

Bensenville Community Public Library Board Meeting
Meeting Minutes
July 2020

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday July 27, 2020. The meeting was called to order at 7:32 pm by Linda-Weiss, President.

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

The Chair verified the existence of a quorum.

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

HEARING OF DELEGATIONS

There are no delegations to be heard and no inquiries or comments were submitted online prior to the meeting.

ACTION ITEMS

APPROVAL OF MINUTES:

Motion: Ricker moved to approve the minutes of the June 22, 2020 Regular Meeting. As amended.
Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

Motion: Ricker moved to approve the minutes of May 27th, 2020, Committee of the Whole Meeting,.
Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

Aviles arrived at 7:34 pm

Earley arrived at 7:35 pm

APPROVAL OF CHECK LISTING:

Motion: Quinn moved to approve checks from July 1-31, 2020 for a total amount of \$126,207.13
Seconded by Earley.

Roll Call:

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

Motion approved and carried unanimously.

The Chair directed the Treasurer's Report for the month of June 2020 be filed for audit.

ORDINANCE NO. 995-20, ESTABLISHING FY 2020-2021 MEETING DATES:

Motion: Quinn moved to approve Resolution No. 995-20 Establishing Meeting Dates Seconded by
Earley.

Roll Call:

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

Motion approved and carried unanimously.

ORDINANCE NO. 996-20, DETERMINING TO LEVY AN ADDITIONAL .02% FOR THE BUILDING AND MAINTENANCE FUND:

Motion: Ricker moved to approve Ordinance No. 996-20 Determining to Levy an Additional .02% Seconded by Earley.

Roll Call:

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

Discussion: Sieffert and Trustees discussed the importance of .02% Building and Maintenance Levy. In FY 2019-2020, it accounted for \$116,971.44, which was 7.4% of the Library’s total property tax dollars collected. Without this additional Levy, which is allowed under Illinois State and Library Law, the Library would have to take building maintenance expenses from another fund sources such. It would result in a significant reduction of services and materials to patrons. Sieffert provided some statistical analysis that the Library’s total Levy only accounts for 2.4% of a homeowners property tax bill and if the Library Board decided to not Levy the additional .02% Building and Maintenance Fund, a homeowner who has a \$4,000 a year property tax bill would only realize a reduction of approximately \$9 and a homeowner with a \$7,000 annual property tax bill would only receive a reduction of approximately \$15. The Board agreed that it important to discuss these sorts of items annually, but forgoing the .02% Building and Maintenance Levy would simply not be justifiable given the dire consequences the Library would face.

Motion approved and carried unanimously.

TENTATIVE BUDGET AND APPROPRIATION FY 2020-2021:

Motion: Quinn moved to approve Tentative Budget and Appropriation. Seconded by Zalewski.

Roll Call:

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

Motion approved and carried unanimously. Will be placed on file for 30 days as required.

RESOLUTION NO. 998-20, TRASFER OF FUNDS:

Motion: Quinn moved to approve Resolution No. 998-20 Transfer of Funds. \$100,000 from the Building and Maintenance Fund to the Special Reserve Fund. Seconded by Earley.

Roll Call:

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

Nay: None
Absent: None

Motion approved and carried unanimously.

APPROVAL OF FY 2019-2020 SECRETARY’S AUDIT:

Motion: Quinn moved to approve Secretary’s Audit. Seconded by Earley.

Roll Call:

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

Motion approved and carried unanimously.

DISCUSSION

UPDATE REGARDING LIBRARY REOPENING AND MOVING FORWARD:

- There were a lot of unknowns when we reopened doors to the Library in May, but patron usage has been steady. There is a consistent use of computers and other technology. Both Adult Services and Youth Services desks have been busy.
- Programming is also doing extremely well in digital format, even with change of virtual participation and the requirement that patrons log-on to our calendar and sign up prior to program.
- Recently, the Adult Services department hosted presenter Leslie Goddard, who is a patron favorite, and had 40 attendees for her presentation on America’s First Ladies.
- As outlined in the Bensenville Community Public Library COVID-19 Operations Plan, the Library will resume in-person programming when move to Phase Five of Restore Illinois.
- Curbside pick-up has slowed a bit, but there is still continued use by patrons.
- Limited weekend hours possible depending on volume and the current state of the pandemic. Targeting Fall for reintroduction of weekend hours.
- Administrative team meeting regularly, consensus that staff is comfortable and doing well.

POSTPONING 2020-2021 ANNUAL STAFF IN-SERVICE DAY:

- Due to current climate, Sieffert suggested that postponing this year’s annual staff day would be best practice.
- Staff has been consistent with professional development training while in quarantine and while working from home. For instance, all staff have completed the mandatory 2020 sexual harassment training.

- While closing the Library for staff day is normally prudent, given the Library's limited hours, closing an additional day might be difficult to justify. Sieffert wants to ensure that Library is provided as much access to materials and services as possible.

INFORMATION

LIBRARY STAFF REPORT:

- The Board finds the Library staff reports informative as usual. Happy to see that many staff are continuing to work on library projects and professional development opportunities while working from home.

BENSENVILLE COMMUNITY FOUNDATION REPORT:

- Tentative meeting scheduled for August, 2020.

RAILS/SWAN REPORT:

- Resumed interlibrary loans. System initially showed there were over 1000 holds; however, this was an error and the actual amount of holds was 600. Still, that is significantly higher than we have ever experienced. Took staff a week to catch up on processing holds and making materials available.
- Through a partnership with SWAN, the Library is now able to offer 16 new databases to patrons. These include Consumer Reports, Academic Search Premier, Consumer Health Complete, Novelist Plus, and 12 other new databases. Can be accessed through Library's website.

STATISTICS REPORT:

- Board pleased with statistical report given the situation. Sieffert suggested that moving forward will incorporate more digital services statistics.

PROGRAMS AND SERVICES REPORT:

- Library continues to offer curbside pickup as a safe alternative for patrons use to receive library materials. In addition to being able to pick up books, crafting and programming supplies are also available to patrons.

ADULT SERVICES REPORT:

- Department is quite busy adjusting to the new normal of service. Still steady influx of reference questions and other inquires at Adult Services desk.
- All programming efforts are going well, including the new make and take craft series. Almost all available registration spots are full for the upcoming programs.

- Staff is working to include new book clubs, this include a sew non-fiction book club hosted by Archivist Elizabeth Morris and a new public domain bookclub hosted by Adult Services Librarian, Sofia Carapia.

YOUTH SERVICES REPORT:

- Programming has also been going well in Youth Services Parents with most of the digital programs being offered full well in advance. Staff has received a lot of praise from parents in the community who has expressed thanks for providing a variety of free activities to do with their children.
- In additional to planning and implementing programs, Youth Service staff has been very organizing collection, weeding materials. This includes the introduction of a new collection of parenting and homeschooling materials.
- Sumer lunches have also been going well, provide around 15 lunches per day. Many times there is a line of cars waiting for lunches to be distributed.
- Summer Reading is also off to a great start. While there are not quite as many signups as there have been in the past, given the situation the turnout is still great with over 150 children signed up. Staff is excited to have large dinosaur cutouts installed in our garden as part of the *Dig Deeper* theme.

COMMUNITY EVENTS:

- Park District to offer drive-in movie in August. Cost of \$25.00 per car.

CLOSED SESSION

MOTION: Quinn moved to go into Closed Session at 8:05 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 Earley.

Roll Call:

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

Motion approved and carried unanimously.

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

Trustees Absent: None

Also Present: David Sieffert, Tekolya Brown

MOTION: Zalewski moved to come out of Closed Session at 8:10 pm. Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: None

Motion approved and carried unanimously.

ADJOURNMENT

MOTION: Quinn moved to adjourn the meeting at 8:12pm. Seconded by Earley and carried unanimously.

Roll Call:

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

Nay: None

Absent: None

Motion approved and carried unanimously.

Tina Lux, Secretary