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**Bensenville Community
Public Library**

Bensenville Community Public Library Board Meeting

Regular Meeting Minutes

December 20, 2021

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday December 20, 2021. President Linda-Weiss called the meeting to order at 7:30p.m.

Trustees Present: Linda Weiss, Mandi Zalewski, Tina Lux, Consuelo Cabral-Marquez, Ciuinal Lewis, Susan Earley

Via Zoom: Kathy Quinn

Trustees Absent: None

The Chair verified the existence of a quorum.

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

HEARING OF DELEGATIONS

None

ACTION ITEMS

APPROVAL OF MINUTES:

Motion: Lewis moved to approve the minutes of the November 22, 2021 Regular Meeting. Seconded by Lux.

Roll Call:

Aye:	Cabral-Marquez, Lux, Lewis, Zalewski, Earley, Quinn, Weiss
Nay:	None
Absent:	None
Abstain:	None

Motion approved and carried unanimously

APPROVAL OF CHECK LISTING:

Motion: Earley moved to approve checks from December 1-31, 2021 for a total amount of \$139,040.91. Seconded by Lux.

Roll Call:

Aye:	Cabral-Marquez, Lux, Lewis, Zalewski, Earley, Quinn, Weiss
Nay:	None
Absent:	None
Abstain:	None

Motion approved and carried unanimously.

The Chair directed the Treasurer's Report for the month of November 2021 filed for audit.

RESOLUTION NO. 999-21 PROVIDING FOR THE EXECUTION OF AN
INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE OF BENSENVILLE,
BENSENVILLE SCHOOL DISTRICT 2 BENSENVILLE SCHOOL DISTRICT 100,
BENSENVILLE PARK DISTRICT, AND BENSENVILLE FIRE PROTECTION DISTRICT
(BENSENVILLE TAX CONSORTIUM).

MOTION: Quinn moved to approve Resolution No. 999-21 Intergovernmental Agreement. Seconded by Lux.

DISCUSSION: All taxing districts will be working on tax objections.

Roll Call:

Aye:	Cabral-Marquez, Lux, Lewis, Zalewski, Earley, Quinn, Weiss
Nay:	None
Absent:	None
Abstain:	None

APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH BENSENVILLE TAX CONSORTIUM

MOTION: Lux moved to approve Intergovernmental Agreement with Bensenville Tax Consortium Seconded by Lewis.

Roll Call:

Aye:	Cabral-Marquez, Lux, Lewis, Zalewski, Earley, Quinn, Weiss
Nay:	None
Absent:	None
Abstain:	None

DISCUSSION

PER CAPITA GRANT AND 2021 REQUIREMENTS AND REVIEW OF SERVING OUR PUBLIC 4.0:

The Trustees broke down each requirement chapter by chapter last year. This year the Trustees reviewed the chapters, and nothing stuck out. Weiss reflected on how the \$1.5 million-dollar budget gets utilized, and was amazed at the accomplishments of Sieffert and staff use of the funds. Weiss complemented the creative ways they make the dollars stretch for the amount of programming available and how it has facilitated growth.

The current strategic plan is about six years old, yet still working on how to implement some of the ideas while working through the challenges of the pandemic. Discussed whether there is value in hiring an outside consultant to assist with the next strategic plan.

RESULTS OF 2021-2022 ROOFING PROJECT BID, NEXT STEPS:

Held bid opening last Tuesday December 14, 2021. Received five qualifying bids. Made all potential contractors aware that project would start in spring of 2022.

Will need to give further review to the lowest bid after reviewing the engineer summary. The project engineer does not speak favorably of the low bid due to professionalism and quality of work. The project will likely be completed by the second lowest bid. May need to hold a special meeting to award the contract in January.

The Library will sign the IGA and work with the Bensenville District2 to see how to proceed.

COVID OPERATIONS UPDATE:

The variant is very transmissible whether someone is vaccinated or not. Du Page positivity went from 2-6 %. Will definitely see another wave soon. Sieffert will remind staff to enforce the use of masks while in the building. Mask resistance is a big problem, although they are readily available at all desks. May need to stagger staff again to reduce risks. May also reduce program attendance and promote curbside pick-up again. It is not recommended to shut down services at this time.

BUILDING UPDATES (PHONE SYSTEM, SECURITY, FRONT ENTRY):

Front entry is complete. The bike racks are installed, and the limestone caps for the bench are in.

The Library uses copper lines and AT&T is doing away with these lines and no longer supporting them. If continue to use, they are charging an exorbitant fee to encourage customers to use the fiber network. Sieffert and Sloan are working with Dewey Technology to find a solution. The situation is slightly more complicated because the phone lines are split with the School District office, which allows the Library to utilize direct calling using extensions.

To further ensure the safety of staff, all of the staff doors have electronic keypad locks with individual codes. The keypad is battery operated and lasts two years.

QUICKBOOKS ONLINE UPDATE:

QuickBooks Online has been a very great tool for processing the financials each month, but there are some limitations. Due to a change in the platform, the program no longer allows the Federal tax payment (FICA) to post to the correct fund account. This will cause a need for journal entries to redirect the payments to the correct account.

INFORMATION

LIBRARY STAFF REPORT:

None

BIG:

Sieffert and administrators met, discussed Covid operations.

BENSENVILLE COMMUNITY FOUNDATION:

Nothing to report. Working on Subaru Share the Love campaign.

RAILS/SWAN:

National change of address will run this week. There are 991 thousand inactive names.

PROGRAMS AND SERVICES REPORT:

1,000 BOOKS BEFORE KINDERGARTEN CELEBRATION:

This program is meant to encourage parents to read to their children, to increase and encourage literacy. Will host a re-introduction event.

ADULT SERVICES REPORT:

Planning for spring programming. Zoom programs are going well, and also passports. Have already exceeded the \$3,500.00 annual budget.

YOUTH SERVICES REPORT:

Sister library in Guatemala has gotten off to a small start, but there have been a pen pal exchange and t-shirts. Welsh will write a grant proposal to do more programs with them.

Community Events:

No new events.

ADJOURNMENT

MOTION: Earley moved to adjourn the meeting at 8:24 pm. Seconded by Lux and carried unanimously.

Roll Call:

Aye: Cabral-Marquez, Lux, Lewis, Zalewski, Earley, Quinn, Weiss
Nay: None
Absent: None
Abstain: None

Mandi Zalewski, Secretary