

Bensenville Community Public Library Board Meeting  
Meeting Minutes  
November 2020

**CALL TO ORDER**

The Board of Trustees of the Bensenville Community Public Library District held a Public Hearing on Monday November 23, 2020. President Linda-Weiss called the meeting to order at 7:32p.m.

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

**Trustees Absent:** Carlos Aviles

The Chair verified the existence of a quorum.

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

**PUBLIC HEARING:**

The Chair opened the Public Hearing at 7:34 pm pursuant to the Truth in Taxation Law.

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.
- 3) Board enacted September 28, 2020 and published August 6, 2020 .02% Levy Ordinance
- 4) Publication of Black Border Notice in Bensenville Independent November 12, 2020

**PRESENTATION OF TAX LEVY ORDINANCE No. 998-20**

Approval to be held later in meeting

## **HEARING OF DELEGATIONS**

---

None

**Motion:** Lux moved to close the Public Hearing at 7:34 pm. Seconded by Zalewski.

### **Roll Call:**

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

The Chair closed the Public Hearing at 7:34p.m.

Carlos Aviles arrived at 7:34pm

## **CALL TO ORDER**

---

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday November 23, 2020. President Linda-Weiss called the meeting to order at 7:34 p.m.

**Trustees Present:** Linda Weiss, Mandi Zalewski, Kathy Quinn, Tina Lux, Carlos Aviles  
Jim Ricker Susan Earley (via Zoom)

**Trustees Absent:** None

**Also Present:** David Sieffert, Sue Feddersen, Chris Sloan, Tekolya Brown,  
Sophia Welsh, David Jelonek (via Zoom)

The Chair verified the existence of a quorum.

## **HEARING OF DELEGATIONS**

---

None

## **DAVID JELONEK, GW & ASSOCIATES, 2019-2020 AUDIT PRESENTATION**

---

The Library received a clean report. Overall, the Library was under the 2019-2020 budget; however, necessary expenditures, such as the capital projects (2019-2020 carpeting and ceiling renovations), went slightly over budget in the Special Reserve fund. Audit fund minimally over budget.

## **ACTION ITEMS**

---

### **APPROVAL OF MINUTES:**

**Motion:** Quinn moved to approve the minutes of the October 26, 2020 Regular Meeting Seconded by Zalewski.

**Roll Call:**

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

Motion approved and carried unanimously.

**APPROVAL OF CHECK LISTING:**

**Motion:** Earley moved to approve checks from November 1-30, 2020 for a total amount of \$130,922.59  
Seconded by Zalewski.

**Roll Call:**

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

Motion approved and carried unanimously.

The Chair directed the Treasurer’s Report for the month of October 2020 filed for audit.

**ACCEPTANCE OF 2019-2020 AUDIT REPORT:**

**Motion:** Ricker moved to accept the 2019-2020 Audit Report by GW & Associates. Seconded by Earley.

**Roll Call:**

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

Motion approved and carried unanimously.

**ENACT TAX LEVY ORDINANCE NO 998-20:**

**Motion:** Zalewski moved to approve Tax Levy Ordinance No. 998-20. Seconded by Quinn.

**Roll Call:**

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

Motion approved and carried unanimously.

**APPROVAL OF POLICY MANUAL CHANGES AS PROVIDED:**

**Motion:** Ricker moved to approve the Policy Manual Changes as provided. Seconded by Zalewski.

**Roll Call:**

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

Motion approved and carried unanimously.

**ACCEPTANCE OF RESIGNATION OF TRUSTEE CARLOS AVILES:**

**Motion:** Lux moved to approve Resignation of Trustee Carlos Aviles Seconded by Zalewski.

**Discussion:** Trustee Aviles informed the Board that he has moved out of Library District and will have to, unfortunately, resign. He expressed his pleasure about his time on the Board and that he is proud of the work that the Library does to serve the community. He also noted that he believes that David Sieffert and the rest of the Library staff do a great job.

Sieffert checked with attorney to verify that Illinois library law does not specify timeframe to fill position and there is no need to fill immediately. The earliest someone could be appointed would be after the December meeting, but that would require special meetings and interviews and the Board agreed that given the current state of the pandemic, this does not seem like a wise decision. The position is up for election in April.

**Roll Call:**

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

**DISCUSSION**

---

**COVID-Operations Update:**

Library is two days in to appointment-based services. There are 20 time slots with three parties per time slot, which allows for 60 appointments daily. So far, it has been very busy. While there have been a number of patrons who are taking advantage of the new online appointment calendar, thus far, there have been a great deal of walk-in appointments. This change was made to give patrons access to the building in the most responsible way possible. Staff has been phenomenal with adapting. Within in 24-36 hours they implemented changes and updated the website-notifying patrons of changes. Patrons have been very understanding.

Earley departed meeting at 8:00pm.

### **Consolidation of Banking Accounts, Review of Fifth Third Bank Proposal:**

Sieffert spoke with Jessica Curran from Fifth Third Bank and received proposal. There were no significant changes. The interest rates would remain the same. The idea is to consolidate bank accounts so that it will clean up the chart of accounts and financial statements and provide more transparency when looking at statements. There are some additional fees that the Library will be subject to with the change, but these fees were to be implemented for the Library's account regardless. In year's past with the positive interest rates, Fifth Third has been able to digest the Library's fees, but with the current state of interest rates, this is not currently possible. As the economy and rates improves, this will hopefully change. Ricker suggested that the Library might consider looking for a bank that has a no-fee structure.

### **Connect Wise Remote Computer Assistance Software:**

Connect Wise is a software company that makes a product called Control. The application allows computer monitors to have remote access to patron PCs **with permission** using this browser-based software. It is currently installed on the computer monitors desk and all the computers in the lab. There is a subscription for the service for less than \$500.00 per year. This enables both computer monitors and patrons to stay safe during the pandemic. This may also be a useful tool in the future for technology classes.

### **CARES request and facilities update:**

Sieffert submitted request to receive CARES funding from DuPage County to upgrade the building's HVAC system to better mitigate COVID. These upgrades will include new controller software and three bi-polar ionization kits.

DuPage County Board has it on the agenda for their next board meeting. With the updated system, the Library would have remote management of heating and air system.

Efraim Carlson & Sons are working on project to update the staff room. They hope to have made some progress by next month.

### **Staffing Updates:**

Sieffert and Welsh held virtual interviews and selected a candidate to fill the open position in Youth Services after Priscyla Sandoval relocated. They are pleased to offer the position to Karen Guzman. She is a student in the Library Science program at Dominican. She will be relocating from California prior to start date of January 18, 2021. She is bilingual in English and Spanish and has a passion for working with the LatinX community. She is excited to promote services in the Library, but also to work outside the building with the community.

Sieffert has offered relocation assistance up to \$1,500.00, which has the same stipulation as tuition reimbursement that she will need to repay if she leave within one year.

## **INFORMATION**

---

### **LIBRARY STAFF REPORT:**

Board was appreciative of the comprehensive reports provided by all full-time staff, as usual.

### **BENSENVILLE COMMUNITY FOUNDATION REPORT:**

No new updates.

### **RAILS/SWAN REPORT:**

System will be offline on December 5<sup>th</sup>, and 6<sup>th</sup> with no access to records. This is in preparation for new libraries joining consortium.

### **STATISTICS REPORT:**

Board was happy to see how well virtual Library programs continue to be attended by the community.

### **PROGRAMS AND SERVICES REPORT:**

As usual, the Library is offering a variety of holiday based programs during the month of December. This includes:

12/13/20 – Leslie Goddard’s Mid-Century Christmas

12/14/20 - Virtual Holiday Open House

12/8/20 & 12/10/20 - Virtual Visit with Santa

Letters to (and from) Santa

### **ADULT SERVICES REPORT:**

With the shift to programming in two-month chunks, AS staff has been diligently working on January and February programming. Additionally, staff is busy with patron appointments, hosting programs, providing reference service, and so much more.

### **YOUTH SERVICES REPORT:**

December is a big month in the YS department as they prepare for the many numbers of holiday themed programming. Almost all of the thematic programming is filled! Both days of the Virtual Visit with Santa, Santa storytime, the gingerbread house crafting event, all are full. These events, while very popular, also do require a lot of prep work. Additionally, YS staff is also busy booking January and February programming.

### **COMMUNITY EVENTS:**

12/12/20 - Holiday Train at Home. A new variation of the Holiday Train event that has taken place in Bensenville the past couple of years.

**ADJOURNMENT**

---

**Motion:** Zalewski moved to adjourn the meeting at 8:21pm. Seconded by Quinn and carried unanimously.

**Roll Call:**

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

Motion approved and carried unanimously.

---

Tina Lux, Secretary