

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

1. Call to order – Trustee Picha called the meeting to order at 7:05 p.m.
2. Roll Call

ATTENDING: Trustees Lezon, Picha, Richardson, Ruzicka, Stull and Warren

ABSENT: Trustee DuRocher

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

3. Approval of the agenda

MOTION: Trustee Richardson moved to approve the agenda as presented. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays - none

Absent – Trustee DuRocher

Motion carried

4. Presentations – none
5. Public comments - none
6. Correspondence – Director Whitmer shared thank yous from Trinity Lutheran Church and staff member Diana Abraham
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the June 21, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for June
- c. Adopt Ordinance #17-18-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2017-2018
- d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
- e. Adopt Ordinance #17-18-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2017-2018

MOTION: Trustee Ruzicka moved to approve the consent agenda as read. Trustee Richardson seconded.

Roll call vote:

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

Nays - none
Absent – Trustee DuRocher
Motion carried

8. Regular Agenda

- a. Approve payments for the period of June 22, 2017 - July 19, 2017

MOTION: Trustee Stull moved to approve payments in the amount of \$373,885.67 for the period of June 22, 2017 through July 19, 2017 including electronic payments and checks #5929 – 5993. Checks #5978, 5987 and 5987 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Stull moved to approve the transfer of \$125,000 from the MB Business NOW Account to the Operating Account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

- c. Approve Reimbursement of Trustee Travel Expenses

MOTION: Trustee Warren moved to void check #5573 and reissue to Trustee Stull in the amount of \$93.94 for mileage reimbursement and parking expenses for ILA 2016 conference. Trustee Ruzicka seconded.

DISCUSSION:

Trustee Stull explained she lost a reimbursement check for travel expenses issued in FY16-17. Director Whitmer suggested that the reimbursement be reissued even if it means the Library will exceed the budgeted amount in FY18 because the funds were budgeted but unspent in FY17.

The consensus of the Board is Trustee Stull should receive reimbursement for the check from Fiscal year 16-17 and for the PLA expenses incurred this fiscal year.

The Board asked that the ALA reimbursement be added to the August agenda.

Trustee Stull submitted a reimbursement request for \$185.40 for three days' travel to the 2017 ALA Exhibits in Chicago. This item will be tabled for discussion in August.

Roll call vote:

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

Nays – None

Abstain – Trustee Stull

Absent – Trustee DuRocher

9. Unfinished Business

a. Building Project Update

Director Whitmer stated there are a few outstanding construction items.

Consensus of the Board is the artwork by Nancy Carrigan looks great over the atrium plants.

Discussion was held on designing a wall of art, however, the Library does not have any wall space for it. Further discussion will take place at a later meeting.

10. New Business

a. Informational Update and Consideration of Requests from Airhart Builders and City of Warrenville Related to Proposed Residential Development on Former Musselman Property

The Library Board of Trustees discussed the various requests and the overall development plans with the following concerns or comments:

- Storm water management is an area of concern and the Library Board intends to engage the services of a civil engineer to review the plans for potential impact to the Library's property (i.e. overflow into parking areas, lower level mechanical room)
- Sidewalk on Stafford Place along Library parking spaces – Library will grant access for removal and replacement of small section of sidewalk on library property to align with new sidewalk on developer property.
- Minor grading on Library property –there is no objection from the Board to provide a temporary grading easement for this work.
- Chain link fence – no objection to the developer removing the section located on Library property.
- Fire hydrant – the Library is opposed to the proposed location on Library property and concurs with the Fire District's recommended location.
- Elimination of 30-foot front-yard setback – no clear agreement amongst the Board.

- Removal of Cottonwood tree at west end of Library parking spaces – no opposition to removal and replacement of the tree.
- Concerns about parking were discussed and there is some interest in restricting library-owned spaces to library-use only.
- The Board would like to have the City and Developer give a presentation on this development at a future board meeting.

Trustee Lezon and Ruzicka will plan to attend the City Planning Commission and Zoning Board of Approval Meeting on July 20, 2017.

The Board would also like to know if the development will have an Homeowner's Association.

b. Appoint Two Trustees to Review Secretary's Records for FY17

MOTION: Trustee Stull moved to appoint Trustees Ruzicka and Warren to review the Secretary's Records for FY17. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

c. Authorize Staff to Register Trustees for the 2018 Public Library Association Conference and Approve Expenditures Up To Budgeted Amounts for ALA/PLA Membership, Travel, Lodging and Meals

MOTION: Trustee Stull moved to authorize staff to register Trustees for the 2018 PLA Conference and to expend up to the budged amounts for ALA/PLA Membership, travel, lodging and meals.

DISCUSSION:

After discussion of Trustee availability and schedules, it was agreed Trustee Stull and Warren would attend the PLA Conference.

Trustee Stull amended her motion to read:

Trustee Stull moved to authorize staff to register two trustees for the 2018 PLA Conference and to expend up to the budgeted amounts for the ALA/PLA Membership, travel, lodging and meals. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent- Trustee DuRocher

Motion carried

- d. Authorize Staff to Register Trustees for the 2017 Illinois Library Association Conference

MOTION: Trustee Ruzicka moved to authorize staff to register Trustees for the 2017 ILA Conference Trustee Day and to register Trustees for the full conference.

DISCUSSION:

After discussion, it was the consensus of the Board to register Trustee Picha and Ruzicka to attend the 2017 Illinois Library Association Conference Trustee Day.

Trustee Ruzicka amended her motion to read:

MOTION: Trustee Ruzicka moved to authorize staff to register up to three trustees for the 2017 ILA Conference Trustee Day. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Absent – Trustee DuRocher

Motion carried

11. Director's Report

Director Whitmer stated the Renovation Celebration went very well. More than 600 people attended the event. She reported over 1,200 items were given away and over 300 entries were received for the raffle prizes.

Trustee Ruzicka thanked Trustee Picha and Director Whitmer for their wonderful speeches and a thank you to both Kathy Gaydos and Amarelis Morales, Marketing Department, for all their hard work.

12. Department Head Reports

Trustee Stull and Ruzicka both stated they liked the Fresh Start Initiative giving the Library an opportunity to weed out patrons not utilizing the Library.

13. President's Report

- a. Trustee Picha read the next meetings and events.
- b. Trustee Picha suggested the upcoming National Night Out is a very interesting evening.
- c. Trustee Picha announced the Park District is looking for volunteers for Summer Daze.

14. Treasurer's Report – Trustee Lezon stated the Library ended the fiscal year in good shape.

15. Secretary's Report – Trustee Stull stated the Renovation Celebration was wonderful and appreciated all the hard work of the entire staff.

16. Committee Reports - none

17. Trustee Comments

Trustee Ruzicka shared the June 22 article published in the Daily Herald regarding the Renovation. She will save it for her scrapbook.

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:23 p.m. Trustee Lezon seconded.

Voice vote:

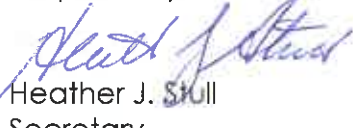
Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

Respectfully submitted,



Heather J. Stull

Secretary

Board of Trustees

Warrenville Public Library District