

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting
Of the Board of Trustees
Wednesday, January 18, 2017

1. Call to order – Trustee Stull called the meeting to order at 7:01 p.m.
2. Roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Stull and Warren

ABSENT: Trustees Arlowe and Richardson

STAFF ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

OTHERS ATTENDING: Trustee Candidate Cindy Ruzicka

3. Approval of the Agenda

MOTION: Trustee DuRocher moved to approve the agenda as presented. Trustee Picha seconded.

Voice vote – all ayes

Absent – Trustees Arlowe and Richardson

Motion carried

4. Presentation – None
5. Public comments – Ms. Ruzicka said that she is looking forward to serving on the Warrenville Public Library Board.
6. Correspondence - None
7. Consent Agenda

Trustee Warren read the consent agenda as follows:

- a. Approve Minutes of the December 21, 2016 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for December
- c. Apply a 1.95% Market Adjustment to the Wage Scale effective July 1, 2017.

MOTION: Trustee DuRocher moved to approve the Consent Agenda as read. Trustee Picha seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Stull and Warren

Nays - none

Absent – Trustees Arlowe and Richardson

Motion carried

8. Regular Agenda

- a. Approve payments for the period of December 22, 2016 – January 18, 2017

MOTION: Trustee Picha moved to approve payment in the amount of \$272,777.42 for the period of December 22, 2016 – January 18, 2017 including electronic payments and checks #5634 – 5676. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Stull and Warren

Nays - None

Absent – Trustees Arlowe and Richardson

Motion carried

- b. Approve Transfer of Funds

MOTION: Trustee Picha moved to transfer \$350,000 from the Business NOW account to the Operating Account. Trustee Warren seconded

Ayes – Trustees, DuRocher, Lezon, Picha, Stull and Warren

Absent – Trustees Arlowe and Richardson

Motion carried

9. Unfinished Business

- a. Building Project Update

- Director Whitmer stated that during Phase 2 the Stafford Place entrance will be closed to allow for construction in that area. During this time, the lower level restrooms will be open to the public.
- The Adult collections will be relocated to their permanent positions on January 19.
- During the week of January 23 the Youth, Teen and AV collections will be moved to temporary Phase 2 locations.
- The staff will be moving into their newly renovated areas beginning Thursday, January 19.
- The Circulation Desk is expected to be completed the week of January 23.
- The natural gas piping is installed for the fireplace.

- b. Used Book Sale

Trustee Stull stated that the Board needs to give staff direction on how they should proceed for the Strategic Plan and budget.

Director Whitmer stated that the two objections from staff are:

1. Current staffing levels are not sufficient to manage volunteers.
2. The lower level "meeting room" would be needed for storage, sorting, and the sale itself. Library staff see this space as an ideal location for STEM and Makerspace programs and activities.

Director Whitmer also stated:

- Director Whitmer feels strongly that the book sale should be more than a place to recycle books and make a little money. The Teen Librarian position or Marketing position could be increased to a full time position to oversee the volunteers
- Director Whitmer stated that another option would be to partner with another organization to provide job skill training to students. This option would also cost the Library in staff time and operating expenses.
- Director Whitmer stated that the Library can still accept donations without the book sale. Two or three adult volunteers would sort through the materials, directing the items to the resellers or to a recycler and the Library would be paid for the recycled items.
- Director Whitmer shared her ideas on how the room could be improved to house the book sale.

Trustee Stull's comments:

- Stated she thinks it is great that the community would like the book sale, however, not many are volunteering to run it.

Trustee DuRocher's comments:

- Asked what the staff person would do if the book sale was run by volunteers. Director Whitmer stated that the staff person would recruit, oversee and train the volunteers.
- She stated that there would be push back from the community if the book sale does not resume.
- She would like to know if there is actually a need for job training. Which agencies would supply students?

Trustee Picha's comments:

- She would like to table the discussion until the end of the year after the renovation is completed.
- She feels that the lower level room would be better utilized by youth programs.
- Asked if a once a year sale is an option. Director Whitmer stated that it would take up a lot of space and volunteers.
- Stated that information should be gathered after the renovation to see how much the room would be used for programming and what the attendance is expected to be.
- Suggested funds be put in the budget to enhance the room.
- Asked Director Whitmer to obtain a ballpark estimate from Mark Zipoy from Shales McNutt Construction for improving the space.

Trustee Lezon's comments:

- She loves the book sale.

- Asked if the large storage room could be used for the book sale. Director Whitmer stated that the Library needs that space for storage.

Trustee Warren's comments:

- Stated that as a growing library the book sale would be another reason for people to visit the Library and increase the variety of items that could be for sale. He suggested that the sale could include more than books including games and audio visual.
- He suggested investigating with what sources the Library would be competing with for sales.

After considerable discussion, it was the consensus of the Board to:

1. Table the topic until after the renovation project is completed and include funds in the 2017-18 budget for renovations to the room. The earliest the book sale could be implemented is July 2019.
2. Staff will gather information on how the room would be utilized for programming and include attendance projections.
3. Trustee Picha suggested putting funds in the budget to enhance the room.

10. New Business

a. Request for Accumulated Developer Donations

MOTION: Trustee DuRocher moved to authorize Library Director to request the release of all accumulated developer donations being held by the City of Warrentville. Trustee Lezon seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Stull and Warren

Nays – None

Absent – Trustees Arlowe and Richardson

Motion carried

b. Adopt Policy No. 111 – Remote Attendance and Participation

MOTION: Trustee Picha moved to adopt Policy No. 111 – Remote Attendance and Participation. Trustee Warren seconded.

DISCUSSION:

Trustee DuRocher asked what costs would be incurred by the Trustee. Director Whitmer stated that costs could include cell phone fees, equipment, etc. She also asked if the absence does not qualify for remote participation could the Trustee ask a question. Director Whitmer stated that the Trustee would have to speak under Public Comments at the beginning of the meeting. Director Whitmer explained what qualifies as a family emergency and that the three reasons listed in the Policy are part of the state statute.

Director Whitmer stated that the Board could change the board meeting agenda in the By-Laws to locate Public Comments later in the agenda.

Roll call vote

Ayes - Trustees DuRocher, Lezon, Picha, Stull and Warren

Nays - none

Absent – Trustees Arlowe and Richardson

Motion carried

11. Director's Report

Director Whitmer reported that the Ivan Albright painting that had been offered for sale to the Library was reduced to \$2 million. She and Trustee DuRocher do not recommend the purchase of the painting.

Director Whitmer stated the Certificate of Deposit was renewed at MB Financial at an APY of 0.85%.

Director Whitmer submitted a letter requesting closure of the Warrenville Public Library Agency Fund to DuPage Founds.

Director Whitmer stated that the Library received a request to circulate petitions for the annexation of Warrenville to Naperville. The Library responded to a Freedom of Information Act request from WGN-TV related to correspondence for the request to circulate petitions.

NIMEC notified the Library that the bid for electricity will take place between February 1 and March 31. Once the bids are received, Director Whitmer must accept or decline the bid that day. Director Whitmer stated that as a member of the Illinois Gas Cooperative the Library uses Vanguard for Natural Gas pricing. They also coordinate electricity pricing and she has asked for a proposal from Vanguard Energy.

Director Whitmer will investigate the Vanguard pricing but would like to compare the electric price against NIMEC. The Board indicated any agreement should not exceed a 12 month term.

12. Department Head Reports

Trustee Picha asked if Department Heads are required to submit a monthly report since they are so busy right now with the renovation project. Director Whitmer stated that they are since she uses the information in the reports for the Library's annual reports and the Department Heads' performance evaluations.

13. President's Report
 - Trustee Stull shared the list of upcoming meetings, holidays and future board meeting topics for discussion and/or action.
 - February 22 – Warrenville State of the City Address at City Hall from 6-8 p.m.
14. Treasurer's Report – Trustee Lezon stated that everything looks good.
15. Secretary's Report – Trustee Warren reported that everything looks good.
16. Committee Reports

- a. Meeting Room Policy Committee

Director Whitmer stated that the Committee met to discuss the Meeting Room Policy. Staff will draft a policy for review at the next Committee Meeting on February 2. In March a policy will be presented to the full Board for review and comment.

17. Trustee Comments

Trustee Picha stated that she is very impressed with the great attitude of the staff during the renovation.

18. Items for Information and/or Discussion - None

19. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 7:58 pm. Trustee Warren seconded.

Voice vote:

Ayes – all

Absent – Trustees Arlowe and Richardson

Motion carried.

Respectfully submitted,



Richard W. Warren Jr.

Secretary

Board of Trustees

Warrenville Public Library District