

**MINUTES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Wednesday, August 16, 2017 – 7:00 pm.**

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

ATTENDING: Trustee DuRocher, Lezon, Picha, Ruzicka, Richardson (arrived at 7:34 pm), Stull and Warren

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

STAFF ATTENDING: Technical Services Clerk Gail Smith

PUBLIC ATTENDING: Brian Smith

3. Approval of the agenda

Director Whitmer removed items #18 and #19 pertaining to the Closed Session and added new Item #18.a – Per Capital Grant Requirements

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

Roll call vote:

Ayes – All

Nays – None

Absent – Trustee Richardson

Motion carried

4. Presentations - None
5. Public Comments – none
6. Correspondence – none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the July 19, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for July
- c. Approve Annual Statement of Income & Disbursements for FY17

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

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Picha, Stull, Ruzicka, Warren

Nays – None

Absent – Trustee Richardson
Motion carried

8. Regular Agenda

- a. Approve payments for the period of July 20 – August 16, 2017

MOTION: Trustee Stull moved to approve payments in the amount of \$62,339.50 for the period of July 20, 2017 – August 16, 2017 including electronic payments and checks #5996 – 6039. Check #6033 is voided. Trustee DuRocher seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Picha, Ruzicka, Warren

Nays – None

Abstain – Trustee Stull

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee DuRocher moved to transfer \$150,000 from Business NOW Account to Operating Account. Trustee Ruzicka seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Picha, Ruzicka, Stull, Warren

Nays – None

Absent – Trustee Richardson

Motion carried

- c. Approve Reimbursement of Trustee Travel Expenses

MOTION: Trustee Warren moved to approve travel reimbursement to Trustee Stull in the amount of \$185.40. Trustee Ruzicka seconded.

DISCUSSION:

Director Whitmer stated due to new state laws any trustee reimbursement must be approved by the Board. Director Whitmer stated Trustee Stull submitted a travel reimbursement request for three trips to the ALA Annual Conference exhibits at McCormick Place in June. The amount is \$185.40, with a daily average cost of \$61.80. The budget for miscellaneous trustee travel this fiscal year is \$100.00. Trustee Stull is willing to waive this reimbursement or accept payment for one day's travel in the amount of \$61.80.

After discussion, it was the consensus of the Board to amend the motion.

Trustee Warren moved to amend the motion to read: "Approve travel reimbursement to Trustee Stull in the amount of \$61.80 for one day's travel expense." Trustee Ruzicka seconded the motion.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Picha, Ruzicka, Warren

Nays - none

Abstain – Trustee Stull

Absent – Trustee Richardson

Motion carried

9. Unfinished Business

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

DISCUSSION:

Trustee Picha stated this item is for discussion only and to set a date for a special board meeting at which time the Board will review and act on requests.

Trustee DuRocher thanked Director Whitmer for compiling all the notes from the Library/City Task Force Meeting held on August 2, 2017.

After considerable discussion, the main topics the Trustees are concerned with include:

- Clarification of the 30' setback.

Director Whitmer stated she is working with City personnel and the developer to clarify the setbacks before sending the request to the Library's attorney for review. Director Whitmer spoke with Attorney Ritzman regarding this issue. He advised there is no benefit to the Library – short term or long term – to oppose the elimination of the 30' front yard setback.

Director Whitmer stated she believes the setbacks shown are 10' for the porch and 15' for the building. Trustee Lezon stated once the 30' setback is approved by the Library all-bargaining opportunities will be removed and the Library will be landlocked for the future.

Trustee Lezon thought at one time the Library had the opportunity to purchase some of the Musselman Property. Director Whitmer stated when she was hired in 2006 one of the first things the Board asked her to investigate was the purchase of the Musselman

Property. The price was more than the Library could afford. About 5 years ago, the Library asked the City to give the Library a piece of the property for future expansion, which they did not do. However, the City and Library exchanged triangular pieces to square off the northwest corner which could be used for Library expansion.

Trustee Picha believes the Library should be a good community player and not hold up the development due to the setback.

- Director Whitmer announced the City's July 20 Public Hearing is continued to August 24 at 7:00 p.m. Director Whitmer will attend this meeting along with Trustee DuRocher.

Trustee Richardson arrived at 7:34 p.m.

- The consensus of the Board is to hold a special meeting on Wednesday, September 6, 2017 at 7:00 p.m. Director Whitmer is hopeful the Civil Engineer's report will be completed by this time indicating any risk to the Library. The City, Developer, Civil Engineer and Library's Attorney will be ask to attend this meeting.

A board packet will be ready for Trustees by Friday, August 31.

Trustee Ruzicka stated she feels the City should not sell the property on Ray Street to build three houses. Director Whitmer stated the houses are at Ray and Rockwell Streets, not Ray and Manning Streets, clarifying that the Ray Street property does not impact the Library.

10. New Business

a. Potential Revisions to Meeting Room Policy

Director Whitmer stated staff is currently working with the development team at COMMUNICO to set up the new online program calendar and meeting room reservation system. The new system is not able to accommodate the meeting room reservation schedule as outlined in the current policy.

The problem is the policy releases 3 months at a time for reservations and the system can only accommodate a rolling period of a specified number of days.

Trustee Lezon asked if the system is able to accommodate the different levels of users and Director Whitmer stated it could.

Staff also received a comment from a community group expressing displeasure that the new policy does not allow for designating an alternate person to sign in for the room.

Administration will bring a policy revision addressing these issues to the September board meeting for approval.

- b. Review and Approve Illinois Public Library Annual Report for FY2017

MOTION: Trustee DuRocher moved to approve the Illinois Public Library Annual Report for FY2017. Trustee Stull seconded.

DISCUSSION:

Director Whitmer pointed out on Page 54, #18.13 Successful Retrieval of Electronic Information is a new category for the Library and staff was not gathering this information. Director Whitmer will indicate information was not available for this year's report. The Library will begin gathering this information to include in next year's report.

Trustee DuRocher asked if this information was useful and Director Whitmer replied that it would be. Currently every time a patron clicks on a database they enter their library card number and pin. This counts as a hit to that resource. The government wants to know how many articles were retrieved, how many tutoring sessions were completed – not how many people clicked on the database. Director Whitmer feels this will be helpful to the Library when it is time to renew the databases.

Trustee Stull asked if there was a way to indicate why numbers were different this year due to the renovation project. Director Whitmer stated there are areas that ask for the reason why the number is so different from previous years.

Trustee Warren asked why staff did not apply for the E-rate. Director Whitmer stated it is a very complex project for the amount of money the Library would receive. Since federal money is involved filters have to be installed on all computers and currently this is not done.

Voice vote:

Ayes – all

Nays – none

Motion carried

11. Director's Report

- Notes will now be included from the Marketing Department every month.
- The City installed "slow down pedestrian" crossing signs outside the Library on Stafford Place. The City has suggested the Library post a notice for patrons exiting the building to remind them to be cautious, as they are exiting onto a street (not a parking lot). Patrons tend to walk in the middle of the street to get to their vehicles instead of crossing the street at a right angle.

Trustee Picha asked where we would post this sign. Director Whitmer stated a sandwich board would probably be located outside the front entrance.

Director Whitmer stated speed bumps could be installed, but when the Police Department monitored the street a couple years ago, speeding was not an issue.

- The Library ordered 500 pairs of eclipse glasses. On August 14, 300 pairs were passed out by noon. The remaining 200 pairs will be available on Monday, August 21 for staff and patrons beginning at 11:45 am for the Eclipse Picnic.
- The electrician will be here on Friday, August 18 to install the remaining fixtures in the youth study rooms.
- The Teen Room gaming cabinet arrived August 16. It is a locked cabinet to house gaming equipment.

2. Department Head Reports

- Leila Heath reported the summer reading program stats. The teen summer program reading was down by 100 from last year.
- Technical Services Cataloging Assistant, Debbie Rosenwinkel, will be retiring at the end of August after 12 years with the Library.
- Trustee Picha stated that the self service station stats have increased.
- Cynthia Makowski purchased an additional five hotspots for circulation. They are 4G from Sprint and can be checked out for two weeks.
- Trustee Warren stated that his wife subscribed to Library Elf Pro, which allows her to monitor her items from different libraries. Director Whitmer stated that Library Elf, which is free to a patron, allows them to monitor their Warrenville items. The Pro versions, which costs approximately \$25 per year, allows a patron to monitor their items from various libraries.

13. President's Report

Trustee Picha thanked Director Whitmer and staff for a wonderful Renovation Celebration in July.

Trustee Picha read the next meetings and events for August and September and reminded Trustees about the Special Board Meeting on September 6, 2017 at 7:00 p.m.

14. Treasurer's Report – the financials look good.

15. Secretary's Report – everything looks good.

Trustee Stull asked if there was going to be a Grand Opening for the Teen Space. Director Whitmer stated the Teen Librarian left at the end of July and a new staff member just began work this week.

16. Committee Reports

Trustee Lezon stated she attended the Planning Commission Meeting on July 20 along with Trustees Ruzicka and Warren. Trustee Lezon and Warren spoke.

17. Trustee Comments

- Trustee DuRocher stated she has heard the group, Terra Guitarra. The group is performing in October and they are outstanding for acoustic guitar music with a touch of flamenco.
- Trustee Picha stated the summer concerts are becoming a Maple Hill outing.
- Trustee Ruzicka asked when the next board meeting is. Trustee Picha stated September 20 at 7:00 p.m.

18. Items for information and/or Discussion

a. Per Capita Grant Requirements

Trustee Picha stated all trustees are required to:

- (1) Review Chapters 1-5 of the "Trustee Fact File Third Edition.
- (2) Complete at least one free online education opportunity focusing on safety in the library.
- (3) Familiarize themselves with services provided by the Illinois State Library Literacy program.

Director Whitmer suggested setting aside 10-15 minutes at each of the upcoming regular meetings to review and discuss the chapters. All

trustees should read the chapters, but one trustee will lead the discussion for each chapter. The schedule is as follows:

September – Chapter 1, "Trustee Duties & Responsibilities" – Trustee Warren

October – Chapter 2, "Orientation for New Trustees" and Chapter 3 – "Board Organization" – Trustee Ruzicka

Chapters 4 and 5 will be assigned at a future meeting.

Director Whitmer will research safety in the library webinars and will develop an informational report on the Illinois State Library Literacy program to share with Trustees at an upcoming meeting.

All activities must be completed prior to December for inclusion in the Per Capita Grant application which must be approved at the December 20, 2017 board meeting.

19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 8:25 pm. Trustee Stull seconded.

Comment: Trustee Ruzicka shared a few major points she learned from reading the Trustee Handbook:

- Pick up your board packet five days ahead of time to be prepared for the meeting.
- Always support your board members, get to know them and get along.
- It takes a new trustee two years before they really know what is going on.

Vote:

Voice vote – all ayes

Motion carried

Respectfully submitted,



Heather Stull
Secretary
Board of Trustees
Warrenville Public Library District