

Bensenville Community Public Library Board Meeting
Meeting Minutes
July 26, 2021

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday July 26, 2021. President Linda Weiss called the meeting to order at 7:30p.m.

Trustees Present: Linda Weiss, Mandi Zalewski, Tina Lux, Consuelo Cabral-Marquez,
Ciuiinal Lewis, Kathy Quinn

Trustees Absent: Susan Earley

The Chair verified the existence of a quorum.

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

HEARING OF DELEGATIONS

None

ACTION ITEMS

APPROVAL OF MINUTES:

Motion: Lux moved to approve the minutes of the June 28, 2021 Regular Meeting as amended.
Seconded by Cabral-Marquez.

Roll Call:

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

Motion approved and carried unanimously.

APPROVAL OF CHECK LISTING:

Motion: Quinn moved to approve checks from July1-31, 2021 for a total amount of \$142,303.63. Seconded by Lux.

Roll Call:

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

Motion approved and carried unanimously.

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

ORDINANCE NO. 1000-21 DETERMINING TO LEVY AN ADDITIONAL .02%

Motion: Quinn moved to approve Ordinance No.1000-21 Determining to Levy an Additional .02% Seconded by Lux.

Discussion: This is an important part of our levy and budgeting sequence every year, which generates the funds necessary to maintain our aging infrastructure and to tackle the projects outlined in our 2019 Capital Improvement Plan supplied by Engineering Solutions Team. The carpeting, ceiling renovation, fire suppression system upgrade, and our upcoming front entry redesign would not be able to take place without the assistance of this annual levy. It would also make it very hard to stay on top of the routine maintenance of our HVAC system, grounds, or even IT infrastructure. All Trustees agree that this is integral to maintaining the building and *not* an excess of accumulation of funds. There is discussion on projects that are still forthcoming, including the roofing tear-off and replacement, the front-entry redesign, and the potential need for recabing the building. Additionally, Sieffert mentioned that the phone system will need to be rewired within the next year as ATT is discontinuing to support the copper lines that the Library’s phone system currently uses.

Roll Call:

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

Motion approved and carried unanimously.

ORDINANCE NO. 1001-21 ESTABLISHING MEETING DATES

Motion: Lewis moved to approve Ordinance No. 1001-21 Establishing Meeting Dates Seconded by Lux.

Discussion: None

Roll Call:

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

Motion approved and carried unanimously.

TENTATIVE BUDGET AND APPROPRIATION

Motion: Quinn moved to approve the Tentative Budget and Appropriation Seconded by Lux.

Discussion: This is the basis of the tax levy in November. Things can change between now and the public meeting held in September.

Roll Call:

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

APPROVAL OF SECRETARY’S AUDIT 2020-2021 FISCAL YEAR

Motion: Zalewski moved to approve Secretary’s Audit for Fiscal Year 2020-2021 Seconded by Quinn.

Discussion: A few missing signatures on original packet, but all have now been signed. The auditors do include a review of the minutes in their assessment. It is approaching time to consider soliciting new bids for auditors in the next few years.

Roll Call:

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

LIBRARY CLOSURE FRIDAY AUGUST 27, 2021 FOR STAFF DAY

Motion: Quinn moved to approve Library Closure Friday August 27, 2021 for Staff Day Seconded by Lux.

Discussion: Sieffert is still finalizing the schedule, but potential topics include best practices in customer service, self-care, and other important subjects. Sieffert will provide full schedule at next Board meeting.

Roll Call:

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

DISCUSSION

FRONT ENTRY PROJECT STATUS AND TIMELINE

Sieffert met with the engineer and architect. The project will go to bid at the end of August/early September. Contractors will be able to access bid documents online, but the Library will still hold an in-person bid opening per legal obligations. Sieffert will place the ad in the paper and oversee the bid process. Construction date will be TBD based on the availability of contractor and the date selected for bid opening; however, the project should realize substantial completion by the beginning of November. Sieffert is working with vendor to produce a rendering, which will be displayed so that the patrons will have an idea of why they are being inconvenienced. In order to help with cost reduction the lighting fixtures will be purchased prior to construction. Working with contractors to assist with materials to make alternative entrance ADA compliant.

FISCAL YEAR 2022 LOCAL HISTORY GRANT AWARD AND UPDATE

The Library received a grant for \$43,819.00 dollars to complete a community web-based, oral history search project. This will be divided between wages and necessary equipment purchases. This oral history search will be ADA compliant. Bensenville Public Library will be the first in IDES to have this. This project will allow users to find online oral interviews more efficiently. New equipment will be purchased to accomplish this, such as a new workstation with daisy-chain monitors, photo scanners, external backup hard drives and a camera tripod.

FISCAL YEAR 2022 BSD2 AND BCPL AFTER- SCHOOL STEM/ STEAM GRANT AWARD

Bensenville Public Library along with School District 2 received a grant for \$36,800 dollars that will focus on ESL, robotics, coding and other competencies. The group will work with the Center for the Gifted. The timeline has been adjusted, for a possible fall or spring start.

COVID-19 UPDATE AND FALL OUTLOOK

Sieffert is paying close attention to updates from local and federal government. There is concern for the Delta variant, so the Library will align with the school when students return and require masks all day regardless of vaccination status.

Indoor programming has not yet resumed, but will implement as much as possible.

2021 ILA ATTENDANCE

This event is in October and will be online. Trustees are welcome to attend and may contact Sieffert for more details.

INFORMATION

LIBRARY STAFF REPORT: No comments or questions.

BIG: None

BENSENVILLE COMMUNITY FOUNDATION:

Members met at the end of July but did not have a quorum. Sieffert became the Treasurer of BCF and has been working to transition accounts. The group is using QuickBooks Online and working with Porte Brown to handle the financials.

RAILS/SWAN:

The next monthly Fireside chat will be on Tuesday July 27, 2021. An update to ILS is set for the following day on July 28, 2021. The new catalogue ASPEN will be updated in September and October, with training sessions to start soon.

PROGRAMS AND SERVICES REPORT

ADULT SERVICES REPORT:

Summer is traditionally slower, but online program registrations are holding steady. Currently preparing for the fall programming schedule. There will be a hybrid of virtual and in-person programs. There is a new book display on the Adult Services section with face out displays of books by genre, subject, and special interests. Looking to fill a position in the computer lab after former employee left for college. Applicants will be able to complete process online using the new digitized application form.

YOUTH SERVICES REPORT:

There has been consistent prize redemption as kids complete their summer reading. Youth Services is slowly transitioning to in- person programming and activities. Welsh has scheduled outreach programs with the school. The new bilingual programming led by Karen Guzman and Sofia Carapia-Katsion has been going really well.

COMMUNITY EVENTS:

Wednesday August 4, 2021 New Teacher’s Breakfast at White Pines. There are approximately 60 new teachers in this combined Districts year.

ADJOURNMENT

MOTION: Quinn moved to adjourn the meeting at 8:29pm. Seconded by Lux and carried unanimously.

Roll Call:

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

Motion approved and carried unanimously.

Mandi Zalewski, Secretary