

Bensenville Community Public Library Board Meeting
Meeting Minutes
January 2021

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday January 25, 2021. President Linda Weiss called the meeting to order at 7:30 p.m.

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

Trustees Absent: None

The Chair verified the existence of a quorum.

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

HEARING OF DELEGATIONS

None

ACTION ITEMS

APPROVAL OF MINUTES:

Motion: Quinn moved to approve the minutes of the December 3, 2021 Special Meeting Seconded by Lux.

Roll Call:

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

Motion approved and carried unanimously.

APPROVAL OF MINUTES:

Motion: Ricker moved to approve the minutes of the December 21, 2020 Regular Meeting Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

APPROVAL OF CHECK LISTING:

Motion: Earley moved to approve checks from January 1-31, 2021 for a total amount of \$203,025.92 Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

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

DISCUSSION

Building Updates, Kitchen Renovation

All HVAC work is complete. The new system will better regulate the temperature throughout the building. Sieffert, Stanek, and Sloan received training on controls and can will have remote access. The HVAC project is reimbursable through DuPage County. The paperwork for reimbursement has been completed and submitted. The employee breakroom renovation experienced multiple delays due to the pandemic, but the Efraim Carlson, general contractor, anticipates no further delays. Demolition is expected to start at the beginning of February. The project is projected to be finalized in one week.

COVID Operations Update

With the change in mitigation, the Library removed the requirement that patrons make appointments prior to visiting. Over 800 appointments received during the 6-8 week period. Sieffert revisited the COVID-19 Operations plan and consolidated curbside and appointment base into 1st phase. Library was able to offer assistance with many social services during this time.

Staff will be receive Covid-19 vaccination as early as Friday due to an agreement with District 2, and Fenton 100 as part of essential employee status.

Legislative Luncheon- Friday, February 19, 2021 Zoom Event

Sieffert will get any trustees registered if interested.

Serving Our Public 4.0: Standards for Illinois Libraries, Chapters 1-6

The new Per Capita Grant requirement for 2021 require that Library staff review all chapters of *Serving Our Public 4.0: Standards for Illinois Libraries*, published 2019. Sieffert thought that it would be a worthwhile endeavor for Trustees to review the manual as part of continuing education for Trustees. Prior to the meeting, Sieffert provided Trustees with chapters 1-6 and asked that while reviewing Trustees also refer to the current iteration of the Library's policy manual. Sieffert and the rest of the administrative staff will also review separately.

Chapter 1: Core Standards – Sieffert called attention that the manual suggests that a *one-size-fits-all* approach is not plausible for all Illinois public libraries. The Board agreed that the Library currently meets all seven basic essential standards listed in the chapter. Under the 23 core standards also listed in the chapter, Sieffert and the Board suggest that standard #13, which suggests that the Library should have a current strategic plan needs to be addressed. The Library's strategic plan expired last year and it is on the agenda to begin the process with staff and community in fiscal year 2021-2022.

Chapter 2: Governance and Administration – Trustees agree that the Library meets the standards listed in this chapter. Sieffert suggested that the Library needs a more comprehensive ADA policy and statement, which he will bring to the Board for approval in February. Sieffert also suggested that the Library's succession plan needs review and updating. He will also bring a draft of a new succession plan for approval in February.

Chapter 3: Personnel – All agree that the Library meets most standards listed. Two that needs specific attention are housing all job descriptions in a central location. Currently, Sieffert and Tekolya Brown have copies, but they will put together a new binder that will be accessible for all employees. Under personnel standards #5, the manual suggests that the Library's salary budget should account for up to 60% of total budget. Sieffert informed Board that currently the Library's salary budget accounts for 52% of total budget, well under the 60% threshold. This is also significantly less than most Library's in the area. Sieffert also suggested under standard #6, the Library is working on revamping onboarding materials. With the hiring of new Spanish Language Children's Librarian, Karen Guzman, Youth Services Coordinator, Sophie Welsh, put together a new packet that will be used as a framework for other departments in the future.

Chapter 4: Access – Library provides equitable access to all patrons. As mentioned before, a new ADA policy will be adopted in February. Standard #3 calls for the Library to have an open an accessible

entrance. The Board acknowledged that the current entry, while recognizable in the community, is not ideal and will need to be addressed in the future. Sieffert mentioned that he and Sloan had applied for the 2021 Live and Learn Construction grant, which will address this issue if approved. Sieffert also presented the front entry redesign provided by 845 Design Group that was included in the grant submission to the State. Under standard #4, Sieffert informed the Board that with the new ComEd rebate and light installations, the Library is now about 95% LED.

Chapter 5: Building Infrastructure and Maintenance – Jeff Stanek works very hard to maintain a safe and functional building. Per the standards, he maintains a daily, weekly, and monthly checklist of responsibilities. Sieffert brought up that the Library did complete a building needs assessment in 2019 and has tackled several of the large projects, including the sprinkler system, new carpet throughout, breakroom renovation. Additionally, with the help of CARES dollars from DuPage County, the Library recently updated the HVAC control system and installed new bipolar ionization kits to help mitigate bacteria in the ductwork and building.

Chapter 6: Safety – The Library does need to address updating the disaster plan. Sieffert and administrative team will begin that process in the near future. All other standards are currently met or exceeded.

INFORMATION

LIBRARY STAFF REPORT:

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

BIG:

Members of the Administrative BIG team have been in communication, but there have been no formal meetings.

BENSENVILLE COMMUNITY FOUNDATION REPORT:

BCF has engaged with Porte Brown to handle the organization's Finances. Next meeting will be held in early February.

Ricker left meeting at 8:20 pm.

RAILS/SWAN REPORT:

Upgrade to Enterprise on January 27, 2021. System will be down for 1-2 hours.

The next SWAN Fireside chat, which is a monthly SWAN member update, will be held at noon on January 26, 2021.

Kat Buczek is doing an internship at SWAN on Aspen Project.

STATISTICS REPORT:

New stats on marketing will highlight specific programs and the reach they have. Online social media presence is broken down with deeper dive of Facebook analytics.

ADULT SERVICES REPORT:

Sloan completed and turned in the Live and Learn grant application from Illinois State Library. Attendance for online programs are holding steady. All program planning for Spring 2021 is completed and turned into Marketing Coordinator. The new program guide will be available the third week in February.

YOUTH SERVICES REPORT:

Added more age group specific programming options. Program attendance has still been stellar and most programs are full quickly after registration launches.

COMMUNITY EVENTS:

Park District is holding a virtual Valentine’s Dance
Teen Summer Job Fair is February 20, 2021.

ADJOURNMENT

MOTION: Lux moved to adjourn the meeting at 8:34pm. Seconded by Quinn and carried unanimously.

Roll Call:

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

Motion approved and carried unanimously.

Tina Lux, Secretary

