

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Board of Trustees Meeting
Wednesday, January 17, 2018 – 7:00 p.m.

1. Call to order – Trustee Picha called the meeting to order at 7:01 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren
STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis,
Collection Support Specialist Meghan Reese and Adult Services Assistant Rebecca
Hayes

PUBLIC ATTENDING: Paul Kalas, Vanguard Energy; Gail Smith

3. Approval of the agenda

MOTION: Trustee Stull moved to approve the agenda. Trustee DuRocher seconded

Trustee Picha removed items #19 – Closed Session and Item #20 -
Discussion/Action from Closed Session

*Trustee Stull moved to amend her motion to approve the agenda as amended. Trustee
DuRocher seconded.*

Voice vote:

Ayes – all

Nays – none

Motion carried

4. Presentations

- a. Staff Introductions

Director Whitmer introduced two new employees: Rebecca Hayes and
Meghan Reese. Each shared something about themselves and their work
in libraries.

Ms. Hayes and Ms. Reese left the meeting at this time.

- b. Electricity Supply – Mr. Paul Kalas, Vanguard Energy

Trustee Picha introduced Mr. Paul Kalas from Vanguard Energy. Mr. Kalas
distributed a brochure and a quote sheet. He explained Vanguard Energy
is an energy broker. Vanguard serves as an electricity supply consultant to
members of the Illinois Gas Cooperative. Vanguard the Library's Dynegey
Energy agreement in March 2017.

Mr. Kalas reviewed the quote sheet and explained the capacity charge is at an all-time high due to the polar vortex a few years ago.

Trustee Lezon asked about a new tax if you are not buying energy from a renewable source. Mr. Kalas replied he does not know about a new tax, however, everyone pays a surcharge on their bill for renewable compliance charge.

The Library's current electrical contract expires in May. Mr. Kalas recommends locking in the fixed energy price only, since it is at an all-time low, not the capacity and other fees as these fees could decrease.

Trustee Stull asked if the price fluctuates every day. Mr. Kalas stated the price does change every day.

Mr. Kalas left the meeting at this time.

The consensus of the Board is to have Director Whitmer add this item to the February Board Meeting Agenda as an action item.

5. Public comments – None
6. Correspondence - None
7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

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

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

Trustee Warren stated there was a correction in the December 20, 2017 Board of Trustees Meeting Minutes on page 4. The voice vote should be corrected to read "Voice vote: Ayes – all".

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 December 21, 2017 – January 17, 2018

MOTION: Trustee Stull moved to approve payments in the amount of \$37,421.96 for the period of December 21, 2017 – January 17, 2018 including electronic payments and checks #6237 - 6282. Checks #6262 and #6280 are voided. Trustee Warren seconded. Roll call vote:

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

Nays – None

Motion carried

- b. Approve transfer of funds

MOTION: Trustee DuRocher moved to approve transfer of \$150,000 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. Update on Library District's Cooperation with City and Airhart Construction Related to Residential Development of Civic Center Redevelopment site #1 (CCRS #1)

Director Whitmer stated she has been working with Attorney Roger Ritzman and Court Airhart, Airhart Construction. The agreement has been executed formalizing the Library's intent to cooperate with Airhart Construction for certain aspects of the residential development planned for the lot next to the Library. Airhart is planning to close on the property at the end of January. Tree and fence removal will begin in mid-February and grading will begin in April.

10. New Business

- a. Adopt Resolution #R-215 Resolution Confirming Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Ways to the City of Warrenton

MOTION: Trustee DuRocher moved to approve Resolution #215 – Resolution Confirming Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Ways to the City of Warrenton. Trustee Stull seconded.

Trustee Lezon asked who owns the three streetlamps on Stafford Place. Director Whitmer responded the Library currently owns them but will transfer ownership to the City. Director Whitmer asked the City if a 5' dedicated right-of-way would be an appropriate solution for these streetlamps and the City agreed. The Library will continue to maintain the easement and the City will acquire the electric charges.

The Library will also transfer ownership to the City for the two streetlamps located at Mount Street and five streetlamps by the Prairie Path. The City will maintain and pay all costs associated with these lamps.

Trustee Warren asked if banners or flower baskets are located on these streetlamps. Trustee Ruzicka responded Warrenville in Bloom provides flower baskets in the summer for the streetlamps. Director Whitmer stated the Library does have banners that are hung on the streetlamps.

Trustee Lezon asked if the City could provide more parking spaces along the Prairie Path eastwards.

Roll call vote:

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

Nays – None

Motion carried

b. March Board Meeting Date

Director Whitmer stated she misunderstood Trustee DuRocher's absence at the March board meeting. Trustees Warren and Stull will be absent, leaving five trustees to attend. Four trustees must attend for a quorum.

After discussion, the consensus of the Board is to keep the meeting on March 21. Trustees Stull and Warren will be able to attend remotely, including participation in discussion and voting on motions, if they choose.

c. Review Staff Report on FY18 Strategic Action Steps

Director Whitmer reviewed the items one by one with the following highlights:

Lower Level "Meeting" Space:

- She explained Head of Public Services Leila Heath and her team have been working on the needs and opportunities for use of the lower level "meeting" room. Some suggestions were book sale, makerspace and youth/teen program space. Trustee Ruzicka stated she would like a book sale on the lower level,

Establish a style guide for Library Communications

- Director Whitmer explained former employee Amarelis Morales drafted a visual style guide, color palette and new design for the Library newsletter. Kathy Gaydos, along with new graphic designer Molly Schlecht, are working to complete the full style guide by the end of the fiscal year.
- Trustee Warren would like a copy of the style guide once completed.

Develop a Responsive Website

- Director Whitmer stated development of the website will be completed next fiscal year.

11. Director's Report

- Director Whitmer stated a window in the lower level hallway shattered overnight during extremely cold weather in late December. A quote was obtained for \$385 to replace this window. The window will be replaced as soon as possible. At the same time, a proposal was obtained to repair 30+ failed window units for \$10,600. The proposal was accepted and work will be scheduled in the spring.
- Due to the new boiler failing, Barr Mechanical replaced the frequency drive. The boiler is currently running, but is operating outside of the building automation system. Barr Mechanical is working with the automation system representatives and Elara Engineering to fix the problem.
- The fireplace is still out of service due to the frame warping from lack of enough adhesive. Hargrave Builders is building a replacement piece and installation is scheduled to be completed by the end of the month.
- Director Whitmer asked the Board to suggest items for the strategic plan for next fiscal year. Strategic priorities will be discussed at the February Board Meeting.

12. Department Head Reports – no questions

13. President's Report

a. Next meetings or events

Trustee Picha announced the upcoming meetings and events including some agenda items for the February and March board meetings.

14. Treasurer's Report

- Trustee Lezon stated the Library will receive a disbursement of \$880 from the DuPage Foundation in February. Director Whitmer recommends these funds be used to match the Science Kits Grant if awarded.
- Trustee Lezon reported the Library's balance of Developer Donations collected by the City is \$4,936.89. After discussion, the consensus of the Board is to leave these funds on deposit to use towards renovating the lower level meeting room.

15. Secretary's Report – Trustee Stull reported everything looks good and reminded the Board to appoint a Secretary Pro-Tem in March due to her absence.

16. Committee Reports

a. Personnel Committee

Trustee DuRocher reported the Personnel Committee met on January 4 to discuss potential revisions to the Director's evaluation process.

Trustee DuRocher thanked Director Whitmer for doing an amazing job of gathering and compiling materials for the Committee to review.

The consensus of the Committee is to make the evaluation process useful for Director Whitmer. It will be based on three factors:

- Library Goals
- Job Description
- Behavioral Traits

The Committee agreed the Management Team will no longer participate in the evaluation process and the Assistant to the Director will no longer compile the evaluation results.

The next Committee Meeting is on February 6, 2018 at 4:30 p.m.

17. Trustee Comments

- a. Trustee Warren stated he has not yet contacted Paula Voegtle to inform her the Board discussed her concerns at last month's board meeting, but will in the near future. He considers the matter closed.

18. Items for information and/or discussion

- a. Per Capita Grant Requirement: Review Chapter 5: Policymaking", Trustee Facts File

Trustee Richardson shared three main points from the publication:

- A good policy does not include procedures that would make it confusing for leadership or staff.
- All policies must be made public; therefore it's important to keep the guidelines in mind of being unambiguous, fair and reasonable if the public is going to see them.
- Important to review policies for appropriateness and ability to follow through as times change, people and situations change.

Trustee Picha asked Director Whitmer if the Library reviews policies on a regular basis. Director Whitmer replied staff does review policies as needed. Trustee Warren stated the Library Board must review the policy for Selection of Library Materials at least every two years. Director Whitmer stated this review is scheduled for next fiscal year and could be included as a strategic priority.

19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 8:30 p.m. Trustee DuRocher seconded.

Voice vote:

Ayes - All

Nays - None

Motion carried

Respectfully submitted,



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