

Bensenville Community Public Library Board Meeting  
Meeting Minutes  
December 2020

**CALL TO ORDER**

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday December 21, 2020. President Linda-Weiss called the meeting to order at 7:30 p.m.

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

**Trustees Absent:** Mandi Zalewski

The Chair verified the existence of a quorum.

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

**HEARING OF DELEGATIONS**

None

**ACTION ITEMS**

**APPROVAL OF MINUTES:**

**Motion:** Ricker moved to approve the minutes of the November 23, 2020 Regular Meeting Seconded by Quinn.

**Roll Call:**

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

Motion approved and carried unanimously.

**APPROVAL OF CHECK LISTING:**

**Motion:** Earley moved to approve checks from December 1-30, 2020 for a total amount of \$125,908.67  
Seconded by Quinn.

**Roll Call:**

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

Motion approved and carried unanimously.

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

**RESOLUTION NO. 991-20, PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH DUPAGE COUNTY:**

**Motion:** Quinn moved to approve Resolution NO.990-20 Bensenville Tax Consortium. Seconded by Earley.

**Roll Call:**

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

Motion approved and carried unanimously.

**EXECUTION OF INTERGOVERNMENTAL AGREEMENT WITH DUPAGE COUNTY:**

**Motion:** Ricker moved to approve the Intergovernmental agreement with DuPage County in regards to the proposed reimbursement of Library expenses associated with the coronavirus emergency from the federal CARES Act fund. Seconded by Quinn.

**Roll Call:**

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

**DISCUSSION**

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**Per Capita Grant and 2020 Requirements**

Per Capita Grant 2020, requirements have changed. Board must go through the manual *Serving Our Public 4.0: Standards for Illinois Public Libraries* in order to apply for the grant.

**Per Capita Grant and 2020 Requirements (cont.)**

Manual is backordered, and will need to get copies for all trustees and extra copies for the library. Sieffert will have available prior to the January 2021 meeting for review. Board will review at January and February meetings.

**Library Hours Moving Forward, Tier 2 and Tier 3 Mitigation**

Library hours expanding as of 1/9/2021. Adding back Saturday hours and opening a half hour earlier in the morning and staying open a half hour later in the evening. Will still be on appointment only basis until Governor moves our region back to Tier 2 mitigation.

**CARES Grant and Construction Update**

The upgrade to the HVAC system is complete. There will be more outside air within the library, with better control over zones. Three new bipolar ionization filters were installed to help protect the patrons and staff in the building. The crew heated building overnight to accommodate outage during the day. Sieffert, Sloan, and Stanek will be trained on the controls on 12/22.

Breakroom renovation is moving along, the appliances have been purchased and hoping to begin the construction in the next couple of weeks. There have been unexpected delays due to the pandemic and the availability of materials.

Jeff Stanek continues to utilize the ComEd rebates to improve the lighting in the Library. Currently 90% of the library fixtures are LED equipped. New rebates will allow for another 27 new fixtures bringing the total to 98% LED. With the rebates, the cost to library is only expected to be in the ballpark of \$700.00.

**Fifth Third and Consolidation of Library Accounts**

Still working on obtaining quotes for consolidation of Library accounts through Fifth Third Bank. Sieffert will bring new quotes or recommendation in the next couple of months.

**April Consolidated Election**

Monday December 21, 2020 was the last day for candidates to file their election packet. One person has filed their packet for the April election with three seats available, the Board will have to make decisions on appointments after the election. Kathy Quinn asked about a write-in candidate and was referred to DuPage County Election Commission for more information on how that process works.

**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. BCF will meet in January 2021.

**RAILS/SWAN REPORT:**

Glenside Public Library, Roselle Public Library and Warrenville Public Library are officially members SWAN bringing the total to 100 libraries.

**STATISTICS REPORT:**

Sieffert talked about circulation numbers being lower due to the pandemic, but patrons are still using the library. In talking with other Directors in the area, our circulation numbers have not taken as much of a dip as others have experienced. Programs continue to be well attended, with many programs at capacity with waiting lists.

**ADULT SERVICES REPORT:**

Chris Sloan discussed about the shift to appointments going well and how he and the AS staff has been able to stay busy providing assistance to patrons. Holiday programs were well attended.

**YOUTH SERVICES REPORT:**

Virtual holiday programs went great! Santa letters were successful, more than expected.

**COMMUNITY EVENTS:**

Nothing new to report.

**ADJOURNMENT**

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**Motion:** Ricker moved to adjourn the meeting at 7:53 pm. Seconded by Quinn.

**Roll Call:**

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

Motion approved and carried unanimously.

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Tina Lux, Secretary

