

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, November 15, 2017**

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

ATTENDING: Trustees Lezon, Picha, Stull and Warren

ABSENT: Trustees DuRocher, Richardson, Ruzicka

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

ALSO ATTENDING: Brian Lefevre, Sikich, LLC and Paula Voegtle, Warrenville resident

3. Approval of the Agenda

- a. Director Whitmer removed #19 Closed Session and #20 Discussion/action resulting from the above closed session

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

*Voice vote:*

*Ayes – all*

*Absent – Trustees DuRocher, Richardson, Ruzicka*

*Motion carried,*

4. Presentations

- a. Presentation of the FY2017 Adult – Brian LeFevre, Sikich LLC

Mr. Brian LeFevre from Sikich LLC thanked the Board for allowing Sikich to perform the annual audit. He reviewed the audit for the fiscal year ending June 30, 2017.

He explained the new Illinois State Comptroller interprets the statutes differently than her predecessors. The interpretation would require audits completed for 2019 to use the generally accepted accounting principles (GAAP) basis, not cash basis. A bill that opposes this interpretation has been introduced by the legislature.

Mr. LeFevre explained the long-term debt liability for the debt certificates, assets and fund balances.

Mr. LeFevre explained the IMRF total pension liability.

Mr. LeFevre reviewed the Auditor's Communication to the Board of Trustees.

The Board of Trustees thanked Mr. LeFevre for a great audit.

5. Public Comments

Mrs. Paula Voegtler, a Warrenville resident, expressed concerns about policies at the Library. Her daughter has worked at the Library for over a year but has resigned due to not being able to take time off in the spring. Her daughter would not have had enough paid time off for the period requested, but Mrs. Voegtler felt since these are once in a lifetime events the Library should grant her unpaid time off or allow her to switch shifts. Mrs. Voegtler feels the library did not follow the Employee Handbook and it should be revised to reflect the actual action taken.

Ms. Voegtler distributed copies of the email correspondence between the Supervisor and her daughter concerning this matter.

6. Correspondence - none

7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the October 18, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for October
- c. Certify Compliance with the Truth in Taxation Act
- d. Adopt Ordinance #17-18-04 Levy Ordinance for Fiscal Year 2017-2018
- e. Approve Notice of Availability of Audit Report for Publication

*MOTION: Trustee Lezon moved to approve the consent agenda as read. Trustee Warren seconded. Motion carried.*

*Roll call vote:*

*Ayes – Trustees Lezon, Picha, Stull and Warren*

*Absent – Trustees DuRocher, Richardson, and Ruzicka*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of October 19 – November 15, 2017

*MOTION: Trustee Stull moved to approve payments in the amount of \$203,703.82 for the period of October 19, 2017 – November 15, 2017 including electronic payments and checks #6141 – 6195. Checks #6172 – 6175 and 6180-6182 are voided. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustees Lezon, Picha, Stull and Warren*

*Absent – Trustees DuRocher, Richardson, and Ruzicka*

*Motion carried*

b. Approve transfer of funds

*MOTION: Trustee Warren moved to approve transfer of \$275,000 from the MB NOW Account to the MB Operating Account. Trustee Stull seconded.*

*Roll call vote:*

*Ayes – Trustees Lezon, Picha, Stull and Warren*

*Absent – Trustees DuRocher, Richardson, and Ruzicka*

*Motion carried*

9. Unfinished Business

a. Approved Revisions to Policy No. 371 – Study Rooms

Director Whitmer stated this policy was discussed last month and there are no new proposed changes.

Trustee Stull asked if tutors are handled differently. Ms. Heath stated a tutor is treated the same as any member. They are allowed one reservation per day with a 3-hour time limit. A student, who is at least 8 years old, can reserve a room for tutoring which is treated as a new reservation.

Ms. Heath stated the study room changes made were due to the number of people using the rooms and to make it fair for all.

*MOTION: Trustee Warren moved to approve Revisions to Policy No. 371 Study Rooms. Trustee Lezon seconded.*

Trustee Warren stated the numbering was wrong in the policy. Staff will fix this error.

Trustee Warren questioned the policy of a child 8 years old making a reservation. Director Whitmer explained this follows the Unattended Children's Policy.

*Ayes – Trustees Lezon, Picha, Stull and Warren*

*Absent – Trustees DuRocher, Richardson, and Ruzicka*

*Motion carried*

10. New Business

a. Approve Reimbursement of Trustee Travel Expenses

*MOTION: Trustee Stull moved to approve travel reimbursement to Trustees Picha and Richardson in the amount of \$44.41 each. Trustee Lezon seconded.*

*Roll call vote:*

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

Trustee Stull moved to withdraw her motion and table this item until the December 20 board meeting.

Motion not carried

- b. Approve Resolution #213 – Resolution Transferring Funds to the Special Reserve Fund

Director Whitmer stated the year-end balance for the Corporate Fund, together with the year-end balance for the Working Cash Fund will exceed the three-month target balance required by the Fund Balance Policy.

Director Whitmer recommends the transfer of \$250,000 from the Corporate Fund to the Special Reserve Fund.

*MOTION: Trustee Stull moved to approve Resolution #213, a Resolution Transferring \$250,000 from the Corporate Fund to the Special Reserve Fund. Trustee Warren seconded.*

*Roll call vote:*

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

- c. Consideration of Options for Future Electricity Supply

Director Whitmer stated she met with Mr. Paul Kalas, Vanguard Energy Services, to discuss quotes for upcoming electric and natural gas contracts. Mr. Kalas feels there is going to be upward pressure on electricity pricing and suggested going to bid sooner rather than later for the quotes. The majority of the increase comes from the tariffs, which can cost more than the energy cost.

Trustee Lezon asked if there is a green energy option, which Director Whitmer did not know.

Trustee Picha suggested Mr. Kalas attend the January board meeting for an informational presentation.

- d. Review Proposed Board Meeting Schedule for 2018

Trustee Picha stated the Board previously considered an earlier start date for the board meetings. She suggested if the time is changed it needs to be consistent every month.

Trustee Stull asked if the meeting starts at 6 p.m. would it be necessary to start at 5 p.m. for a Committee-of-the-Whole Budget Meeting. Director Whitmer stated it could be included in the regular meeting and not hold a separate Committee-of-the-Whole meeting.

Trustee Stull asked if the Board should consider changing the meetings to a different day of the week. Trustee Picha suggested the Board revisit the day of week change at a meeting when more board members are present.

Trustee Picha suggested Director Whitmer prepare the 2018 calendar with a 7 p.m. start and change the date in November to the second Wednesday due to the Thanksgiving holiday.

## 11. Director's Report

Director Whitmer reported the following maintenance updates:

- Magnetic closures have been installed on the quiet computer lab doors.
- Conditioning of the fireplace is underway to burn off the new smell.
- The Library received two options with pricing from Mendel Plumbing to add a clean out to the sewer line for the public restrooms. Administration discussed the issue with Trustee Picha and selected the option to place a clean out in the floor of the lobby near the drinking fountain for \$7,400. This does not include carpet replacement. The Library's maintenance man will remove and reinstall the carpeting.

The Library will purchase a router for the Library's maintenance person to use on a regular basis.

Jane Jankowski (Youth Services Librarian) and Jen Moore (Adult Services Librarian) submitted a grant to IEEE Chicago Section for circulating science kits for \$1,978. The items would be added to the Discovery Packs and used in-house. If the grant is awarded, the Library will contribute \$1,100 in Library Foundation funds received yearly through the DuPage Community Foundation.

Nearly all staff has completed The Per Capita Grant safety training. Trustee Warren stated one item he learned from the training is that staff should give a personal greeting or at least acknowledge the member's presence.

Staff member Gail Smith stated when she was shelving materials she learned a lot about the members.

Director Whitmer reported Senate Bill 851 – Property Tax Freeze - was passed by the Illinois House, however, the Senate took no action. ILA reports the bill is "dead" for this year.

Director Whitmer stated the total circulation number is misleading due to the State Library requiring the library to insert ebook statistics. Focus should be on the print and nonprint numbers that are correct. The ebook statistics dropped significantly because dedicated Tumblebooks computers were removed from Youth Services last year.

Trustee Warren asked if Hoopla has increased their offerings. Ms. Heath responded the limits are the same but usage is increasing monthly along with the expenditure as it is billed per use.

The Library's winter newsletter has been delivered. The Board would like to thank Ms. Gaydos and Ms. Morales for a job well done. Ms. Gaydos and Ms. Morales, along with Director Whitmer and Patty Dybala, also created a new member brochure which was shared with the Board.

Director Whitmer shared an email she received a couple months ago from a father asking permission for his daughter to take pictures of their family in the Library. She is a 4<sup>th</sup> grader and took pictures of her siblings. One of her photos has been entered in a competition and is moving onward,

## 12. Department Head Reports

Director Whitmer reported the Marketing Department is very busy and are currently working on developing slides and flyers.

Ms. Heath stated staff is working on programming and gearing up for winter programs. There will be a winter library club from December 26 – January 31 focusing on using the Library in different ways. Spring planning is already underway.

Trustee Warren shared tips he received from a Boy Scout Program featuring a computer security specialist. KRACK is a new password encryption software. The specialist recommended individuals and organizations go to a dual verification process including a fob to login from remote sites. LASTPASS is free and for dual verifications.

Director Whitmer stated she is considering adding cyber liability coverage to the library's insurance policy next year.

Leila Heath left the meeting at this time

## 13. President's Report

- a. Next meetings or events - Trustee Picha announced holiday closings for the Library and upcoming meetings.

14. Treasurer's Report

Trustee Lezon thanked Director Whitmer and Jackie Davis for assisting with the annual audit.

She reported Ehlers, Inc., the Library's Municipal Advisor, continues to monitor market trends and advise the Library regarding potential refunding opportunities for the Series 2016 Debt Certificates. The latest updated indicates refunding would not generate sufficient savings to be considered.

Trustee Warren asked how many times the Library could refund the certificates. Director Whitmer stated that she did not know.

The first principal payment is due December 1, with subsequent principal payments due every December 1.

Trustee Lezon reported the financials look good.

15. Secretary's Report – none

16. Committee Reports - none

17. Trustee Comments

Trustee Picha stated that the Sunday concerts were excellent.

18. Items for information and/or discussion

- a. Per Capita Grant Requirement: Review Chapter 4 "Legal Responsibilities & Liability", Trustee Facts File - Trustee Stull

Trustee Stull highlighted several points from the following sections:

- "The Legal Status of Library Trustees"
- "How to Minimize the Risks of Liability"
- "Risks of Liability for Library Trustees"
- "Conflict of Interest: An Invitation to Liability"
- "Ways to Minimize Risks of Liability"

- b. Per Capita Grant Requirement: Review Chapter 3 "Board Organization", Trustee Facts File, emphasis on Library Board Bylaws (Director Whitmer)

Director Whitmer reported the State Library changed the Per Capita Grant requirements after the application was released. Libraries are now asked to concentrate on library board by-laws. Director Whitmer reviewed the By-Laws and has determined there are three specific points that need to be reviewed:

- Parliamentary procedures

- Procedure for filling a trustee vacancy
  - Information on standing committees – i.e. personnel committee
- c. Per Capita Grant Requirement: Illinois State Library Literacy Program (Director Whitmer)

Director Whitmer reviewed with the Board the State Library Literacy Program. There are literacy grants available, but the grants are labor intensive.

- d. Per Capita Grant Requirement: Review of Chapter 12, "Safety," Serving Our Public 3.0 (Director Whitmer)

The Library was required to review Chapter 12 concerning safety. Director Whitmer stated the library meets the majority of the items. There are five items to be addressed by staff over the next year.

- Revise the Emergency Procedures Manual
- Investigate installation of an Automatic External Defibrillator and staff training
- Prepare a priority list for salvage in case of disaster
- Create a building safety checklist that identifies tasks to be completed daily, weekly, monthly, annually.
- Update contact list for building maintenance contractors, utilities, etc.

## 19. Adjournment

*MOTION: Trustee Stull moved to adjourn the meeting at 8:44 p.m. Trustee Lezon seconded.*

*Voice vote: All ayes*

*Motion carried*

Respectfully submitted,



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