

Bensenville Community Public Library Board Meeting

Meeting Minutes
February 24, 2020

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday February 24, 2020. Linda Weiss, President, called the meeting to order at 7:30 pm.

Trustees Present: Linda Weiss, Mandi Zalewski, Tina Lux, Carlos Aviles, Susan Earley (via phone-in)

Trustees Absent: Kathy Quinn, Jim Ricker

The Chair verified the existence of a quorum.

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

HEARING OF DELEGATIONS:

None

APPROVAL OF MINUTES:

MOTION: Lux moved to approve the minutes of the January 27, 2020, Regular Meeting. Seconded by Zalewski.

Roll Call:

Aye: Zalewski, Aviles, Lux, Weiss

Nay: None

Absent: Quinn, Ricker, Earley

APPROVAL OF CHECK LISTING:

MOTION: Zalewski moved to approve checks for February 1-28, 2020 for a total amount of \$122,803.88. Seconded by Lux.

Roll Call:

Aye: Zalewski, Aviles, Lux, Weiss

Nay: None

Absent: Quinn, Ricker, Earley

APPROVAL AND IMPLEMENTATION OF REVISED SALARY SCHEDULES:

- In the process of hiring two positions (Spanish Language Librarian, Youth Services Coordinator), Sieffert heard feedback that positions were posted at a lower salary range than similar positions elsewhere. In response, Sieffert reviewed salary surveys (HR Source, Laconi) and determined that a salary range adjustment is warranted to attract and retain talented employees.
- New salaries will stay within 60% threshold of total budget as recommended and will be similar to comparable libraries.

MOTION: Lux moved to approve the Implementation of Revised Salary Schedules. Seconded by Zalewski.

Roll Call:

Aye: Zalewski, Aviles, Lux, Weiss

Nay: None

Absent: Quinn, Ricker, Earley

DISCUSSION:

NEW SPANISH LANGUAGE LIBRARIAN; YOUTH SERVICES COORDINATOR:

- Hired Sofia Carapia, a graduate of DePaul as the new Spanish Language Librarian. She has a library background and is very enthusiastic and outgoing.
- Hired Sophia Welsh as the new Youth Services Coordinator. She Comes from Midlothian Librarian. She will start in the middle of March.

POLICY CHANGES – PARENTAL LEAVE, SICK POOL, FINE-FREE, REVIEW OF CURRENT POLICES:

- Sieffert presented two draft policies for Board to review (Parental Leave and Sick Pool). Policies will be revised as necessary and will be presented at the March 2020 meeting.
- Full-time employees currently receive 12 sick days annually, one per month. Permanent part-time employees also accrue sick time.

- Parental Leave policy would allow new parents to take up to six-weeks off during the 12-months after the birth or adoption of a new child. Time off does not need to be taken concurrently, but must be used in week-long increments.
- Sick pool is similar to policy at other libraries and would give employees option to donate sick time to sick bank, which would be accessible to employees in case of emergency.
- Susan Earley suggested that upon inception, Library should stock sick policy with 12 days to start.
- Before Sieffert presents formal policies for adoption, he will have attorney review.

BUILDING UPDATES:

- Carpeting project starts February 26, 2020.
- Final pre-construction walkthrough on February 25, 2020.
- Project will start on YS side of building, progress to AS side, and finally front entry and back offices.
- Gina Ceaser did much prep work in preparing to move books. She completed the entire inventory, went through every single shelf, labeled painters tape with the call numbers on both YS and AS side.

NEW PROGRAM GUIDE:

- *Discover local history* theme brings local history projects that the Library has been working on to forefront of the public's attention.
- Elizabeth Morris will host a program dedicated to local history with photos in the Spring.

TLC/NDSEC RESOURCE FAIR, APRIL 16, 2020:

- NDSEC teachers attended volunteer fair and wanted to duplicate a fair for their students and families.
- Fair will be open to the public, but will be promoted via NDSEC.
- Will be held April 16, 2020. Agencies will host tables and be able to promote services to the multineeds community.
- Library will provide light refreshments

INFORMATION:

AFFILIATIONS:

BIG:

- Leaders met in February, talked about important of upcoming Census.
- As part of the RAILS Census grant received by the Library, a Census mailer was sent to all homes in Bensenville.
- The Village will also send a follow-up mailer.

BENSENVILLE COMMUNITY FOUNDATION:

- Members did not meet

RAILS/SWAN:

- Major system upgrade started on February 23, 2020 and system was back online by 6:00 a.m. the next day.

LIBRARY STAFF:

LIBRARY PROGRAMS AND SERVICES:

Breakfast with the Easter Bunny Saturday March 28, 2020 Blackhawk School:

- Joint program with school district
- Approximately 350 attendees last year
- Enjoyable event for community

Student Art Show postponed:

- Bensenville Arts Council postponed the Art Show after the uncertainty of how long the carpeting project would take.
- While hosted at the Library, this is not an official library program. The student art show is, and always has been, a Arts Council event.

Adult Services Update:

- Excited about new Librarian

Youth Services Update:

- Excited about new Youth Services Coordinator

COMMUNITY EVENTS:

Honor Flight-Law Enforcement Classic, Saturday March 14, 2020:

Chamber of Commerce, Business After-Hours @ Green St. Grille, March 5, 2020

National Library Week –Tuesday April 19-25, 2020

ADJOURNMENT:

MOTION: Zalewski moved to adjourn the meeting at 8:01 p.m. Seconded by Aviles and carried unanimously.

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

Tina Lux, Secretary