

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Meeting**  
**Of the Board of Trustees**  
**Wednesday, February 15, 2017**

1. Call to order – Trustee Stull called the meeting to order at 7:02 p.m.
2. Roll call

ATTENDING: Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren  
STAFF ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

OTHERS ATTENDING: Trustee Candidate Cindy Ruzicka and Jim Vroman, Community Unit School District 200 Board President

3. Approval of the Agenda

Trustee Picha deleted #19 and moved #20 Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes to #8. d. - Regular Agenda – Items for Information and/or Discussion

Director Whitmer added "Discussion of Developer Contributions" to #18.a.

*MOTION: Trustee DuRocher moved to approve the agenda as amended. Trustee Warren seconded.*

*Voice vote – all ayes*

*Nays - None*

*Motion carried*

4. Presentation – None
5. Public comments

- a. Jim Vroman, School District 200 Board President, expressed his gratitude to the Library for their summer reading programs and the partnerships that are enjoyed by all.

He also reviewed the \$132.5 million referendum question that will be on the ballot in April to help finance needed repairs, renovations and upgrades to 19 of the 20 schools in District 200.

Mr. Vroman left the meeting after sharing his comments.

- b. Trustee Candidate Cindy Rucizka stated that she is looking forward to serving on the Board.

6. Correspondence - None

7. Consent Agenda

Trustee Warren read the consent agenda as follows:

- a. Approve Minutes of the January 18, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for January

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

*Roll call vote:*

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

*Abstain – Trustee Arlowe*

*Nays - None*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of January 19, 2017 – February 15, 2017

*MOTION: Trustee Picha moved to approve payment in the amount of \$356,399.91 for the period of January 19, 2017 – February 15, 2017 including electronic payments and checks #5677 – 5716. Trustee Warren seconded.*

*Roll call vote:*

*All Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren*

*Nays - None*

*Motion carried*

- b. Approve Transfer of Funds

*MOTION: Trustee Picha moved to transfer \$450,000 from the Business NOW account to the Operating Account. Trustee DuRocher seconded*

*Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren*

*Nays – None*

*Motion carried*

- c. Approve Minutes of the February 2, 2017 Meeting Room Policy Committee Meeting

*MOTION: Trustee Picha moved to approve the Minutes of the February 2, 2017 Meeting Room Policy Committee Meeting. Trustee DuRocher seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, and Warren*

*Abstain – Trustees Arlowe, Picha, Richardson and Stull*

*Nays - None*

*Motion carried*

- d. Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes

*MOTION: Trustee Picha moved to destroy verbatim recordings for the closed session held on May 19, 2015 and closed sessions #1 and #2 held on May 27, 2015. Trustee DuRocher seconded.*

*Voice vote:*

*Ayes – all*

*Nays – None*

*Motion Carried*

*MOTION: Trustee Picha moved to release the following closed session minutes. Trustee Lezon seconded.*

- *From 2005 - March 24*
- *From 2006 - April 26, May 17, and July 19 Session #2*
- *From 2007 - April 18 Session #1*
- *From 2008 - March 19 and December 17 Session #2*
- *From 2009 - January 21 Session #2, April 15 Session #2, May 20, and June 17*
- *From 2010 - January 20 Session #2, February 17 Session #2, February 24, April 21 Session #1, August 18, and November 17*
- *From 2012 - March 21 Session #1 and December 19*
- *From 2013 - January 16, March 20, May 15 Session #1, August 21 Session #1, September 18, and October 16*

*Voice Vote:*

*Ayes – All*

*Nays - None*

*Motion carried*

## 9. Unfinished Business

### a. Building Project Update

Director Whitmer stated that most of the current month's progress has been behind the scenes, not the significant progress that was seen in the prior months. The public washrooms have been completely gutted.

Trustee Picha asked if the Project Manager's aggressive scheduling has caused any issues for the Library. Director Whitmer stated that some of the seating areas have been lost to the public.

Programming is continuing with Youth Services holding storytimes at Trinity Lutheran Church and City Hall and Adult Services has scheduled Sunday concerts at the Warrenville VFW.

Director Whitmer stated that one of the most challenging issues has been due to existing HVAC, sprinkler, etc. conditions in the meeting room. The ceiling in the meeting room will be lowered to approximately 8'6" to accommodate a steel beam needed to support the partition wall.

Trustee Picha asked if change orders are included in the contingency budget. Director Whitmer replied yes. Trustee Picha also commended

Head of Public Services Leila Heath and her staff for moving 37,000 plus items.

10. New Business

- a. Review Staff Report on FY17 Strategic Priority Action Steps and Provide Input and Feedback on Action Steps for FY18

Director Whitmer reviewed items scheduled to be completed by the end of this fiscal year and proposed tasks for FY 17-18.

Director Whitmer stated she has received 12 applications for the Marketing Specialist position and interviews will begin the week of February 20.

Director Whitmer stated under Library Brand, the item to develop values, vision and mission statements will be carried forward to FY 2018-19.

Director Whitmer recommends that the Board engage the services of a consultant in FY19 to develop a new strategic plan.

Trustee Picha asked if Mobile Circ is currently working. Director Whitmer stated that it is not working. Staff are not confident that it is ready for functional implementation. BlueCloudPAC has not been working and the company has offered another product at no cost, for as long as the Library remains a customer.

- b. Review Revisions to Meeting Room Policy

The Board discussed allowing an alternate designated person in the event of an emergency to sign as the person responsible for the room. After discussion, it was the consensus of the Board to have Library staff monitor these instances and revisit if necessary.

Trustee Picha asked what steps are taken to recover damage costs if the responsible person does not pay for the repairs. After discussion, it was the consensus of the Board to add under IX. – Other Rules & Regulations, Item M. a bullet point stating "Failure to pay fees assessed for damage".

Trustee DuRocher asked if an organization could use the room more than once a month if the need arose. Director Whitmer stated that due to Library programs, etc. it is not possible. Staff will monitor.

Trustee Stull asked if the organization could bring in their own tables/chairs. Director Whitmer stated that they could.

- c. Review Suggested Uses for Foundation Funds

- Trustees felt that the Library should dedicate a permanent fixture to commemorate the Foundation. Suggestions included the Quiet Room, fireplace, book sale area or a garden bench. Director Whitmer will investigate what a reasonable amount would be for the fireplace and/or quiet room.

- Trustees agreed with Director's Whitmer suggestion to modify the existing water fountain to include a bottle filling station.
- Trustee DuRocher inquired about the purchase of Wifi Hotspots. Director Whitmer stated that the Library could pilot the program for one year with 5 hotspots and expand if warranted the next year.
- Trustee Picha stated that Dorothy Deer on behalf of Warrenville in Bloom (WIB) approached Maple Hill's HOA. WIB is participating in the DuPage Monarch Project and are looking for individuals and organizations to plant Monarch waystations. Trustee Picha suggested to WIB that they should contact the Library about planting a waystation. WIB has a designer to assist in garden design.

Consensus of the Board is to have Director Whitmer contact WIB regarding a garden, which could be dedicated to the Foundation.

- All other requests submitted by staff should be considered as part of the operating budget.

#### 11. Director's Report

Trustee DuRocher asked for an update on the status of the Building Maintenance Levy. Director Whitmer explained that she received correspondence from Attorney Ritzman. His opinion is that any potential loss from taxpayer objections would be small.

#### 12. Department Head Reports

- Public Services held a Winter Library Reading Club this year, however, participation was disappointing.
- Trustee Picha asked how many home bound patrons the Library serves. Director Whitmer stated that currently there are 1-2.

#### 13. President's Report

- Trustee Stull shared the list of upcoming meetings, holidays and future board meeting topics for discussion and/or action.

#### 14. Treasurer's Report – Trustee Lezon stated that the financials look good. She also stated that two checks need to be voided:

#5705 – Sandy Whitmer (was signed by Director Whitmer)

#5717 – American Library Association (it was not included in the bill list)

These checks will be reissued next month.

15. Secretary's Report – Trustee Warren asked if Director Whitmer has ideas for a keynote speaker at the rededication. Director Whitmer stated that elected officials would be invited to the event, however, Trustees would “keynote” the event.

The Board agreed to consider dates for a grand re-opening celebration at the next Board Meeting.

16. Committee Reports - none

17. Trustee Comments

- Trustee Arlowe stated that she recently visited a local library in upstate New York. Their yearly budget is \$40,000 - \$45,000 with \$1,500 a year for materials. There is one staff person who works 25 hours per week when the library is open. Trustee Arlowe stated that this library is facing the same challenges and issues that our larger library is. They also have two fireplaces enjoyed by the patrons.
- Trustee Warren stated that he attended the Legislative Lunch on Monday, February 13. He shared several handouts from the event.
- Trustee Warren stated that he attended Glen Ellyn Public Library event “Whiskey and Words”.

18. Items for Information and/or Discussion

- a. Discussion of Developer Contributions

Director Whitmer stated that she received an email from Ron Mentzer, City of Warrenville, regarding the Musselman Property. Airhart Builders has asked the City to calculate developer donations for the School, Library and Park Districts at the attached single-family home rate, rather than the detached single-family home rate. The City has asked asked for input from the Library.

Airhart Builders believes the target market tends to trend towards people whom would normally purchase a townhome with an HOA.

This proposal would reduce the amount of funds received by the Library. Director Whitmer ran samples from the Library's patron base to see how many people live in the attached single-family residences in Village Green. She arrived at exactly the same percentage Airhart used in their proposal and feels the Board should not object to this proposal.

Director Whitmer does object to a statement made by Airhart Builders stating the people residing in these homes would not impact the library.

Empty nesters, retirees and seniors account for a significant amount of library use.

She will also ask the City to use the detached family home calculations for their TIF reimbursements as long as the TIF exists.

After discussion, the consensus of the Board is to have Director Whitmer thank them for including the Library in making this decision and to remind them about the TIF district commitment.

19. Adjournment

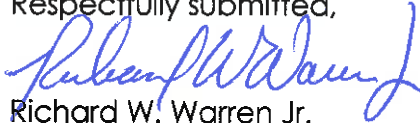
*MOTION: Trustee Richardson moved to adjourn the meeting at 8:43 pm. Trustee Picha seconded.*

*Voice vote:*

*Ayes – all*

*Motion carried.*

Respectfully submitted,



Richard W. Warren Jr.

Secretary

Board of Trustees

Warrenville Public Library District