

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Board of Trustees Meeting**  
**Wednesday, September 20, 2017 – 7:00 p.m**

1. Call to Order – Trustee Picha called the meeting to order at 7:06

2. Roll call – Trustee Picha called the roll

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

STAFF ATTENDING: Library Director Sandy Whitmer; Assistant to the Director Jackie Davis; Gail Smith, Technical Services Assistant; and Martha Rogers, Collection Support Specialist

PUBLIC ATTENDING: Denny Rogers

3. Approval of the Agenda

Director Whitmer removed Item #7.b. – Approve Minutes of the September 6, 2017 Special Board of Trustees Meeting from the Consent Agenda and added this item to #8. Regular Agenda as item c.

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

*Roll call vote:*

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

*Nays – None*

*Motion carried*

4. Presentations

a. Employee Recognition – Martha Rogers for 20 years

Director Whitmer introduced Martha Rogers who has worked at the Library for 20 years in the same position and has survived the changes made to the position previously known as Library Page and currently known as Collection Support Specialist. Martha stated she obviously has enjoyed the changes.

Director Whitmer stated that Martha keeps the shelves neat and orderly and that she takes pride in a job well done and contributes in many ways to the community.

A short break was taken at 7:10 pm to enjoy refreshments

Martha and Denny Rogers left the meeting.

Returned to the meeting at 7:22 p.m.

Roll Call - Trustee Picha called the roll

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

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

5. Public comments

Gail Smith stated she recently purchased an electric car. Since the Board discussed the possibility of installing a charging station at a past board meeting, she would be more than willing to educate the Board on how they work at a future board meeting.

Trustee Lezon asked Director Whitmer if grants are available for a station. Director Whitmer stated manufacturers were installing them at one time. This could be a topic for next fiscal year.

6. Correspondence – Director Whitmer stated she received a thank you from the City of Warrenville Police Department for the Library's participation in National Night Out.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the August 16, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for August
- c. Adopt Ordinance #17-18-03 Budget & Appropriation Ordinance for 2017-2018 Fiscal Year
- d. Adopt Resolution #212 – Resolution to Determine Estimate of Funds Needed for 2017-2018 Fiscal year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2017-2018 Fiscal Year
- f. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2018 as required by Illinois Public Act 97-0609.

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

*Roll call vote:*

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

*Nays – None*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of August 17 – September 20, 2017

*MOTION: Trustee Stull moved to approve payments in the amount of \$45,433.81 for the period of August 17, 2017 through September 20, 2017 including electronic payments and checks 6040-6081. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Warren moved to transfer \$125,000 from Business NOW Account to Operating Account. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

- c. Approve Minutes of the September 6, 2017 Special Board of Trustees Meeting

*MOTION: Trustee Stull moved to approve the Minutes of the September 6, 2017 Special Board of Trustees Meeting. Trustee DuRocher seconded.*

*Voice vote:*

*Motion carried with Trustee Richardson abstaining*

9. Unfinished Business

- a. Revisions to Meeting Room Policy

Director Whitmer pointed out the two changes to the policy:

- 1) The reservation schedule is changed to a "rolling" reservation period to coordinate with the new online booking system.

Reservations will be accepted up to 90 days in advance for:

- Organizations of which the Library is a member,
- Governmental entities serving the Warrenville community and
- Warrenville Library Cardholders

Reservations will be accepted up to 60 days in advance for all other organizations.

- 2) Permit organizations to authorize up to three individuals to sign into a meeting room on the date of a reservation

Organizations would submit a letter authorizing three individuals to sign into a meeting room on the date of a reservation along with a certificate of liability insurance. The list will be signed by the organization's President and could be updated twice in a calendar year.

*MOTION: Trustee Warren moved to approve revisions to Policy No. 370 Public Use of Meeting Room effective October 15, 2017. Trustee DuRocher seconded.*

**DISCUSSION:**

Trustee Stull asked if attendees for an organization's meeting would need to wait for entrance to the meeting room until one of the three designated persons is at the Library to sign in. Director Whitmer responded that is correct.

Trustee Picha asked if there is a timeframe for submission of the letter/certificate of insurance. Director Whitmer stated it could accompany the reservation form or be on file.

Trustee Stull asked if this is workable for the staff. Director Whitmer feels this will be easier.

*Roll call vote:*

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

*Nays – None*

*Motion carried*

10. New Business

- a. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Whitmer stated the good news is that the CPI cap is at 2.1%, higher than it has been in the last five years which means the Library can capture an increase of 2.1% above last year's levy extension plus any new growth. The Library should receive between \$37,000 - \$40,000 more than last year.

Director Whitmer estimated new growth to be approximately \$10,000.

There will be a Truth in Taxation Hearing on November 15, 2017.

## 11. Director's Report

- Director Whitmer stated one year ago this month the Board was approving building construction bids and authorizing issuance of debt certificates.
- Director Whitmer is waiting to hear from the engineer about the computer lab doors that won't stay closed due to air pressure in the room.
- Director Whitmer is tracking the electricity bills and will have a report at next month's board meeting for the first quarter of electricity usage with the new lighting.
- Director Whitmer is completing the Hotel/Motel Tax Grant final report for the summer concerts. She submitted grant applications to the City for both the Concerts on the Commons (June-August 2018) and the Sunday Music Matinees (September 2018 – April 2019).
- The auditors will be at the Library September 21-22. Brian LeFevre will most likely be at the November board meeting.
- Trustee Picha asked if Director Whitmer had any concerns with the three ILA bills passed by the Illinois General Assembly.
  - Director Whitmer stated House Bill 373 does not apply to a Library District, as the Library is governed by the Library District Act.
  - House Bill 547 - raises the bid advertisement dollar amount for library construction, remodeling, repairing or building improvements from \$20,000 - \$25,000. This is a definite help to the Library and a policy revision will be brought to the October's board meeting for approval.
  - House Bill 2068 – The Board can now place non-binding referendum questions on the ballot if they choose or if petitioned by residents.

The Statistical Summary was discussed. Director Whitmer stated that some of the numbers are definitely incorrect and explained why some numbers have increased. Corrections will be made for next month's report. Trustees felt that members definitely like coming here and feel one reason is due to the friendly staff.

## 12. Department Head Reports

- Director Whitmer stated the Marketing Department has completely redesigned the monthly eNewsletter and the print quarterly newsletter will have a new design beginning with the winter issue.
- Director Whitmer stated the Solar Eclipse Viewing Community Picnic was a huge success.
- Patty Dybala, Head of Member Services and her team had a successful weekend at Summer Daze.
- Cynthia Makowski configured five more hotspots.
- Lou Carlile is interviewing candidates for a vacant position following Debbie Rosenwinkel's retirement.

### 13. President's Report

- Trustee Picha reviewed the next meetings and events.
- Director Whitmer stated she has heard comments the public would like the library open during Summer Daze. Director Whitmer feels that the extended Library hours during Art on the Prairie were not necessary. The Library will definitely be a presence at both events next year; however, the Library's hours of operation may change.
- October Board Meeting:
  - Leila Heath, Head of Public Services, will give a presentation about online training resources for cardholders: Universal Class Library Edition, Lynda.com.
  - Policy revisions for Library Use and Computer Use will be presented with revisions proposed by Public Services to clarify usage based on new configurations and separation of spaces for Adults, Teens and Youth.

Trustees stated they would like to meet new staff members at board meetings and asked if the Management Team would be rotating presenting at board meetings as in the past.

Director Whitmer advised Trustees to inform her of what items they would like to learn about. Trustee DuRocher stated she would like to learn about the electronic resources that are available to members.

### 14. Treasurer's Report

Trustee Lezon stated the majority of the remaining tax money has been received from the County and will be included in next month's financial report. The financials look good.

### 15. Secretary's Report

Trustee Stull stated the minutes look good.

Trustee Stull thanked the Board for approving her reimbursement request and has enjoyed the learning opportunities.

### 16. Committee Reports – None

### 17. Trustee Comments – None

### 18. Items for information and/or discussion

- a. Per Capita Grant Requirement: Review Chapter 1 "Trustee Duties & Responsibilities", [Trustee Facts File](#)

Trustee Warren reviewed Chapter 1 and distributed a summary of the chapter. His main takeaways were:

- Trustees don't act by themselves but by consensus

- Trustees work as the employer of the Director, however, the Director is an important part of the Library. The Director has responsibilities to give accurate information to the Board and keep them informed.
- The Director provides a framework of policies for the delivery of Library services.
- A Trustee should perform duties ethically, as a representative of all individuals in the community in a transparent manner (Open Meetings Act); respect confidential information and Board decisions; support open access to information and resist censorship.

Trustee Ruzicka will review Chapters 2 and 3 in October.

Trustee Stull will review Chapter 4 in November

Trustee Richardson will review Chapter 5 in December

b. Per Capita Grant Requirement: Continuing Education

Director Whitmer stated everyone is required to complete training on library safety. She provided a list of webinars and asked the Trustees to view one, keeping in mind they are directed toward staff. Director Whitmer will email the titles with the links to trustees. The training needs to be completed by November 15 in order for Director Whitmer to prepare the Per Capita Report. Trustees should send an email to the Director with the name of the webinar completed and date.

19. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 8:24 p.m. Trustee Lezon seconded.*

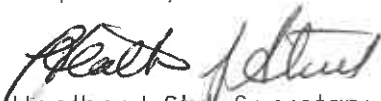
*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,



Heather J. Stull, Secretary  
Board of Trustees  
Warrenville Public Library District