

Bensenville Community Public Library Board Meeting
Meeting Minutes
February 2021

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday February 22, 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), Susan Earley (via Zoom), Kathy Quinn (via Zoom)

Trustees Absent: None

The Chair verified the existence of a quorum.

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

HEARING OF DELEGATIONS

None

ACTION ITEMS

APPROVAL OF MINUTES:

Motion: Zalewski moved to approve the minutes of the January 25, 2021 Regular Meeting Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

APPROVAL OF CHECK LISTING:

Motion: Ricker moved to approve checks from February 1-28, 2021 for a total amount of \$137,324.67 Seconded by Earley.

Roll Call:

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

Motion approved and carried unanimously.

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

PROCLAMATION- BENSENVILLE/WOOD DALE VACCINATION TEAM

Adopted proclamation to reflect the appreciation of all taxing bodies coming together to help serve students and families in partnership with Bensenville School District 2 and Jewel Osco to help register and distribute COVID vaccinations.

Over 1,500 people in the community were vaccinated.

Motion: Lux moved to approve the Bensenville/Wood Dale Vaccination Team Proclamation. Seconded by Zalewski.

Roll Call:

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

Motion approved and carried unanimously.

APPROVAL OF SUCCESSION PLAN

Sieffert submitted a draft outlining the necessary procedures to take place in the event of a temporary or long-term absence or departure of the Library Director. The document also outlines significant processes that take place each month during the course of a normal fiscal year.

Motion: Lux moved to approve the Library Succession Plan Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

APPROVAL OF REVISED ADA POLICY

Sieffert submitted a revised version of the Americans with Disabilities Act. This document states the Library’s commitment to compliance of the policy and support of all individuals creating an environment of inclusion.

Motion: Earley moved to approve the Revised ADA Policy. Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

CONSOLIDATION OF BANK ACCOUNTS TO FIFTH THIRD

Sieffert has been in frequent contact with Fifth Third Account Manager Jessica Curran, who is handling the account transition. They discussed the fee structure and outlined the next steps in the process. Sieffert has also been in consultation with GW & Associates, who is the Library’s contracted audit firm, to ensure that the merger of accounts is in compliance and within accepted accounting practices.

Sieffert raised the point that usually earned income credits and interest can absorb any banking fees that the Library may experience; however, given the state of the market the Library will have to take on some minor monthly fees. These fees will be mitigated by the merger of accounts and additionally will be monitored on a monthly basis. As soon as rates increase, the Library may look into other Fifth Third products to maximize interest and reduce/eliminate banking fees.

Motion: Lux moved to Consolidate Bank Accounts to Fifth Third Bank Seconded by Ricker.

Roll Call:

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

Motion approved and carried unanimously.

DISCUSSION

Breakroom Renovation

The Renovation will conclude at the end of the week. All previously outlined projects will be completed. This includes a new ADA accessible sink and cabinetry, new flooring, removal of dividing wall to open the space and make it ADA accessible, new eat-in kitchen countertop, new appliances, and new lighting. The project is scheduled to wrap on time and under budget.

COVID Vaccination Event Recap

Library staff were on the frontlines of helping seniors get registered for the over 65 vaccination event that was held at Fenton High School. This was a true community endeavor and all taxing districts pulled their weight to ensure the event was run smoothly. Taxing District administrators worked long hours and meeting daily for two weeks leading up to the event. The outcome was that the event went off without a hitch and the community expressed much gratitude. The Library has received many phone calls, walk-ins, emails, and written thank you notes. Administrators will continue to work to bring more of these events to the community as they become available.

SWAN Aspen Update

Library Assistant Kat Buczek is interning at SWAN as part of the Aspen project. This project is aimed at assessing the feasibility of upgrading from the Enterprise to Aspen for the Library's catalog. There are only several libraries involved in this study and we are fortunate to have input and insight by the participation of Kat. Kat lead the Board through a PowerPoint presentation that highlighted the project and some of the pro's and con's of each catalog interface.

New Program Guide

New program guide which covers the months of March through May of 2021. This guide was also translated and printed in a Spanish Language version. It is worth mentioning that to print a Spanish Language guide also recovers a redesign of the formatting. There are many well-loved programs returning and some new initiatives. Going forward the program guide will be released in 3-month increments that will align with the Spring, Summer, Fall, and Winter seasons.

Review of Chapters 7-13 of *Serving Our Public 4.0 Standards for Illinois Public Libraries*:

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 7-13 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 7: Collection Management – Per the guidelines, the Library spends between 8-12% annually on materials. Each department utilizes a variety of resources including *Library Journal*, *Book Page*, and Baker & Taylor in the selection of materials. Additionally, both departments use real-time circulation numbers and bestseller lists. The Youth Services also utilizes *Kirkus* and *School Library Journal*. All of the resources help to ensure that the Library has a well-rounded collection.

Chapter 8: System Member Responsibilities and Resource Sharing – The Bensenville Community Public Library is very fortunate to be a part of SWAN, which is the second largest library consortium in the county. The Board discussed that even before joining SWAN, Library staff has been very involved with the consortium. Sieffert was a part of the initial MAGIC task force which determined the feasibility of joining SWAN. Additionally, he ran for the SWAN Board two years ago and has participated in several presentations as part of the SWAN annual expo. Sue Feddersen and Samantha Parkison have participated/participate in many of the SWAN user groups and committees. The Library currently meets or exceeds the standards outlines in the chapter.

Chapter 9: Public Services: Reader's Advisory Services – The Library works to ensure that all Librarians employed are up to date on various tools to provide excellent reference and reader's advisory services. Please note the journals and resources mentioned in Chapter 7 notes. All staff designated as Librarians either have or are working towards their MLS degree. The Board agrees that the Library meets or exceeds standards listed in this chapter.

Chapter 10- Programming - The Board wanted to commend the Library staff from striving to provide culturally diverse programming for our community. In order to do this, the staff must be proactive and engaged with our community. As part of our programming model, there are never any fees for any program participation. Sieffert, Sloan, and Welsh make sure to include programming supplies when developing the annual programming budget. Additionally, Board President Weiss noted that the Library has always done a good job in maximizing the reach and budget of programs by collaborating with other important community organizations and taxing districts.

Chapter 11: Youth/Young Adult Services – As noted in the prior chapter, the Youth Department strives to provide programming opportunities for all ages, birth to 18. Tina Lux mentioned that in recent years there has been a increase in programming opportunities for teens. The department provides educational,

culturally diverse, and engaging programs throughout the year. This includes traditional programs like storytimes, but also many new and inventive programs.

Chapter 12: Technology – The Library currently does not have a formal long range technology plan, but does assess the needs of staff and patrons in an on-going fashion. Over the last few years, many upgrades have been made. Internet speed has increased to one gig speed, new WiFi access points were installed inside and outside of the building, patron computers have been updated to Windows 10 and solid state hard-drives, new patron copiers and printers were recently installed. Staff was updated to the Office 365 and outsourced out email hosting for more reliable performance and much more.

Chapter 13: Marketing - The Library's Marketing Coordinator produces professionally displayed materials and provides patrons with a variety of resources to access information, including program guides, an email newsletter, consistent social media posts, bi-annual postcards, the community newsletter, and much more. Additionally there is always an emphasis on in-house marketing materials through flyers, posters, etc. Because of the engaging diverse programming and the unified approach to marketing, the Library has seen increased attendance across all departments.

INFORMATION

LIBRARY STAFF REPORT:

Board commented that the reports were thorough and thoughtful as usual.

BIG:

The intergovernmental administrators have been working very closely leading up to the over 65 vaccination event that was held at Fenton High School. This includes daily scheduled meetings, but also communicating throughout the day as needed.

BENSENVILLE COMMUNITY FOUNDATION REPORT:

Discussed moving forward and getting back in action. Organization will use Porte Brown as accountant to try and clean up some of the financial reporting.

RAILS/SWAN REPORT:

Fireside chat will be held February 23, 2021. These are monthly meetings to ensure that membership is engaged and apprised of efforts within SWAN. Typically Sieffert, Feddersen, and Buczek attend.

PROGRAMS AND SERVICES REPORT:

SEED LIBRARY:

The launch is scheduled for March 1, 2021. Offering 16 vegetables, 6 herbs, and 7 flowers. Lynda Gatto has done an excellent job counting seeds. This year seeds received from donations last year will be available. Last year 470 packets of seeds were distributed. Curbside pickup will be available this year. Feddersen and Parkison will work to build on the great momentum built last year.

ADULT SERVICES REPORT:

All hands on deck for the vaccination event. Submitted final materials for the program guide.

YOUTH SERVICES REPORT:

Paired up with University of Illinois Embryology. The Library will incubate the baby chicks for 21 days, until they hatch. Afterwards they will stay at the Library for two weeks until they are sent to a farm.

COMMUNITY EVENTS:

Electronics recycling and shredding event in Park District parking lot from 1-3pm on Saturday 27, 2021.

ADJOURNMENT

MOTION: Lux moved to adjourn the meeting at 8:21pm. Seconded by Zalewski and carried unanimously.

Roll Call:

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

Motion approved and carried unanimously.

Tina Lux, Secretary