

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

1. Call to order – Trustee Picha called the meeting to order at 7:03 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren
ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Approval of the agenda

Trustee Stull moved Items 7.a. Approve Minutes of the November 15, 2017 Truth in Taxation Public Hearing and 7.b. Approve Minutes of the November 15, 2017 Regular Board of Trustees Meeting to Regular Agenda as items c. and d.

Trustee Stull removed items #19 – Closed Session and Item #20 – Discussion/action resulting from the above closed session.

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

Voice vote:

Ayes – all

Nays – none

Motion carried

4. Presentations – None
5. Public comments – None
6. Correspondence

Director Whitmer presented a thank you received by Youth Services staff for participating in District 200's Stem Expo.

7. Consent Agenda

Trustee Stull read the amended Consent Agenda as follows:

- a. Receive and file Financial Report for November
- b. Adopt Ordinance #17-18-05 Fixing Regular Meetings for 2018
- c. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County

MOTION: Trustee Richardson moved to approve the amended Consent Agenda as read. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Motion carried

8. Regular Agenda

a. Approve payments for the period of November 16 – December 20, 2017

MOTION: Trustee Warren moved to approve payments in the amount of \$41,558.87 for the period of November 16, 2017 – December 20, 2017 including electronic payments and checks #6196 - 6236. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Motion carried

b. Approve transfer of funds

MOTION: Trustee Stull moved to approve transfer of \$100,000 from the MB NOW Account to the MB Operating Account. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

9. Unfinished Business

a. Approve Reimbursement of Trustee Picha Travel Expenses

MOTION: Trustee Ruzicka moved to approve travel reimbursement to Trustee Picha in the amount of \$44.41. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Abstain – Trustee Picha

Motion carried

b. Approve Reimbursement of Trustee Richardson Travel Expenses

MOTION: Trustee Stull moved to approve travel reimbursement to Trustee Richardson in the amount of \$44.41. Trustee DuRocher seconded.

Roll call vote:

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

Nays – None

Abstain – Trustee Richardson

Motion carried

10. New Business

- a. Approve Resolution #214 – Resolution Adopting Policy Prohibiting Harassment, Discrimination and Retaliation (and procedures for reporting and investigating complaints)

Director Whitmer stated Trustee Lezon had asked her before the meeting began if there was training in place for this policy. Director Whitmer stated there is no training scheduled, however, she is more concerned about training staff to manage inappropriate comments from patrons.

This policy is incorporated into the Employee Handbook. Each employee signs a paper stating they have received and read the new policy.

Director Whitmer stated the existing Harassment Policy in the Employee Handbook was updated to include all the required language mandated by State Legislature.

MOTION: Trustee DuRocher moved to approve Resolution #214 – Resolution Adopting Policy Prohibiting Harassment, Discrimination and Retaliation (and procedures for reporting and investigating complaints). Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Consideration of Proposal from Sikich for Audit Services for Fiscal Years 2018 through 2020

MOTION: Trustee Stull moved to accept Proposal from Sikich for Audit Services for Fiscal years 2018 through 2020. Trustee Warren seconded.

Director Whitmer stated Mr. LeFevre is the lead on the team with the CPAs conducting the audit fieldwork changing every couple of years.

Roll call vote:

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

Nays – None

Motion carried

- c. Authorize Library Staff to Submit the FY18 Public Library Per Capita Grant Application and FY16 Expenditure Report to the Illinois State Library

MOTION: Trustee Stull moved to Authorize Library Staff to submit the FY18 Public Library Per Capita Grant application and FY16 Expenditure Report to the Illinois State Library. Trustee Lezon seconded.

Trustee Warren asked if Trustees have to fill out a Conflict of Interest Statement. Director Whitmer explained the Conflict of Interest Statement is used in other parts of the State. In DuPage County only the Economic Interest Statement is required.

Voice Vote:

Ayes – all

Nays – None

Motion carried

- c. Distribute 2018 Calendar of Responsibilities

Trustee DuRocher asked if board meeting start time will be revisited again during the year. Trustee Picha stated discussion will begin in the summer of 2018. Trustee Lezon suggested the board meeting date be changed in December to a week earlier.

11. Director's Report

- Trustee Picha stated she found the list of the Manager's tasks very informative.
- Trustee Warren questioned the Tech Assistant position to help Cynthia Makowski. Director Whitmer explained a part time assistant is really needed and it is one of Director Whitmer's top priorities also to fill this position which was included in the FY17/18 budget.
- Trustee DuRocher asked if the Library is going to have a new website. Director Whitmer stated they are planning on a new website. A consultant will be hired for some of the design work. The current website is information heavy and can be highly improved.
- Communico, the new platform for the room reservation system, has a website module. The Library plans to launch the program registration and room reservation modules in February. Members will be able to login with their library card. There is a page called "my reservations" to find out what programs they are registered for. The staff is hoping to have Communico up and running by February 1, 2018. Director Whitmer will plan a demo for the February Board Meeting.
- Trustee DuRocher would like the item request form be streamlined and be mobile friendly. She explained some of the items wrong with the online form.

- Director Whitmer reported Amarelis Morales, Graphic Artist, resigned. A new Graphic Artist has been hired and will begin employment on January 2, 2018.
- Trustee Picha asked if the check for Mendel Plumbing is the final cost for the plumbing issue. Director Whitmer stated it is the final cost and the Library's Maintenance Man will be able to route the lines when plugged now.
- Trustee Picha asked why the Marketing Team was taken on a driving tour of Warrentville. Director Whitmer explained she felt they should know where main points of interest are located in town.
- Trustee Ruzicka is very upset the City did not extend their holiday lighting to the front of the Library.
- Trustee Stull questioned if anything has progressed with the street lamps. Director Whitmer spoke with the City regarding transferring ownership of the five Stafford Place streetlights not located on Library property. Director Whitmer has a letter drafted for Trustee Picha to review as this item will be on the Community Development Committee meeting agenda on Monday, January 8. Director Whitmer is planning on attending that meeting. The utility easement at the island at the end of the staff parking is also included.
- Trustee Ruzicka asked when Airhart plans to break ground. Director Whitmer stated they plan to break ground in the spring.
- Trustee Lezon asked why the Library is no longer notifying members when their card expires. She is upset there is no expiration date on the card and no notification sent to members who do not have email. Director Whitmer will ask Patty Dybala to prepare options to include in next year's budget request. Trustee Richardson stated she feels mailing a notice will not be helpful and is just another expense. Director Whitmer stated she is not in favor of placing expiration date stickers on the library card. She stated St. Charles Public Library mails a postcard and unless the card is returned to the Library the card is automatically renewed. Trustee DuRocher asked why an expiration date is necessary if the card is automatically renewed. Director Whitmer stated this is a way of being able to purge cards not being used.

12. Department Head Reports

Alyssa Murphy, Adult Services Librarian, resigned effective December 26 for a full time position at another library.

Trustee Ruzicka stated she feels the marketing department is doing an excellent job and taking the Marketing Department on a driving tour of Warrentville was an excellent idea.

Trustee Warren asked why Lou Carlile is meeting with Baker & Taylor for preprocessing of materials. Director Whitmer stated he is investigating having the books arrive shelf-ready. Some libraries have Baker & Taylor do all the processing with only cataloging done at the library. Director Whitmer asked Mr. Carlile to investigate the cost and to find out if it would speed up the process of books getting put on the shelf and free up staff for other activities.

13. President's Report

a. Next meetings or events

Trustee Picha stated there is a Personnel Committee Meeting on January 4 to discuss the Director's Evaluation Process.

Information regarding the Legislative Lunch was distributed to each trustee. Trustees are to inform Director Whitmer if they would like to attend either function.

14. Treasurer's Report – Trustee Lezon reported the MB Financial Certificate of Deposit did not earn a lot of interest. In December 2018 other options will be investigated. The CD matures in January 2019.

15. Secretary's Report - none

16. Committee Reports - none

17. Trustee Comments

- a. Trustee Warren stated last month Paula Voegtler talked about the Personnel Handbook and she has not received any feedback from the Library. Kate Perkins, a Warrenville resident, mentioned to Trustee Warren, Mrs. Voegtler was hoping for some sort of resolution.

Trustee Ruzicka stated during her employment at the Library the Paid Time Off (PTO) accrual was in effect for many years and when you are employed you have a commitment to work your shifts. Personal special events occur for everyone, however, you must follow the policies of your employer.

Trustee Warren feels the main issue was the policy as orally presented was different from the written policy in the manual. It was Mrs. Voegtler's idea the policy should reflect the actual situation.

Director Whitmer made two suggestions:

- The Library's relation is with the employee and communication should be with the employee, not the parent.
- The Library will review the policy manual to make sure all items are easy to understand and clear. The policy Mrs. Voegtler referred to was regarding employees being able to switch shifts. The Library allows for Paid Time Off and expects the employee to be responsible with this time. Switching is only to take place after the employee has used all accrued PTO and the schedules are in place. PTO is offered to employees so department heads can manage the schedules more efficiently.

Director Whitmer along with her Assistant will conduct a complete review of the policy next fiscal year.

- b. Trustee Picha asked about net neutrality and is there anything the Board should do. Director Whitmer stated the FCC has approved it but there is a lawsuit in court regarding this. Everyone should contact his or her elected officials regarding this issue. The good news is that most of the officials representing our area are in favor of it.
- c. Trustee Lezon asked if Paul Kalas, Vanguard Energy Services will have information on green energy. Director Whitmer asked him and he said he will have some information to present.
- d. Trustee Ruzicka stated in the past the Library had a holiday staff/trustee/foundation dinner. She would like to see this included in next year's budget. Director Whitmer stated it became a budget concern.

Trustee DuRocher stated instead of an annual event, employees received a monetary award for every 5 years of employment.

Director Whitmer will include funds in the next year's budget for an event to be discussed at the budget meeting.

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee Richardson moved to adjourn the meeting at 8:19p.m. Trustee Lezon seconded.

Voice vote:

Ayes - All

Nays - None

Motion carried

Respectfully submitted,



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