

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting
of the Board of Trustees
Wednesday, April 19, 2017, 7:00 p.m.

1. Call to order
2. Roll Call

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

ABSENT: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, and Technical Services Clerk Gail Smith

ALSO ATTENDING: Trustee Elect Cindy Ruzicka

3. Approval of the agenda

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

Ayes – All

Absent – Trustee Richardson

Motion carried

4. Presentations

- a. Resolution Honoring Amy Arlowe Upon Her Retirement from the Warrenville Public Library District Board of Trustees

Trustee Stull read and presented a Certificate of Appreciation to Trustee Arlowe for 12 years of service as a Warrenville Public Library District trustee.

A short break was taken for cake in Amy's honor.

5. Public comments

- a. Trustee Cindy Ruzicka stated she is looking forward to working with everyone on the board.

6. Correspondence

- a. FY 2017 Per Capita Grant Award Letter

Director Whitmer stated the 2017 Per Capita Grant Award Letter has been received.

7. Consent Agenda

Trustee Warren read the Consent Agenda as follows:

- a. Approve Minutes of the March 15, 2017 Regular Board of Trustees Meeting
- b. Approved Closed Session Minutes of the March 15, 2017 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for March

- d. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2017 Audit Services

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

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

8. Regular Agenda

- a. Approve payments for the period of March 16 – April 19, 2017

MOTION: Trustee Picha moved to approve payments in the amount of \$1,005,718.14 for the period of March 16, 2017 – April 19, 2017 including electronic payments and checks #5766 - #5822. Checks #5778, 5779 and 5809 are voided. Trustee DuRocher seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee DuRocher moved to transfer \$1,050,000 from Business NOW Account to the MB Financial Operating Account. Trustee Picha seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

- c. Approve expenditures for trustee meetings and/or travel

Director Whitmer stated there are two opportunities for trustee meetings:

LACONI Trustee Banquet on May 12 at Oak Lawn. After discussion no trustees will be attending the LACONI Trustee Banquet.

ATLAS Annual Trustee Workshop on June 3 at Green Hills Public Library at Palos Hills. The description in the board packet is not correct. The speaker is actually going to be James Reclan, Public Finance Banker. The focus of the meeting is board etiquette and how the levy works with the budget. After discussion, it was the consensus of the Board that Trustee Elect Cindy Ruzicka and Trustee Warren will attend.

MOTION: Trustee DuRocher moved to approve \$15 each for Trustees Ruzicka and Warren to attend the ATLAS Trustee Workshop on June 3. Trustee Picha seconded.

Trustee Arlowe stated she was not sure if Trustee names should be included in the minutes of the meeting. Director Whitmer stated the registration forms can be obtained through the Freedom of Information Act. Director Whitmer will ask the library's attorney regarding this issue.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

9. Unfinished Business

a. Building Project Update

Director Whitmer stated the punch list for this project is working great. Whenever a problem is discovered, it is reported directly to the Construction Manager and is addressed at the time.

Trustee DuRocher stated most of the outlets do not have access for USB ports. Director Whitmer stated all of the tabletops do, however, the wall outlets do not. Adapters are available for checkout at the circulation desk.

Trustee DuRocher gave kudos to Director Whitmer for opening the front entrance a week before schedule. Director Whitmer stated it was due to the construction workers getting the work done ahead of time.

Additional change orders have been approved with a total expenditure of approximately \$96,000. Developer Donations in the amount of \$40,000 were included in the budget, however, the Library received \$55,000 from the City. The amount of special reserve funds used for the project may be reduced. Director Whitmer stated the staining of the building was included in this year's budget, however, it will be paid out of the construction budget.

Trustee Picha stated the building looks amazing at night from the road.

Director Whitmer mentioned Carol Doss, a regular patron, has always been concerned with the lighting in the building and she is extremely happy with the new lighting.

10. New Business

a. Consideration of Proposal to Award End-of-year Bonuses to Library Staff for Renovation Project

Trustee DuRocher stated it is a great idea.

MOTION: Trustee Warren moved to authorize Director Whitmer to award end-of-the-year bonuses to staff in a total amount not to exceed \$15,000. Trustee Lezon seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

b. Review and Approve Policy No. 320 Library Use Policy

Director Whitmer stated due to the division of Adult and Youth Areas a new policy was necessary.

The Management Team reviewed policies from at least 12 public libraries to look for well-written policy statements that address appropriate patron conduct.

The policy has a new arrangement. Highlights of the new policy include:

- Protecting of Library Property
- Ensuring a Safe and Secure Environment
- Children's safety
- Providing a Comfortable and Welcoming Environment
- Maintaining a Healthy and Clean Environment
- Enforcement of the Library Use Policy

Youth Services staff have already experienced situations where the adult leaves the child in the youth services area to go the adult area.

Trustee Lezon asked about the family restroom designated only for families. She asked if it is also intended for transgender. Director Whitmer stated if the person is an adult the answer would be "no". This restroom is intended for families and children. If a patron has a concern they can speak to the Director to discuss individual arrangements.

Trustee DuRocher questioned the statement prohibiting the use of alcohol in the Library and asked if the Library would be able to hold a special event with alcohol. Director Whitmer stated the Board could vote to amend the policy for a specific event. Trustee Warren suggested adding the word "consuming" to the statement.

Trustee DuRocher stated she did not like the sentence "taking photos or videos on Library property requires authorization by Library Administration". She stated teenagers may be taking photos of each other and a parent might want to take a picture of their child in front of the tree. Director Whitmer replied the intent is not to capture other library users in the pictures. Director Whitmer will revise the seventh bullet point under the paragraph "Ensure a Safe and Secure Environment" to read "Engaging in any behavior following another individual, taking photos of or electronic recordings of any type".

Trustee DuRocher suggested the word "slacks" should be revised to "pants" in the statement under the paragraph "Maintain a Healthy and Clean Environment". Director Whitmer will revise the wording.

Trustee Warren stated the policy includes no animals can be brought into the Library except for service animals. It does not address animals left unattended outside the building. Director Whitmer indicated City Ordinance covers animals outside of the building.

MOTION: Trustee Arlowe moved to approve Policy No. 320 Library Use Policy with proposed amendments. Trustee DuRocher seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

- c. Consideration of Request to Dispose of Surplus Property Utilizing Obenauf Auction Services

Director Whitmer explained staff would like to hold an online auction for surplus property. All property will be priced very reasonably and located at the library for inspection and pickup. Unsold items will be offered for sale or giveaway and items that remain will be discarded.

Notice of the auction will be on the Library's website and a special edition of the Library's eNewsletter will be sent.

MOTION: Trustee Arlowe moved to approve disposal of surplus property utilizing Obenauf Auction Services. Trustee DuRocher seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

11. Director's Report

- a. April 4, 2017 Election Results

Director Whitmer extended congratulations to Heather Stull and Rick Warren for their re-election to the Library Board. She congratulated Cindy Ruzicka for being elected to her first term.

New board members will be sworn in at the May Board meeting. At the meeting new officers will need to be elected to serve for the next two years.

Two new employees will join the staff in the next month. Kathy Gaydos will join as part-time Marketing & Communications Specialist on April 20 and Amarelis Morales will begin in May as the new Graphic Artist.

Trustee Picha suggested new employees be introduced to the Board at a board meeting.

Director Whitmer reported the electricity contract is now with Dynegy Energy through Vanguard Energy for the next 12 months.

A developer is proposing a new development in TIF #4 called Lexington Trace. Once approved, the Library would receive annual payments from the TIF to serve this residential development.

The Planning Commission also conducted a courtesy review for the development of 28 acres in Cantera. This development is not in the TIF so the Library would be able to capture the full EAV for new construction each levy year in which construction occurred.

The City has released the draft summary of findings regarding Warrenville marketing and positioning. The Library received 72.6% as being excellent and above average for Warrenville resources. Concerts on the Commons also ranked in the top three for Warrenville events.

Trustee Picha stated Connie Schmidt was very impressed with Director Whitmer approaching her regarding the butterfly garden.

11. Department Head Reports – no questions

12. President's Report

- Director Whitmer stated trustees are able to receive free passes to the American Library Association exhibits on June 24, 25 and 26.
- Trustee Stull read the upcoming meetings and events.
- Trustee Stull reported former trustee Robert Johnston passed away in Louisiana. Director Whitmer stated Vivian Lund had attended a City Council meeting and stated she had been trying to reach Mr. Johnston's son to tell him how important his father's work on the Council had been for the City.

13. Treasurer's Report – Trustee Lezon stated everything looks great.

14. Secretary's Report – Trustee Warren stated we are moving along.

15. Committee Reports - none

16. Trustee Comments

Trustee Arlowe stated she attended a meeting at Dominican University which Director Whitmer and Trustee Stull also attended. The speaker was great and spoke about how libraries are changing and not just for books anymore.

Trustee DuRocher stated people really object to losing books in the collection but they are not using them as much.

17. Items for Information and/or Discussion

18. Closed session

MOTION: Trustee Arlowe moved to enter into closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" at 8:28 p.m. Trustee Picha seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

Sandy Whitmer, Jackie Davis, Gail Smith, and Cindy Ruzicka left the meeting at this time.

Returned to open session at 8:52 p.m.

Trustee Stull called roll call

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

ABSENT: Trustee Richardson
ALSO ATTENDING: Library Director Sandy Whitmer

19. Discussion/action resulting from the above closed session

MOTION: Trustee DuRocher moved to award Director Whitmer a 3% increase in salary and a \$2,500 end of year bonus. Trustee Arlowe seconded.

Roll call vote:

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

Absent – Trustee Richardson

Motion carried

20. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 8:53 p.m. Trustee Arlowe seconded.

Voice vote:

Ayes – all

Absent – Trustee Richardson

Motion carried

Respectfully submitted,



Richard W. Warren Jr.

Secretary

Board of Trustees