

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting
Of the Board of Trustees
May 17, 2017, 7:00 p.m.

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

2. Roll Call

PRESENT: Trustees Arlowe, DuRocher, Lezon, Picha, Richardson (arrived later), Stull, and Warren

ALSO PRESENT: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Trustee Elect Cindy Ruzicka and Technical Services Clerk Gail Smith

3. Approval of the Agenda

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

Voice vote:

Ayes – all

Nays - none

Absent – Trustee Richardson

Motion carried

4. Presentations - none

5. Public comments - none

6. Correspondence - none

7. Consent Agenda

Trustee Warren read the Consent Agenda as follows:

- a. Approve Minutes of the April 19, 2017 Committee of the Whole Meeting
- b. Approve Minutes of the April 19, 2017 Regular Board of Trustees Meeting
- c. Approve Closed Session Minutes of the April 19, 2017 Regular Board of Trustees Meeting
- d. Receive and file Financial Report for April
- e. Receive and file Election Abstract from DuPage County Election Commission for the April 4, 2017 Consolidated General Election

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

Roll call vote:

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

Nays - None

Absent: Trustee Richardson

Motion carried

8. Oath of Office for Cindy Ruzicka, Heather Stull and Richard W. Warren Jr.
Assistant to the Director Jackie Davis administered the Oath of Office to Cindy Ruzicka, Heather Stull and Richard W. Warren Jr.

A short break was taken at 7:10 p.m. for refreshments.

Amy Arlowe left the meeting at this time.

Trustee Richardson arrived at 7:12 p.m.

Returned to open session at 7:14 p.m.

9. Election of Board Officers for 2017-2019

Trustee Stull asked for nominations for Board President. Trustee Warren nominated Trustee Picha for the Office of President of the Board. There were no other nominations and Trustee Picha accepted the nomination. Trustee Stull asked for a voice vote: all ayes.

Trustee Stull asked for nominations for Office of the Vice-President of the Board. Trustee Picha nominated Trustee DuRocher as Vice-President. There were no other nominations and Trustee DuRocher accepted the nomination. Trustee Stull asked for a voice vote: all ayes.

Trustee Stull asked for nominations for Office of the Secretary of the Board. Trustee Picha nominated Trustee Stull as Secretary. There were no other nominations and Trustee Stull accepted the nomination. Trustee Stull asked for a voice vote: all ayes

Trustee Stull asked for nominations for Office of the Treasurer of the Board. Trustee Picha nominated Trustee Lezon as Treasurer. There were no other nominations and Trustee Lezon accepted the nomination. Trustee Stull asked for a voice vote: all ayes

Trustee Stull passed the gavel to Trustee Picha at this time.

10. Consideration of Board Committee Assignments for 2017-2019

After discussion, the agreed upon Slate of Board Committee Assignments was:

Personnel Committee:

Trustees DuRocher and Warren with Trustee Richardson as Alternate

City/Library Task Force:

Trustees DuRocher and Lezon with Trustees Richardson and Ruzicka as Alternates

Open Meetings Act Designee:

Trustees Stull and Warren and Library Director Sandra Whitmer

Freedom of Information Act Officers:

Library Director Sandra Whitmer and Assistant to the Director Jackie Davis

Ethics Advisor:

Trustee Lezon

Library System Contact:

Library Director Sandra Whitmer

11. Regular Agenda

- a. Approve payments for the period of April 20 – May 17, 2017

MOTION: Trustee DuRocher moved to approve payments in the amount of \$252,076.74 for the period of April 20, 2017 – May 17, 2017 including electronic payments and checks #5823-5877. Trustee Warren seconded.

Roll call vote:

Ayes – DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren

Nays - None

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer \$300,000 from Business NOW Account to the MB Financial Operating Account. Trustee DuRocher seconded.

Voice vote:

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

Nays – None

Motion carried

12. Unfinished Business

- a. Building Project Update

- The furniture in the Quiet Reading Room will be installed on Monday, May 22.
- Delivery of the Toddler room Transaction Counter has been delayed and is expected the week of May 22.
- Staff training for the meeting room AV equipment has been postponed.
- The printer station in Youth Services will be installed the week of May 22.
- Ly Tran, Maintenance, installed monitors on study room walls (waiting for delivery of two more TV's). Delivery and installation of study room white boards should be within the next month.
- Ottomans are ordered and delivery should be in approximately 8 weeks.
- The Warrenville Fire Department issued their Full Occupancy Permit.

- The City of Warrenville completed their final inspection and one exit sign needs to be relocated.
- The exterior staining is complete.
- Due to two recent change orders, the contingency budget is approximately \$1,500 over budget. The Fire Department required all smoke detectors be labeled and maps indicating location of all smoke detectors be installed in the front lobby. A change order was issued to move power to the wall in the server room.
- Once material is delivered, new flooring will be installed on the stairs to the lower level.

DISCUSSION:

Trustee DuRocher asked where the community bulletin board would be located. Director Whitmer stated it will be installed on the wall opposite the drinking fountain.

Trustee DuRocher asked if there will be signage identifying the book returns slots - Director Whitmer stated "no".

Trustee Ruzicka stated, "The DVD section is so fantastic that it's better than Blockbuster".

DuRocher stated she was worried about the aesthetics, but feels it blends with the homey feel of the library and everything flows really well.

Trustee Picha asked if Product Architecture staff will be present at the Renovation Celebration - Director Whitmer stated they will be attending.

Trustee Ruzicka stated she feels everyone did a great job by completing the project before June 1.

13. New Business

- a. Approve Extended Hours for Art on the Prairie: Close at 6 p.m. on Saturday, September 16 and Open at 10 a.m. on Sunday, September 17

MOTION: Trustee DuRocher moved to approve extended hours for Art on the Prairie: Close at 6 p.m. on Saturday, September 16 and Open at 10 a.m. on Sunday, September 17. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

- b. Approve Resolutions and Signature Authorizations for MB Financial Bank Accounts

MOTION: Trustee Stull moved to adopt Resolution #209A and Resolution #209B and Associated Signature Authorizations for MB Financial Bank Operating, Payroll, Business NOW, Business Money Market and Certificate of Deposit Accounts. Trustee Warren seconded.

Roll call vote:

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

14. Director's Report

- Director Whitmer reminded the newly elected trustees they must complete the Illinois Open Meetings Act training before August 15, 2017. The Certificate of Completion must be printed out and submitted to Director Whitmer.
- Director Whitmer stated Jackie Davis worked very hard on the online auction. The auction is currently active and will begin closing on Monday, 22 at 10:10 a.m. There will be another auction in June to list the remaining surplus items.
- The planning has begun for the Renovation Celebration. The ribbon cutting is at 12:30 p.m. followed by tours, activities, refreshments and giveaways. An invitation will be bulk mailed to all Warrenville residents. The people who have collaborated with the Library will get a special invitation. Director Whitmer asked Trustees to share suggestions, including persons to be invited, as soon as possible.

15. Department Head Reports

Trustee Stull stated she found it interesting that patrons want to be referred to as "member". Director Whitmer stated the Circulation Desk may be renamed "Member Services".

Trustee DuRocher asked what the age discrimination comment meant. Director Whitmer believes a family who has brought a child to an adult program (18 years and older) submitted the comment. This family does not feel it appropriate to exclude children from the adult programs.

16. President's Report

Trustee Picha read the upcoming meetings and events.

Trustee Warren mentioned he might not be able to attend the ALA exhibits. Trustee Lezon stated she would like to attend the ALA exhibits - Director Whitmer will sign her up.

Trustee Ruzicka asked about her trustee email account – Director Whitmer told her there were instructions in her packet.

17. Treasurer's Report – Trustee Lezon stated everything looks good.

18. Secretary's Report – Trustee Stull has no comments at this time

19. Committee Reports - none

20. Trustee Comments

Trustee DuRocher stated she is receiving a message on her iphone about the Library's app not working. Director Whitmer stated the company should be downloading an update soon and a new app will be available in the fall.

21. Items for Information and/or Discussion - none

22. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 7:51 p.m. Trustee DuRocher seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Heather Stull".

Heather Stull, Secretary
Board of Trustees
Warrenville Public Library District