

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, October 18, 2017

1. Call to Order – Trustee Picha called the meeting to order at 7:04 p.m.
2. Roll call

ATTENDING: Trustees DuRocher (arrived at 7:11 p.m.), Lezon, Picha, Richardson, Ruzicka, Stull and Warren

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Leila Heath, and Technical Services Assistant Gail Smith

3. Approval of the Agenda

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

Voice vote:

Ayes – all

Motion carried

4. Presentations

- a. Online Classes: Lynda.com & Universal Class Library Edition – Leila Heath, Head of Public Services

Leila Heath distributed a handout with information about Universal Class and Lynda.com.

She explained the Library has had Universal Class for a number of years. Lynda.com had been considered in previous years but not purchased. This year the staff decided to try it due to new features.

Ms. Heath explained the broad range of classes offered by Universal Class. Universal Class is geared towards personal interest topics with some business classes. Last year there were 85 uses for a cost of \$1,500 for the year. Use of Universal Class is unlimited.

Trustee DuRocher arrived (7:11 p.m.)

Ms. Heath explained Lynda.com is brand new to the Library and will be available to members in November.

Lynda.com is geared towards businesses, IT and software and is updated continuously. Lynda.com costs \$2,500 per year with a limit of five Library members simultaneously on the database.

Trustee DuRocher asked why would a staff member want to use Lynda.com and Ms. Heath stated they could use it to learn how to use a new electronic device or if they are interested in changing their career.

Trustee Warren asked if there are courses geared towards students and Ms. Heath stated Learning Express or Tutor.com are better suited for students.

Ms. Heath explained how to access the databases.

5. Public Comments - none
6. Correspondence
 - a. A thank you was received from Bower PTA for a donation made by Youth Services.
 - b. A thank you was received from the Havana Public Library for book ends.
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the September 20, 2017 Public Hearing
- b. Approve Minutes of the September 20, 2017 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for September

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

Motion carried

8. Regular Agenda

- a. Approve payments for the period of September 21 – October 18, 2017

MOTION: Trustee Richardson moved to approve payments in the amount of \$49,160.46 for the period of September 21, 2017 through October 18, 2017 including electronic payments and checks #6082 – 6140 with check #6092 voided. Trustee Stull seconded.

Roll call vote:

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

Motion carried

- b. Approve transfer of Funds

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

Roll call vote:

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

Motion carried

9. Unfinished Business - none

10. New Business

a. Approve Revisions to Policy No. 250 Public Access Computers

Director Whitmer distributed a revised copy of Policy No. 250 with some very minor changes made at the October 17 Management Team meeting.

MOTION: Trustee DuRocher moved to approve revisions as presented to Policy No. 250 Public Access Computers. Trustee Ruzicka seconded.

DISCUSSION:

Director Whitmer stated that Leila Heath and the public services staff worked on all the policy revisions except for the Purchasing Policy.

Trustee Picha asked if other libraries were benchmarked for comparison. Director Whitmer stated they were not, however in terms of access for children we are consistent with other libraries. Depending on which library you look at, we are more generous with time limits. If the computers are fully occupied time extensions are not allowed.

Director Whitmer stated she and Ms. Heath's main goal is to have resources in use as much as possible.

Trustee Stull asked how they determine if a Library member is viewing inappropriate material. Director Whitmer stated it is dealt with on a case-by-case situation and where the person is located in the Library.

Roll call vote:

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

Nays – None

Motion carried

b. Approve Revisions to Policy No. 320 Library Use

MOTION: Trustee Ruzicka moved to approve Revisions to Policy No. 320 Library Use. Trustee Lezon seconded.

DISCUSSION:

Director Whitmer stated three major revisions were made after the renovation project was completed.

- Adult study rooms are for adults, youth study rooms are for children, and the teen room is for teens.

If the adult study rooms are unavailable due to maintenance, the staff has the ability to use their best judgement and direct an adult to use a youth study room.

The Youth Restroom is intended for children and adult caregivers. In special circumstances, staff may permit other individuals to use this restroom, i.e. an adult needing companion assistance. This restroom is a gender inclusive restroom; however, it is not handicap accessible.

- Staff suggested snacks be permitted in certain areas, including the Teen Lounge. Staff will be responsible for monitoring and cleaning the areas.

Trustee Lezon suggested allowing snacks in the café area. Director Whitmer stated that allowing food throughout the library means more crumbs and wrappers everywhere which attract rodents.

- The addition of "disrupts other users" to the statement regarding personal hygiene is intended to address fragrance sensitivities.

Ruzicka stated the wording "drugs" could mean prescribed drugs. After discussion, the consensus of the Board is "drugs" used in conjunction with "alcohol", would mean street drugs, not prescription drugs or medications.

Roll call vote:

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

Nays – None

Motion carried

c. Approve Revisions to Policy No. 120 Purchasing & Contracts

MOTION: Trustee Stull moved to approve Revisions to Policy No. 120 Purchasing & Contracts. Trustee Lezon seconded.

Director Whitmer explained the change was due to Public Act 100-0338 amending the Illinois Municipal Code increasing the threshold for contracts requiring competitive bids from \$20,000 to \$25,000. This policy will be reviewed in its entirety at a later date.

Roll call vote:

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

Nays – None

Motion carried

b. Review Proposed Revisions to Policy No. 371 Study Room

Director Whitmer stated revisions are for discussion only. Head of Public Services Leila Heath will present a new Study Room policy for approval by the Board at the November board meeting.

The Study Room Policy needs revision to clarify the existing policy and procedures due to the increased number of study rooms, separation of the public service departments and increased usage and demand.

Public Services staff began a trial period on October 16 using the new policy statements to guide reservations and use of the rooms.

Director Whitmer stated there are no changes for a Warrenville cardholder and anyone can make a same day reservation in person or by phone. The reservations will be limited to one per day and first use of a room will have a maximum reservation time of 3 hours. Challenges have been when there is morning use and then they come back later in the day. A second use on the same day will be permitted on a walk-in basis only. Second use will be allowed until a first-time user needs the room.

Ms. Heath wants the rooms to be available equitably to all users.

Trustee Picha inquired where the term "Warrenville Members" came from. Director Whitmer stated a survey was conducted of library users and "Members" was the number one choice.

e. Health Insurance Renewal

Director Whitmer reviewed the few changes to the health insurance renewal for 2018. No changes will be made to the plans offered and/or premium responsibility percentages for the Library and employees.

11. Director's Report

- Director Whitmer stated electricity use has decreased due to the LED lighting and August/September being cooler than normal.
- Director Whitmer will follow up with Airhart Developers to see if any work will commence this fall.
- Director Whitmer stated the plumbing system had a major blockage on October 17-18. The public restrooms were not available for two days. Administration has asked for a proposal to add a clean-out to the piping system to allow easier access to the area where the blockages occur.
- Trustee Picha asked if there should be concern with the loss of over 400 library cards. Director Whitmer said it is an acceptable parameter.
- Trustee Picha asked why there was a decrease in computer usage. Director Whitmer stated computer usage may be less due to members bringing in their own laptops and there is no way to capture that information. In addition, in-house laptops and hot spots are very popular.

- Trustee Picha asked if Director Whitmer watched a webinar on energy. Director Whitmer stated she watched a webinar sponsored by the Illinois Resource Center on rebates and incentives utility companies are offering. Beginning in January 2018 there will be incentives offered directly by the utility companies including ComEd and Nicor Gas.

12. Department Head Reports

- Trustee Picha loves the Marketing Report. Director Whitmer stated they are currently working on the new quarterly publication.
- Leila Heath announced Jeanine Vaughn, Youth Services Assistant, has resigned. Nayeli Rios, Youth Services Assistant, will assume the duties of serving the teens. Ms. Heath stated the teen program numbers are soft but the room is frequently in use. It is stocked with games, art supplies, origami, etc. for the teens to use.
- Trustee Picha and Ruzicka loved the Autumn Leaves Painting Workshop
- Trustee Picha asked if the OverDrive checkouts are for the calendar year. Ms. Heath stated the statistics are for the fiscal year.
- Trustee Warren asked what the Father-Kid Camp program was. Ms. Heath responded it was a program for fathers and children. They set up tents, built play campfires, etc.
- Trustee Picha, along with the Board, thanked Ms. Heath and her department for a job well done.
- Trustee Picha asked if the student volunteer in Tech Services has a job coach. Director Whitmer stated a coach is in attendance at all times.
- Alex Murillo has accepted the new position in Tech Services and Head of Technical Services Lou Carlile is obtaining candidate references to fill the Collection Support Specialist position vacated by Alex.

13. President's Reports

- Trustee Picha reminded Trustees to complete their Per Capita Grant training.
- Trustee Picha reviewed the upcoming meetings and events.
- Trustee Picha stated former Circulation Manager Joe Filapek attended the ILA Trustee Day.

14. Treasurer's Report – Trustee Lezon reported the financials look good.

15. Secretary's Report - none

16. Committee Reports –

Director Whitmer mentioned the Personnel Committee might want to review the Director's Review Process.

17. Trustee Comments

- Trustee Picha thanked the Board for allowing her to go to ILA Trustee Day.
- Trustee Richardson stated she was excited about the Citizenship flash cards displayed at ILA.
- Trustee Picha was interested in an incentive program displayed at ILA.

18. Items for information and/or discussion

- a. Per Capita Grant Requirement: Review Chapter 2 "Orientation for New Trustees" and Chapter 3 "Board Organization", Trustee Fact Files – Trustee Ruzicka

Chapter 2 "Orientation for New Trustees"

- Trustee Ruzicka gave a brief history of how libraries evolved and there are over 16,000 public libraries in the United States today.

Chapter 3 "Board Organization"

- Trustee Ruzicka attended a program for new trustees at the Mt. Prospect Library.
- At the Illinois Library Association Conference, she learned a Board of Trustees is one voice, they work together and for a common goal, respect each other, facilitate and not dictate.

Trustee Picha thanked Trustee Ruzicka for a job well done.

Trustee Picha stated she came away from the Illinois Library Association Conference being very thankful for a wonderful Director and staff.

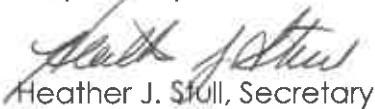
19. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 8:18 p.m. Trustee DuRocher seconded.

Voice vote: All ayes

Motion carried

Respectfully submitted,



Heather J. Stull, Secretary
Board of Trustees

Warrenville Public Library District