

Bensenville Community Public Library Board Meeting  
Meeting Minutes  
June 28, 2021

**CALL TO ORDER**

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday June 28, 2021. President Linda Weiss called the meeting to order at 7:30p.m.

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

**Trustees Absent:** Kathy Quinn

The Chair verified the existence of a quorum.

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

**HEARING OF DELEGATIONS**

None

**ACTION ITEMS**

**APPROVAL OF MINUTES:**

**Motion:** Lux moved to approve the minutes of the May 24, 2021 Regular Meeting Seconded by Earley.

**Roll Call:**

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

Motion approved and carried unanimously.

**APPROVAL OF CHECK LISTING:**

**Motion:** Earley moved to approve checks from June 1-30, 2021 for a total amount of \$148,720.81 Seconded by Lux.

**Roll Call:**

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

Motion approved and carried unanimously.

The Chair directed the Treasurer’s Report for the month of May 2021 filed for audit.

**RESOLUTION NO. 994-21 AMENDED BUDGET FOR 2021-2022**

**Motion:** Earley moved to approve Resolution No. 994-21 Amended Budget for 2021-2022 Seconded by Lux.

**Roll Call:**

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

Motion approved and carried unanimously.

**ORDINANCE NO. 999-21 PREVAILING WAGE LAW**

**Motion:** Lux moved to approve Ordinance No. 999-21 Prevailing Wage Law Seconded by Lewis.

**Roll Call:**

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

Motion approved and carried unanimously.

**NON-RESIDENT FEE AND FORMULA**

**Motion:** Lewis moved to approve Non-Residence Fee and Formula. Seconded by Cabral-Marquez.

**Discussion:** This fee is for residents that do not pay taxes to the district of Bensenville. Residents must bring in their tax bill an annual fee is determined for Library use. In determining whether or not a Library qualifies for a non-resident card depends on where they pay school taxes or the closest library. Patrons are charged based on their tax rate, which is the same rate as regular, resident patrons.

**Roll Call:**

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

Motion approved and carried unanimously.

**APPROVAL OF CONTRACT TO PROCEED WITH FRONT ENTRY DESIGN**

**Motion:** Cabral-Marquez moved to approve contract from Engineering Solutions Team and proceed with front entry design for \$20,000.00. Seconded by Lewis.

**Discussion:** The Library received a \$33,000 Live and Learn grant from the Secretary of State. This is a grant which requires matching funds and the Library will put up the remainder of the funds. The project is likely to come in around the \$115,000 to \$125,000 total, but will ultimately depend on the public bidding process. Sieffert stated that the Library has the reserves to complete the project and still remain in a comfortable position moving forward. Sieffert will be working with Engineering Solutions Team and Ed Kalina to produce all of the necessary bid documents, site work plans, and other misc. preparations. After being publicly bid, there will be a final contact for the actual work, which will be brought to the Board for approval.

As part of the project, the Bensenville Community Foundation approved up to \$9,000 for the storage lockers out front.

**Roll Call:**

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

Motion approved and carried unanimously.

**TUITION REIMBURSEMENT REQUEST IN AMOUNT OF \$1,500.00**

Kat Buczek is working on Bachelors in Informatics at Dominican University. She will sign an agreement to repay any amount award by the Board if she leaves before one year.

**Motion:** Earley moved to approve Tuition Reimbursement Request in the Amount of \$1,500.00  
Seconded by Lux.

**Roll Call:**

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

Motion approved and carried unanimously.

**APPROVAL OF DIRECTOR'S ANNUAL REVIEW (After closed session)**

**Motion:** Earley moved to approve Director's Annual Review Seconded by Cabral-Marquez.

**Discussion:** The Board feels as if Sieffert has done an excellent job over the past year, especially with the difficulty of managing the Library during the pandemic. Library services were maintained and new and innovative programs were developed. The Board, in looking at the salary survey provided by HR Source – which polls over 100 local libraries, has decided to raise Sieffert's salary to \$105,000 to be comparable with other local libraries of similar size, population, budget, and staff.

**Roll Call:**

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

Motion approved and carried unanimously.

**DISCUSSION**

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**Appoint Secretary's Audit Committee**

Audit will ensure all the approved Board minutes within the last fiscal year have the appropriate signatures and stamps. Zalewski and Lewis appointed.

**BSD2 & BCPL SHARED ROOFING PROJECT**

Bensenville School District 2 and BCPL share a portion of common roof from the collaborative project that was completed in 1999. The roof over the BSD2 administrative center is original to 1999 and, as the roof is at the end of its anticipated life expectancy, the District has experienced a variety of leaks recently. Sieffert has been working with BSD2 CFO Paul Novack on collaborating on a roofing replacement project. As a result of this discussion, it has been determined that replacing the cedar shake

roof with a synthetic product that mimics the look and feel of cedar is preferable. There is significant cost savings and increased life expectancy with the synthetic material. The estimate provided to replace the cedar with in-kind material would be in the range of \$18-21 per square foot and have a lifespan of approximately 20 years, which using the synthetic material the cost drops to \$14-15 per square foot with a 50+ year lifespan. Additionally, there is a lot of reasons why this project should be done cooperatively. Foremost, it will save approximately \$25,000 in total for both BSD2 and BCPL by driving down material cost in bulk purchasing and only incurring one mobilization cost. This project was recently discussed at the BSD2 Board Meeting and met with favorable response.

The School would finance the project and the Library will sign an IGA to repay its portion with market driven interest over a number of years.

## **COVID-19 OPERATIONS UPDATE**

Things are pretty much back to normal. Hours are back to normal and most of the limitations have been removed. Patrons are spending a good amount of time browsing and utilizing the computer lab. Families are coming back. Programs are doing well, such as outdoor story time.

## **INFORMATION**

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**LIBRARY STAFF REPORT:** The Board appreciates all of the hard work and diligence staff puts into their monthly reports.

**BIG:** No report this month, Sieffert will meet with taxing district administrators in the next month or two and get back in the swing of regular meetings.

**BENSENVILLE COMMUNITY FOUNDATION:** Members met and elected David Sieffert the Treasurer. Working with Sieffert, Porte Brown will handle accounting and financial reporting. The Foundation gave away \$66,000.00 to various community organizations. The Library will be receiving \$9,000.00 to complete 24hr. pickup locker project.

**RAILS/SWAN:** SWAN will hold monthly fireside chat on June 29, 2021. An update for Workflows, the staff-facing technical services and circulation software, is set for the end of July. Moving to a more normal model of operation by September.

## **PROGRAMS AND SERVICES REPORT**

**ADULT SERVICES REPORT:** The Adult department has seen a steady increase in traffic recently, which means more reference questions and one-on-one assistance. Staff is excited to see regulars back in the building. Passport services have picked up tremendously and Chris, Mary, and Sofia have been busy working with patrons getting new or renewing their passports. Book clubs, programs, and outreach have

been steady and consistent. Trivia at Green Street Grille is back and had a great turnout with around 40 people coming out. While not in our building, it felt good to have an in-person program.

**YOUTH SERVICES REPORT:** Youth Services has also become quite busy over the last month. There has been a return to some in-person programming for things like outdoor storytimes and family movies nights. It's great for employees Welsh and Guzman who started during the pandemic to get to see some of our regular patrons and get to know the kids who frequent the Library. The big summer push for summer reading is going well. After just three weeks, there are 304 kids registered!

**COMMUNITY EVENTS:** This year, while there will be no 4<sup>th</sup> of July parade, there will be the regular fireworks and concert festivities 4<sup>th</sup> held at Redmond Park. Sieffert will be in attendance with the Community Foundation selling 50/50 raffle tickets.

### **BOARD GOES INTO CLOSED SESSION:**

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**MOTION:** Lux moved to go into Closed Session at 8:16 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 Lewis.

**Roll Call:**

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

Motion approved and carried unanimously.

**MOTION:** Earley moved to come out of Closed Session at 8:29 pm. Seconded by Lux and carried unanimously.

**Roll Call:**

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

Motion approved and carried unanimously.

### **ADJOURNMENT**

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**MOTION:** Lux moved to adjourn the meeting at 8:33pm. Seconded by Lewis and carried unanimously.

**Roll Call:**

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

Motion approved and carried unanimously.

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Mandi Zalewski, Secretary