

Bensenville Community Public Library Board Meeting  
Regular Meeting Minutes  
December 19, 2022

**CALL TO ORDER**

The Board of Trustees of the Bensenville Community Public Library District held a Regular Meeting Monday December 19, 2022. The meeting was called to order at 7:30 pm by Linda Weiss, President.

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

**Trustees Absent:** Lewis

The Chair verified the existence of a quorum.

**Also Present:** Chris Sloan, Sue Feddersen, Bill Stephens, Tekolya Brown, Donna Block,  
Michele Janovsky

**HEARING OF DELEGATIONS**

None

**MOTION:** Quinn moved to approve the minutes of the Truth in Taxation Public Hearing, November 28, 2022 Seconded by Lux

**Roll Call:**

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

Lewis arrived at 7:32pm

**MOTION:** Earley moved to approve the check listing for December 1-31, 2022 for total amount \$150,241.66. Seconded by Quinn

**Roll Call:**

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

**AMENDING SICK TIME POLICY**

Provides part-time employees to earn paid sick time. This will curb the desire of employees to come to work sick and hopefully stop the spread of illnesses.

**MOTION:** Quinn moved to Amend the Sick Time Policy. Seconded by Earley.

**Roll Call:**

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

**DISCUSSION**

**UTILIZING HR SOURCE SALARY BENCHMARKING**

Director Sloan is utilizing HR Source to ensure the Library is in line with other libraries of comparable size for salaries. This expected to start in April with hopes to be complete in time for the 2023-2024 budget/fiscal year.

There are 21 positions to review. The report will give the baseline median salary for each position.

Sloan also mentioned a link that was sent by Trustee Earley regarding non -monetary incentives for employees. Sloan wants to review further, as this could be beneficial for the staff.

**CONDUCTING AN APPRAISAL WITH INDUSTRIAL APPRAISAL COMPANY**

Each year the Library sends an updated itemized list of new inventories but this does not account for inflation. However, it has been almost a decade since the last appraisal. This is very necessary to ensure that the Library is not under-insured.

### **SWITCHING TO GOCO AN ELECTRONIC TIME CLOCK SERVICE**

---

The integration process for an electronic time clock and paid time off tracking system is complete and is now ready to go live. This new system will put an end to paper time sheets and manual payroll calculations.

### **STRATEGIC PLAN BOARD RETREAT SATURDAY JANUARY 21, 2023 AT 8:30 AM:**

Sloan reminded Trustees to come for the retreat there will be a light breakfast provided. Facilitator Amanda Standefer will be on site and expects process to take three hours.

The staff retreat will be the night before.

### **INFORMATION**

---

#### **LIBRARY STAFF REPORT:**

**BIG:** No Meeting in December

#### **BENSENVILLE COMMUNITY FOUNDATION:**

Members met in November, will meet in January.

#### **RAILS/SWAN:**

December 1, 2022 SWAN membership approved the addition of a new service called MessageBee. MessageBee is a customizable notification service that is provided through Unique Management.

### **PROGRAMS AND SERVICES REPORT**

---

#### **ADULT SERVICES REPORT:**

Author Visit – Local self- published author Arnolando Gomez will give a presentation about his first novel “Nacido para la Grandeza” which was written in Spanish. He will also present in Spanish.

#### **YOUTH SERVICES REPORT:**

Bingo style Winter Reading Challenge started on December 19, 2022.

Winter break has begun, and staff hopes it will calm the children down upon their return.

## **MARKETING REPORT:**

Content for the Spring Program Guide due the last week of December.

The Program Guide for spring will be available in February.

The Bensenville Short film Festival returns in March.

Parkison and Feddersen were asked to by ALA to present about the Seed Library as a webinar.

## **COMMUNITY EVENTS:**

None

## **ADJOURNMENT**

---

**MOTION:** \_\_\_\_\_ moved to adjourn the meeting at \_\_\_\_\_pm. Seconded by \_\_\_\_\_

### **Roll Call:**

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

Nay:

Absent:

Abstain:

Motion approved and carried unanimously.

---

Mandi Zalewski, Secretary