

Bensenville Community Public Library Board Meeting
Meeting Minutes
September 2020

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Public Hearing on Monday, September 28, 2020. The meeting was called to order at 7:30 p.m. by Linda Weiss, President.

Trustees Present: Linda Weiss, Mandi Zalewski, Kathy Quinn, Tina Lux, Jim Ricker (via Zoom)

Trustees Absent: Susan Earley, Carlos Aviles

The Chair verified the existence of a quorum.

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

PUBLIC HEARING

The Chair opened the Public Hearing at 7:30 p.m. on the Certification of Public Notices.

Tentative Budget and Appropriation for the fiscal year July 1, 2020-June 30, 2021 from taxes to be levied for the year 2020.

The Secretary verified the Certification of the following legal notices:

- 1) Board approved Tentative Budget and Appropriation July 27, 2020.
- 2) Publication of Legal Notice of 30-day public inspection and public hearing in the Bensenville Independent August 6, 2020.

The Secretary presented the Combined Annual Budget and Appropriation Ordinance No. 997-20.

The Chair declared the meeting open for discussion.

HEARING OF DELEGATIONS

None

Motion: Lux moved to close the Public Hearing at 7:33 p.m. Seconded by Zalewski.

Roll Call:

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

The Chair closed the Public Hearing at 7:33 p.m.

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday September 28, 2020. The meeting was called to order at 7:33 p.m. by Linda Weiss, President.

Trustees Present: Linda Weiss, Mandi Zalewski, Kathy Quinn, Tina Lux, Jim Ricker (via Zoom)

Trustees Absent: Susan Earley, Carlos Aviles

The Chair verified the existence of a quorum.

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

HEARING OF DELEGATIONS

None

ACTION ITEMS

APPROVAL OF MINUTES:

Motion: Ricker moved to approve the minutes of the August 24, 2020 Regular Meeting. Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

APPROVAL OF CHECK LISTING:

Motion: Zalewski moved to approve checks from September 1-30, 2020 for a total amount of \$139,018.60. Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

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

RESOLUTION NO.989-20 ESTIMATE OF FUNDS

Motion: Lux moved to approve Resolution No. 989-20 Estimate of Funds. Seconded by Zalewski.

Roll Call:

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

Motion approved.

ORDINANCE NO. 997-20 COMBINED ANNUAL BUDGET AND APPROPRIATION

Motion: Quinn moved to approve Ordinance No. 997-20 Combined Annual Budget and Appropriation. Seconded by Ricker.

Roll Call:

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

Motion approved.

CERTIFIED ESTIMATE OF REVENUES BY SOURCE

Motion: Zalewski moved to approve Certified Estimate of Revenues by Source. Seconded by Ricker.

Roll Call:

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

Motion approved.

APPROVAL OF LIBRARY BREAKROOM RENOVATION

Staff break room has not been upgraded since original construction of building, albeit for some minor renovations four years ago when Jeff Stanek and David Sieffert replaced the countertops with secondhand materials. The proposed renovations will be mostly utilitarian, but will open up the space, update the room, and give a more inviting atmosphere for staff. This project has been requested through staff, who need a space to better utilize their break time and to allow more adequate space to eat while properly socially distancing. This tentative plan is to remove wall, create a more open floorplan, and increase seating — at an estimated cost not to exceed \$24,500.

Motion: Quinn moved to approve Break Room Renovation for 24,500.00. Seconded by Zalewski.

Roll Call:

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

DISCUSSION

ILA Virtual Conference:

This year's ILA conference will be held on October 20, 2020 and will be completely online. There are not as many sections that are geared towards Trustees, but Sieffert has passed along programming that might be applicable. Trustees will let Sieffert know if interested in attending.

Library Hours Moving Forward:

Over the course of the last few months, the Library has taken significant steps in moving in a forward trajectory with the ultimate goal of reinstating all regular hours of operation. Things have been moving positively with the reinstatement of Sunday hours and Sieffert suggested that we might consider reinstating Saturday hours at the beginning of the New Year. The caveat is that with this pandemic, we never know what is around the corner and we may need to change plans if cases begin to spike in the fall as many have predicted.

April 2021 Trustee Elections:

Normally, the DuPage Election Commission sends out paperwork regarding upcoming Trustee elections. This year, none of the usual paperwork was sent through the mail and instead was sent via PDF, much later than normally received. Sieffert reached out to attorney to seek guidance on posting materials and was advised that besides the 10-day filing notice, it is in the Library's best interest to instruct potential candidates to DuPage County for further guidance. In April 2021, the Library will have two full term 6-year seats open and one 2-year unexpired term available.

Village of Bensenville Flu Vaccine Participation:

With the upcoming flu season approaching, Sieffert spoke with Evan Summers at the Village of Bensenville about a potential partnership in order to provide staff with flu shots. The Village of Bensenville graciously agreed and Library staff will be able to go to Public Works on October 7, 2020 to receive a vaccine. All staff eligible, not just full time. Any employee that has to pay out of pocket, the Library will reimburse employees up to \$30.00.

Building Updates:

Sieffert identified a small roof leak near the computer lab. After identifying, Sieffert and Stanek got onto the roof and found the cause. Stanek called Krumwiede roofing who came out, provided estimate and will repair within a week. Sieffert has begun having discussions with BSD2 about roof replacement when the time is right. The current roof is 13 years old and should have a few more years of life expectancy. When it is time to replace, Sieffert will suggest that we move to a composite roofing material that will be more durable and still provide the look of cedar shingles.

September 21, 2020 Giving DuPage Blood Drive:

The Library partnered with Giving DuPage and Versiti Blood Centers to bring two blood donation mobiles to the Library. We had a good turnout with 47 people donating. Versiti is providing COVID antibody testing to anyone who donated.

Moving Forward With Fine Free Model:

Sue Feddersen has had several conversations with SWAN regarding the move to becoming fine free. Currently because of the COVID pandemic, the Library has been operating under the fine free model. This has given us a lot of experience and will help our transition when the time ultimately comes. There are several things to consider prior to moving fine free: lost items will still incur a replacement charge, possibility of implementation of material recovery fee for items that require a lot of staff time to process (hotspots, chromebooks, etc.), revisiting fine threshold to blocking patrons. Sieffert suggested that we target spring 2021 as a good time to move forward with model. There is a lot of work to be done in order for the Library to move to fine free, but this would give us an appropriate head start.

INFORMATION

Library Staff Report:

Election day is quickly approaching and staff has concerns about the potential disruption to service with the Library serving as a polling place. Administrative team is working hard to come up with appropriate procedures and signage to make the day operate as smoothly as possible.

Bensenville Community Foundation Report:

Held first meeting since the pandemic began. BCF is partnered with Subaru's Share the Love event, which allows Subaru customer who purchase a new vehicle to select BCF as one of four charities that Subaru will make a contribution to on their behalf.

RAILS/SWAN Report:

Pickups anywhere has resumed. Reciprocal borrowers can now place holds again.

Statistics Report:

In September the Library saw a significant jump in Overdrive usage. There was over 150 new users registers, which is easily the most we've ever had. There are a couple of reasons for this, but most notable, both BSD2 and Fenton 100 are actively promoting the service and encouraging students to take advantage of it.

PROGRAMS AND SERVICES REPORT

Adult Services Report:

Program planning has begun for November and December. Currently program offerings are experiencing high participation. There are several upcoming programs in October that we are excited about, including our Kiddieland Remembered presentation. Chris Sloan also spoke to the idea that the Library will return as a passport acceptance agency soon, though there are very long delays at the State Department with processing passports.

Youth Services Report:

Sophie Welsh spoke about the need to add new programs to support parents with online learning. This includes the YS department starting a new section on homeschooling and educational resources for parents. They have also created new preschool packets, which parents can pick up monthly that contain a variety of educational activities for parents to complete with their children. Additionally, YS is now providing one-on-one meetings for a Zoom tutorial.

Sieffert and Welsh also spoke about a recent meeting with BSD2 and their Early Childhood Program at Tioga in which they discussed new ways the Library and BSD2 can collaborate. More to come soon.

Community Events:

Despite the pandemic, trick-or-treating will take place this year in Bensenville. The Library has signs that the Village put together that residents can display that let potential trick-or-treaters know if a household is participating.

BOARD GOES INTO CLOSED SESSION:

Motion: Quinn moved to go into Closed Session at 8:16 p.m. 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: Quinn, Zalewski, Ricker, Lux, Weiss
Nay: None
Absent: Earley, Aviles

Trustees Present: Linda Weiss, Mandi Zalewski, Kathy Quinn, Tina Lux, Jim Ricker (via Zoom)

Trustees Absent: Susan Earley, Carlos Aviles

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

Motion: Zalewski moved to come out of Closed Session at 8:23 p.m. Seconded by Quinn.

Roll Call:

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

ADJOURNMENT

Motion: Zalewski moved to adjourn the meeting at 8:23 p.m. Seconded by Quinn and carried unanimously.

Roll Call:

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

Motion approved and carried unanimously.

Tina Lux, Secretary