

Bensenville Community Public Library Board Meeting
Meeting Minutes
May 2021

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday, May 24th 2021. President Linda Weiss called the meeting to order at 7:30 p.m.

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

Trustees Absent: None

The Chair verified the existence of a quorum.

Also Present: David Sieffert, Sue Feddersen, Tekolya Brown, Chris Sloan, Sophie Welsh, Ciuinal Lewis, Consuelo Cabral-Marquez

HEARING OF DELEGATIONS

None

ACTION ITEMS

APPROVAL OF MINUTES:

Motion: Zalewski moved to approve the minutes of the April 26, 2021 Regular Meeting Seconded by Earley.

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: Earley moved to approve checks from May1-31, 2021 for a total amount of \$142,194.65 Seconded by Lux.

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 April 2021 filed for audit.

Resolution NO. 993-21 PROCLAIMING RESULTS OF CONSOLIDATED ELECTION APRIL 6, 2021

Motion: Lux moved to approve Resolution No. 993-21 Proclaiming Results of Consolidated Election April 6, 2021 Seconded by Zalewski.

Roll Call:

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

OATH OF OFFICE:

Linda Weiss took the Oath and is assigned as Trustee of the Board of the Bensenville Library. Ciunal Lewis took the Oath and is assigned as Trustee of the Board of the Bensenville Library. Consuelo Cabral-Marquez took the Oath and is assigned as Trustee of the Board of the Bensenville Library.

ELECTION OF OFFICERS:

Motion: Zalewski nominated to elect Linda Weiss President, seconded by Earley.

Roll Call:

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

Motion: Quinn nominated to elect herself Vice-President, seconded by N/A.

Motion: Earley nominated to elect Tina Lux Vice-President, seconded by Zalewski.

Roll Call:

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

Motion: Zalewski nominated to elect Susan Earley Treasurer, seconded by Lux.

Roll Call:

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

Secretary- Motion: Quinn nominated to elect herself Secretary, seconded by Earley.

Roll Call:

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

Motion: Lux nominated to elect Mandi Zalewski Secretary, seconded by Weiss.

Roll Call:

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

APPOINTING COORDINATOR OF DIRECTOR'S ANNUAL REVIEW:

Motion: Lux moved to appoint Weiss as coordinator of Director's review, seconded by Zalewski.

Roll Call:

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

DISCUSSION

Covid-19 Operations Update

The Library continues to make strides in returning to a normal service model. When the State of Illinois reaches Phase 5 of the Restore Illinois Plan, the following service changes will be implemented:

- The Library will follow CDC and IDPH guidance with regards to the use of masks indoors. If you are fully vaccinated, the Library will not require that you wear a mask while visiting; however, as children ages 2-11 are not yet eligible to be vaccinated, the Library will still require that all individuals visiting the Youth Services Department, and attending all indoor youth programming, still wear masks.
- Masks will not be required for patrons in attendance at Library-sponsored outdoor programs.
- There will be no hourly visit limit in place.
- Full computer availability will be restored in the Adult Services and Youth Services Departments.
- Study room spaces are will be available on a first-come, first-served basis *beginning July 1*.
- Public meeting room reservations will resume *beginning September 1*.
- Toys and other manipulatives will be available in the Youth Services Department.
- Furniture and seating will be restored throughout the Library, while accommodating appropriate distancing.
- Sneeze guards are in place at service desks and hand sanitizer is readily available throughout the building.
- Faxes costs \$1 per page to send and receive. Copies cost 10¢ for black and white per side. When printing in our computer lab, the first 10 prints will be free. After the first 10 free prints, prints will cost 25¢ for color (per side) and 10¢ for black and white (per side).
- The Library will begin to implement a hybrid of in-person (indoor and outdoor) and virtual programming for our community.
- All items returned to the Library are no longer subject to a material quarantine.
- Newspapers are available to browse.
- Curbside pickup, and other contact-free, online services, are still available for patrons.

Live and Learn Construction Grant Update and Front Entry Design

According to the 2019 facilities plan provided by Engineering Solutions Team, the Library has been working on a variety of identified projects that need to be completed. Over the last two years, the Library has successfully completed several large projects, including brand new carpeting, painting, ceiling grid, and fire sprinkler suppression system. The next project that has been identified for completion is the front entry. The front entry posts are rotting and the paver bricks are hazardous not ADA compliant. The plan is to open up the entryway and provide a more welcoming and accessible entrance to the Library, while maintaining the Library's original look and feel. The Library received a \$33,000.00 Live and Learn construction grant from the Illinois Secretary of State. This grant requires matching funds provided by the Library for completion. The initial projected estimate was \$56,000.00,

but due to rising construction costs and an expansion of the original scope of the project, the project cost is anticipated to rise. The expansion of the project includes new 24 hr. pickup storage lockers.

Potential Roofing Project in Collaboration with District 2

The Library replaced their portion of the cedar roof in 2007 and the typical lifespan is this type of roof is 15-20 years. However, the BSD2 admin portion of the roof is original to 1999, when the EAC addition was completed. Though the roof should have some life expectancy left, the Library is experiencing failures and incurring repair expenditures. Earlier in the year, a \$5,000.00 repair was completed at the rear of the building. The Library roofline covers an estimated 60% of the total roof of the building and District 2 covers 20% and there is an approximate shared 20%.

The idea of running this project has a combined savings attached as the Library and BSD2 would be able to capitalize on bulk purchasing and one mobilization cost. Additionally, it would ensure uniformity across the project. In discussion, Sieffert and BSD2 CFO Paul Novack have determined that it would be wise to educate themselves on various synthetic products that have a similar cedar shake look, but with a much longer anticipated life expectancy. The Library and BSD2 will be working with Engineering Solutions Team to manage this project and the required bidding documents. BSD2 would pay for the project initially and the Library would be responsible for paying back our portion of the cost over an extended period at the current bond rate that is available to non-profit, government institutions. Sieffert will report more as this project progresses.

INFORMATION

LIBRARY STAFF REPORT:

BIG:

BENSENVILLE COMMUNITY FOUNDATION: Received \$66,000.00 from Subaru Share the Love event. Members will meet May 27, 2021. Foundation will likely be able to fund any requests from other organizations that they receive.

RAILS/SWAN: Monthly Fireside Chat will be held on May 25, 2021. The patron purge is on hold for patrons inactive for three years until SWAN can make better decisions for all SWAN members. The national change of address project will also be put on hold for the time being as is closely related to the patron purge. The Student Online Personal Protection Act (SOPPA) will go into effect on July 1, 2021. SWAN is working with District 2 to find ways to protect student data.

The fine free model will still require patrons to pay for lost or damaged materials. Accounts will be blocked if late more than 42 days or \$20.00 in bills.

PROGRAMS AND SERVICES REPORT

Summer Reading Kickoff:

This year’s summer reading theme is *Reading Colors Your World* and the kickoff will be held on June 4, 2021. There will be an outdoor petting zoo, various activities, and a day-of-the-event raffle. Summer reading prizes have been donated from a variety of businesses and the Library will give participants upon completion either a t-shirt for kids or a coffee mug for adults. Last year we had a lot of success with the implementation of an online reading log and that will continue this year through Beanstalk.

ADULT SERVICES REPORT: Things seem to be getting back to normal on the Adult side of the Library. There has been a very heavy uptick in patrons who are coming in to request books, use the computers, signup for summer reading and adult programs, or make passport appointments. Sloan stated that staff is excited to be able to have more normal interactions with residents. Collection development, adult programming, and reference are all happening per usual.

YOUTH SERVICES REPORT: Youth Services staff have been busy preparing for summer reading and a variety of new and exciting summer programs. This past month Welsh has worked with staff to continue to bring new and exciting materials. Most recently they have ordered Wonderbooks, which are a product by Playaway, that combine the idea of audiobooks with traditional books, allowing kids to read along to the story.

COMMUNITY EVENTS: 4th of July Parade will not be held this year; however, Liberty Fest will take place and= fireworks and concert will be held at Redmond Complex.

BOARD GOES INTO CLOSED SESSION:

MOTION: Lux moved to go into Closed Session at 8:23 pm For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel or pending or probable litigation against, affecting or on behalf of the public body. (5 ILCS 120/2c.1) Seconded by Quinn.

Roll Call:

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

MOTION: Quinn moved to come out of Closed Session at 8:38 pm. Seconded by Earley and carried unanimously.

Roll Call:

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

Abstain: None

ADJOURNMENT

MOTION: Quinn moved to adjourn the meeting at 8:40 pm. Seconded by Earley and carried unanimously.

Roll Call:

Aye: Quinn, Earley, Zalewski, Lewis, Cabral-Marquez, Lux, Weiss

Nay: None

Absent: None

Abstain: None

Motion approved and carried unanimously.

Mandi Zalewski, Secretary