

Bensenville Community Public Library Board Meeting
Regular Meeting Minutes
August 22, 2022

CALL TO ORDER

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting on Monday August 22, 2022. President Linda Weiss called the meeting to order at 7:30 p.m.

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

Trustees Absent: Susan Earley (previous notice)

The Chair verified the existence of a quorum.

Also Present: Chris Sloan, Tekolya Brown, Samantha Parkison, Bill Stephens, Sue Feddersen

Via Zoom: James Rachlin

HEARING OF DELEGATIONS

None

FINANCIAL PROJECTIONS WITH JAMES RACHLIN OF MERISTEM ADVISORS (ZOOM)

Reviewed decisions about where to invest money, and being more intentional about what Library is going to do.

Five areas of focus:

- What do you want to invest in? Treasury securities, COD, Money Market
- How do you execute the investment plan?
- How long do we invest for each type?

- What are the internal controls for fraud? – reporting requirements, separations of duties
- Sustainable investing – add to policy

The Library Director prepares recommendations for the Board to consider.

- Safety
- Liquidity
- Return
- Simplicity
- Reputation of institution

The Library has a continued growth in surplus due to an increase in ordinary income.

Revenue tends to grow faster than expenses when there is a comfortable cushion in the budget.

Target operating budget is at 100% of expenses. Can transfer excess to Special Reserve fund. Rachlin suggested an update to the capital needs plan.

ACTION ITEMS

APPROVAL OF MINUTES:

Motion: Lux moved to approve the minutes of the July 25th, 2022 Regular Meeting and the July 19, 2022 Special Meeting

Seconded by Quinn.

Roll Call:

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

Nay: None

Absent: Earley

Abstain: None

Motion approved and carried unanimously

APPROVAL OF CHECK LISTING:

Motion: Quinn moved to approve checks from August 1-31, 2022 for a total amount of \$156,211.05

Seconded by Lewis.

Roll Call:

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

Motion approved and carried unanimously.

The Chair directed the Treasurer's Report for the month of July 2022 filed for audit.

APPROVAL OF FY 2021-2022 SECRETARY'S AUDIT:

Motion: Lewis moved to approve Fiscal Year 2021-2022 Secretary's Audit Seconded by Quinn.

Roll Call:

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

Motion approved and carried unanimously.

DISCUSSION

Review of BCPL Policy Manual Section 2: Operations, Social Media Policy, and Material Selection:

The board reviewed the current social media policy. Discussion of getting library cards to students in unincorporated areas that receive free or reduced lunch that will eventually attend Fenton High School added to policy.

Strategic Plan Update:

The Board began formulating ideas for what the community survey will be. After collaborative discussion, the board will put together the first draft of questions to transfer to survey monkey. The survey will be in both Spanish and English.

Phone Updates:

Director Sloan met with Bensenville School District 2 Paul Novack and Keith Lippolt to discuss current infrastructure and adding the Library to the school district's phone system, as the current phone plan through AT&T is astronomical due to the company wanting to switch over to a fiber network. The school district and the library will split the cost.

Staff Day 2022 Agenda:

Administrative Team has a great day planned for staff. There will be an interactive building and fire safety presentation from Maintenance Coordinator Jeff Stanek. The Bensenville Fire Department will present an AED training for staff.

Amy Franco from Hillside Library will present on Compassion Fatigue, acknowledging all that library worker's face and how to not burn out while helping others.

The rest of the afternoon will be filled with snacks and awards, games and a chat with Director Sloan addressing coping with the recent major changes that have taken place.

TLC Snack Cart 2022-2023 School Year:

Greg Smith from TLC has two students in mind to run the 2022-2023 school year. Staff will be interviewing them in the upcoming days.

August 20, 2022 Community Resource Fair Recap:

Director Sloan and Samantha Parkison participated with local organizations spreading awareness of the resources each community body offers for new residents. Director Sloan and Samantha Parkison distributed information about the Library.

ILA 2022 Rosemont, IL:

Sue Feddersen and Samantha Parkison will be presenting on the "Seed Library" at the 2022 Illinois Library Association Conference in Rosemont.

INFORMATION

LIBRARY STAFF REPORT:

The Trustees loved Bill Stephen's way with words in his monthly report.

BIG: Members will meet in September.

BENSENVILLE COMMUNITY FOUNDATION:

The library was awarded a \$10,000 grant for a 3-D Printer and frames for a permanent story walk.

RAILS/SWAN:

Swan is hosting their annual Swan expo; staff unable to attend.

PROGRAMS AND SERVICES REPORT:

ADULT SERVICES Update:

The Adult services department hosted two musical themed events. One was about Johnny Cash and Movie Music of Elvis.

YOUTH SERVICES Update

The Youth Services Department reflected on the recent busy summer and planned for the upcoming events. After Labor Day, the department will be starting new story times. Every Monday will be Spooky Storytime with Stephanie Colletti. The Youth Department also agreed to bring back afterschool trivia.

MARKETING Update:

Samantha Parkison shared that the new Program Guide will be available to the public at the end of August, with the Spanish Program to follow first week of September. This new program guide includes the upcoming programs for fall. There are many programs for Hispanic Heritage Month. There is something for all ages.

COMMUNITY EVENTS:

The Bensenville Community is hosting their annual Coat drive. This year, the coat drive will be on October 15.

ADJOURNMENT

MOTION: Quinn moved to adjourn the meeting at 8.25pm. Seconded by Lux.

Roll Call:

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

Nay: None

Absent: Earley

Abstain: None

Motion approved and carried unanimously.

Mandi Zalewski
Secretary,
Bensenville Community Public Library District