

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Board Meeting
Of the Board of Trustees
Wednesday, March 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, Warren
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 Richardson seconded.

Voice vote – all ayes

Nays – None

Motion carried

4. Presentations – None
5. Public comments – Ms. Ruzicka said to beware of the Ides of March
6. Correspondence – None
7. Consent Agenda

Trustee Warren read the consent agenda as follows:

- a. Approve Minutes of the February 15, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for February
- c. Approve Non-resident Library Card Participation for FY18 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
- d. Approve Closure of Library at 3 p.m. on Monday, July 3, 2017 for Warrentville Parade
- e. Approve Closure of Library at 3 p.m. on Friday, August 4, 2017 and all day on Saturday, August 5, 2017 for Warrentville Summer Daze
- f. Adopt Resolution R-208, Amending Premium Conversion Plan
- g. Rescind January 1, 2010 Wageworks Flexible Benefits Plan

MOTION: Trustee DuRocher moved to approve the Consent Agenda as read. Trustee Lezon second.

Roll call vote:

Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren
Nays – None
Motion carried

8. Regular Agenda

a. Approve payments for the period of February 16 – March 15, 2017

MOTION: Trustee Picha moved to approve payments in the amount of \$312,551.22 for the period of February 16, 2017 – March 15, 2017 including electronic payments and checks #5719 – 5765. Check #5718 is voided this month. Checks #5705 and 5717 that were previously approved for payment on February 15, 2017 are also voided. Trustee DuRocher seconded.

Roll call vote:

*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 \$300,000 from Business NOW Account to Operating Account. Trustee Richardson seconded.

Roll call vote:

*Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren
Nays – None
Motion carried*

c. Approve trustee expenditures for meetings and/or travel

MOTION: Trustee Picha moved to approve trustee expenditures in the amount of \$175 for meetings attended by Trustee Warren. Trustee Lezon seconded.

Roll call vote:

*Ayes – Trustees Arlowe, DuRocher, Lezon, Picha, Richardson, and Stull
Nays – None
Abstain – Trustee Warren
Motion carried*

9. Unfinished Business

a. Building Project Update

Director Whitmer stated there has been substantial work completed since the board packet was prepared last week.

- All tile work, fixtures and partitions have been installed in the public restrooms.
- The drinking fountain bottle filler has been installed for a cost of \$970.00. Trustee Warren asked if the water fountain bottle filler has a filter. Director Whitmer stated it does not.

- The main entrance will not be reopened until all the book stacks have been moved out of the front entrance area; approximately mid-April.
- Installation of carpeting in the youth services area should begin on Tuesday, March 21.
- There is an issue with the laminate wrinkling on the circulation desk. The installer will be resolving the issue, but in the meantime, the delivery of the other service desks has been delayed to make sure they do not have the same issue.
- Trustee Picha stated there is approximately \$59,000 remaining in the contingency fund and asked if the Construction Manager has indicated anything that could affect this amount. Director Whitmer stated she does not know of anything at this time. She has requested a bid for replacing the overhead lights in the administration area with LED light fixtures.
- Trustee Lezon asked if Director Whitmer had researched grant resources for the lighting. Director Whitmer responded Shales McNutt is researching the grants.
- Trustee Warren asked if the contingency allowance would need additional funds. Director Whitmer stated she believes all the major problems have been discovered.
- Trustee Picha asked if Director Whitmer has received any significant complaints from the public. Director Whitmer stated she has not, however, staff received a complaint that a tutor was disturbing others as there is no enclosed area for the tutor to meet. The tutor was directed to the lower level.
- Trustee Lezon asked why the meeting room walls are such dark colors. Director Whitmer stated these were the colors chosen by the architects and feels the room will lighten up once the ceiling tiles are installed.

b. Approve Strategic Priority Action Steps for FY18

MOTION: Trustee DuRocher moved to approve the Strategic Action Steps for FY18 as presented by staff. Trustee Picha seconded.

Voice vote:

Ayes – all ayes

Nays- none

Motion carried

10. New Business

a. Proposal for "Fresh Start" Initiative Including Fee Waivers and Discounts

MOTION: Trustee Arlowe moved to approve staff recommendation to implement the proposed three-part "fresh start" initiative to coincide with the completion of the renovation and the start of the summer reading program. Trustee Warren seconded.

DISCUSSION:

Director Whitmer introduced Circulation Manager Patty Dybala. Ms. Dybala introduced the "Fresh Start" initiative as a way to celebrate the completion of the Library's renovation project and the start of the summer reading program. By waiving fees, the Library is removing the barrier that may prevent patrons from utilizing all Library resources and give everyone a "fresh start".

The proposal consists of three actions:

- 1) Waive all fees on "current accounts"
- 2) Offer a discount for lost/damaged item charges on "current accounts"
- 3) Waive all charges and delete "stale" accounts

Ms. Dybala explained the difference between "current" and "stale" accounts.

Ms. Dybala stated library card privileges are suspended if a patron has a balance of \$10 or more in fees, charges for lost/damaged items or has an outstanding balance in debt collection. Under this proposal the Library would waive all fees except for charges that are for lost or damaged materials incurred prior to June 1, 2017 on current accounts.

A fine-free period for all patrons will be instituted from May 15-31. During this period all extended use fees that would normally accrue will be waived for materials returned during this period.

Trustee Arlowe asked how the public will be notified of this promotion. Ms. Dybala stated there will be an article in the summer newsletter and all patrons with lost/damaged items will receive a letter explaining the 50% discount that will be valid from May 15 – June 15.

Trustee Lezon suggested holding a food donation for waiving fines. Citizen Cindy Ruzicka stated she feels the promotion is a very generous offer and a food donation is not a good idea. Ms. Ruzicka stated she liked the punch card offered a couple years ago. Director Whitmer stated the punch card will not be coming back due to accounting practices.

Trustee DuRocher asked how much of the \$33,000 to be waived would the Library normally expect to collect. Director Whitmer stated there are the Library may have received approximately 75% of the outstanding fines/fees.

Trustee DuRocher is in favor of this promotion, but is concerned about the budget impact. Director Whitmer stated \$30,000 was budgeted for fines/fees income for FY16-17 and \$25,000 is budgeted for FY17-18. Director Whitmer stated the Library will lose the full amount that is waived plus two weeks of waived fees. Fees will accrue at normal rates beginning June 1.

Trustee DuRocher asked how many students will be impacted. Director Whitmer responded a report with that data was not prepared. Trustee DuRocher suggested information about this initiative be communicated through the schools.

Trustee Richardson stated LibraryElf should be promoted allowing patrons to check their account. Director Whitmer outlined how LibraryElf works including the ability to view multiple accounts with a single login, reading history, and automatic renewals (beta).

Director Whitmer suggested focusing on LibraryElf during the month of September.

Director Whitmer stated she and Leila Heath have been working on the summer newsletter and the front page will contain information about the grand reopening, "fresh start" incentive and summer reading which all tie in together. A special one-time mailing will be sent for the grand reopening.

Consensus of the Board is the "fresh start" promotion will definitely benefit the Library.

Roll call vote:

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

Nays – none

Motion carried

b. Consideration of dates for Grand Re-opening celebration

After discussion, it was the consensus of the Board to have the grand reopening celebration on Sunday, July 16. The celebration will begin with remarks at 12:30 followed by a ribbon cutting.

MOTION: Trustee Picha moved to approve Sunday, July 16, 2017 as the date for the grand re-opening celebration at the Warrenville Public Library District. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

11. Director's Report

Director Whitmer stated she has received all the contracts for the summer concerts which begin mid-July. Trustee Picha asked if any food trucks have been contacted to be at the concerts. Director Whitmer responded not at this time.

Director Whitmer is currently interviewing applicants for the Marketing Specialist and Graphic Artist positions and plans to make employment offers by the end of next week.

Director Whitmer displayed a small model of the Toddler Room. Director Whitmer asked the architect to change the daisies on the wall graphic to Blackeyed Susans, the City Flower.

Trustee Picha asked how many City surveys were submitted from the Library's computer. Director Whitmer did not know the answer. Trustee DuRocher stated she did not know about the city survey and would have completed it if she had known. She also mentioned it was not in any City newsletter.

12. Department Head Reports – no questions

13. President's Report

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

Trustee Lezon asked why the Library is closed on Sunday, April 16. Director Whitmer stated it is Easter Sunday and the Library is also closed on Christmas Eve and Christmas Day. Director Whitmer explained the Board can discuss these closures at a future date.

14. Treasurer's Report – Trustee Lezon reported the financials look good.

15. Secretary's Report – Trustee Warren stated everything looks good.

16. Committee Reports

a. Personnel Committee – Director's FY17 Evaluation

Trustee DuRocher stated the Director's Self Evaluation has been distributed. She stated she does not intend to make any changes in the evaluation process this year, but would like to know if this is a valuable tool for the Director as this process can become redundant.

Trustee DuRocher attended a session at the PLA Conference about the evaluation process.

Director Whitmer stated Head of Public Services Leila Heath implemented some changes based on the session. She conducts monthly meetings with each member of her staff to discuss their goals and any concerns that either party may have. Director Whitmer suggested this may be appropriate for some employees but may not work for the Library Director.

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

- The evaluation process will remain the same for this year.
- During the next year the Committee will research ways that other libraries conduct their Director Evaluation.
- The evaluation process gives both the Director and the Board an avenue for expressing their concerns.
- There may need to be a mechanism to trigger an evaluation at the time a situation arises as it should be addressed immediately.
- It is helpful for the Director to have clear goals or activities that the Board would like her to work on, which currently is the Strategic Plan.

Trustee Durocher stated that any rating other than a "3" needs to have a short comment.

The deadline for completing the survey is 11:45 pm on Sunday, April 9.

Citizen Cindy Ruzicka stated as a past employee she thinks the self-evaluation system was the most difficult. She thinks the evaluations for both the staff and director in the future should be three questions, something much more substantial than a self-evaluation.

Trustee Arlowe likes Director Whitmer's self-evaluation as it reminds her of Director Whitmer's accomplishments during the year.

Trustee DuRocher asked Director Whitmer to make a note in November or December to remind the Personnel Committee to investigate this.

17. Trustee Comments

- a. Trustee Arlowe stated she had a cute saying from Downer's Grove Library – "How to reach one million? One checkout at a time". They had over 1,000,000 items checked out last year.
- b. Trustee Picha asked if some of the stats about the renovation could be included on the grand reopening invitation.
- c. Trustee Picha thanked Trustee Arlowe for the birthday cupcakes.
- d. Trustee Stull stated she was an election judge at the Winfield Township Republican Primary and a lot of people came in thinking they could vote for the library trustees.
- e. Trustee Stull suggested having a grand opening in the fall for the Teen Area. Director Whitmer thinks it is a phenomenal idea and is also going to contact the school district regarding a teacher breakfast/lunch to give the teachers a tour of the new areas.
- f. Trustee Picha asked how the Library is represented at National Night Out. Director Whitmer stated three of the employees attend the event.

18. Items for Information and/or Discussion - none

19. Closed session

Trustee Picha moved to enter into closed session as allowed by 5 ILCS 120/2(c)(8) for the purpose of the "Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property." Trustee Arlowe seconded.

Roll call vote:

Ayes – Trustee Arlowe, DuRocher, Lezon, Picha, Richardson, Stull and Warren

Nays – None

Motion carried

Returned to open session at 8:20 p.m.

Trustee Stull called roll call:

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

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

20. Discussion/action resulting from the above closed session

MOTION: Trustee Picha moved to authorize Director Whitmer to send correspondence to a patron indicating to him that he is banned from the Library for one year. Trustee Richardson seconded

Roll call vote:

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

Nays - None

Motion carried

21. Adjournment

MOTION: Trustee DuRocher moved to adjourn the regular board meeting at 8:22 p.m. Trustee Picha seconded.

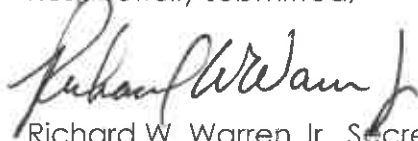
Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



Richard W. Warren Jr., Secretary
Board of Trustees
Warrenville Public Library District