order at 7:32 pm.

**Trustees Present:** Linda Weiss, Mandi Zalewski, Kathy Quinn,  
Tina Lux, Jim Ricker, Carlos Aviles

**Trustees Absent:** Susan Earley

The Chair verified the existence of a quorum.

**Also Present:** David Sieffert, Sue Feddersen, Chris Sloan,  
Tekolya Brown, David Jelonek,

**HEARING OF DELEGATIONS:**

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None

**PRESENTATION FROM DAVID JELONEK, GW & ASSOCIATES, 2018-2019 AUDIT:**

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David Jelonek of GW & Associates presented audit findings for 2018-2019 fiscal year. This is the first year the firm is working with the library, and he thought it went smoothly. The library received a clean opinion from the auditors. What is reflected in the financials is accurate. All funds have a positive balance and spending is within reason of levy.

The library is well funded with pension contributions. The general operations fund spent below budget as well as building and maintenance. There is no out of control spending.

**APPROVAL OF MINUTES:**

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**MOTION:** Ricker moved to approve the minutes of the October 21, 2019 Regular Meeting. Seconded by

Roll Call:

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

Nay: None

Absent: Earley

**APPROVAL OF CHECK LISTING:**

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**MOTION:** Zalewski moved to approve checks for November 1-30, 2019 for a total amount of \$223,971.77. Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: Earley

The Chair directed the Treasurer's Report for the month of October 2019 filed for audit.

Motion approved and carried unanimously.

**ACCEPT AUDIT REPORT 2018-2019:**

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**MOTION:** Quinn moved to accept Audit Report 2018-2019 Seconded by Lux.

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

Motion approved.

**ENACT TAX LEVY ORDINANCE NO. 993-19:**

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**MOTION:** Lux moved to enact Tax Levy Ordinance No. 993-19 Seconded by Quinn.

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

Motion approved.

**RESOLUTION NO. 986-19, TRANSFER OF FUNDS:**

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**MOTION:** Quinn moved to approve Resolution No. 986-19 Transfer of Funds Seconded by Lux.

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

**DISCUSSION:**

**BUILDING PROJECTS UPDATE:**

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Ceiling is complete; looks great and is three weeks ahead of schedule and under budget. The construction crew cleaned up daily after working, and there were minimal closures. The library looks brighter.

Painting will begin on December 9, 2019. The entire interior of the library will be painted.

Bids for carpeting began. Feddersen secured carts to move books from shelves. Carpet replacement should start beginning of February.

Tech updates- New drop down projector screen installed by Sieffert & Stanek in the computer lab. Purchased Windows 10 licenses and Office 2019 will be installed for all library computers.

### **LIRA INSURANCE UPDATE 2019-2020:**

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Rates went up \$2000.00 Cooperative LIRA shopped rates of 52 carriers.

### **AFFILIATIONS:**

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**BIG-** Met general updates, no new initiatives.

**BENSENVILLE COMMUNITY FOUNDATION-** Meeting canceled.

Earley arrived at 8:10pm.

**RAILS/SWAN-** Did survey of patron privacy. Expect instruction on re-doing hold shelves, may move to back office.

### **LIBRARY PROGRAMS AND SERVICES:**

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Winter Reading Program- Extension of Summer Reading program. Small way to encourage reading during winter. Patrons will fill out bookmarks with what they are reading for a prize.

Holiday Open House – December 6, 2019 4-7 pm. Jazz group Zazz will perform.

Cooking the Books, Cookie Exchange- December 12, 2019 annual event. Patrons check out cookbook make recipe and bring three dozen.

Visit with Santa – December 13, 2019 over 150 kids expected. Stations while they wait. There will be crafts, games, storytime. A good family event.

**Adult Services Update:**

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Sloan is on paternity leave. Programming and coverage is complete through December.

**Youth Services Update:**

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Frozen program coming up.  
Turner has gone above and beyond during absences.

**COMMUNITY EVENTS:**

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Holiday Magic December 1, 2019-

CP Holiday Food Train December 6, 2019-

Rotary Coat Drive and Village Toy Distribution- December 7, 2019 is deadline for coats.

**ADJOURNMENT:**

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**MOTION:** Lux moved to adjourn the meeting at 8:21 p.m. Seconded by Quinn and carried unanimously.

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

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Tina Lux, Secretary

