

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
WEDNESDAY, FEBRUARY 21, 2018**

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

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

ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Authorize Remote Attendance and Participation

MOTION: Trustee Stull moved to authorize Trustee DuRocher to attend by remote attendance and participate in the meeting. Trustee Lezon seconded.

Voice vote:

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

Nays - None

Abstain – Trustee DuRocher

Motion carried

4. Approval of the agenda

Director Whitmer removed Items #20, 22 and 23. She also moved Item #21 – Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes to "Regular Agenda 9.d."

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

Roll call vote:

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

Nays – None

Motion carried

5. Presentations

- a. Overview of New Program Calendar & Online Meeting Room Reservations

Director Whitmer gave an overview of Communico, the new Program Calendar and online Meeting Room Reservation system.

She reviewed how to access Communico on the Library's website and how to register for a program. She also reviewed the meeting room reservation page.

Trustee Stull asked if it indicates when a program is for Warrenville cardholders only. Director Whitmer stated it is noted in the program description that a library card number and PIN are required to register online.

6. Public comments - none
7. Correspondence - none
8. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the January 17, 2018 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for January
- c. Apply a 2% Market Adjustment to the Wage Scale Effective July 1, 2018
- d. Authorize Library Staff to Sign Engagement Letter from Sikich, LLC for Fiscal Year 2018 Audit Services

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

Roll call vote:

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

Nays – None

Motion carried

9. Regular Agenda

- a. Approve payments for the period of January 18 – February 21, 2018

MOTION: Trustee Stull moved to approve payments in the amount of \$64,612.07 for the period of January 18, 2018 through February 21, 2018 including electronic payments and checks #6283 – #6328 with checks #6286, #6316, #6317 #6318, and #6322 voided. 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 Stull moved to approve transfer of \$150,000 from the MB NOW Account to the MB Operating Account. Trustee Warren seconded.

Roll call vote:

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

Nays – None
Motion carried

- c. Approve Minutes of the February 6, 2018 Personnel Committee Meeting

Motion: Trustee DuRocher moved to approve Minutes of the February 6, 2018 Personnel Committee Meeting. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Picha and Warren

Abstain – Trustees Lezon, Ruzicka, Stull and Ruzicka

Motion carried

- d. Destruction of Verbatim Recordings of Closed Sessions and Release of Closed Session Minutes

MOTION: Trustee Richardson moved to destroy verbatim recording of the May 18, 2016 Closed Session. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

10. Unfinished Business

- a. Update on Library District's Cooperation with Airhart Construction Related to Residential Development of Civic Center Redevelopment Site #1 (CCRS #1)

Director Whitmer stated the agreement between the Library and Airhart Construction was executed in mid-January. This agreement allows Airhart to access Library property for various construction reasons including the sidewalk on the west side of the building, removing the chain-link fence, and completing some minor grading at the edge of the property. The agreement will expire when the project is complete or December 31, 2021, whichever occurs first.

Airhart closed on the property at the end of January.

- b. Update on Library District's Intent to Transfer Ownership of Decorative Streetlamps and Dedicate Right-of-Way and Utility Easements to City of Warrentville

Director Whitmer stated she and Trustee Picha attended the February 12, 2018, City Public Works/Infrastructure Committee of the Whole Meeting. At the meeting, the committee voted unanimously to recommend the City Council take the following action:

- Approve the ownership transfer of 11 streetlamps from the Library to the City.
- Authorize the City's attorney and staff to draft an amendment to the existing light maintenance intergovernmental agreement removing the 11 streetlamps, which allows the city to maintain the Library's lower level parking lot streetlamps at the Library's expense.
- Authorize the passage of an ordinance approving the plat subdivision of dedication of easement and right-of-way.

City Staff and attorney are finalizing the plat of dedication and City Council is expected to take action on the above items at the March 5 Council meeting.

Director Whitmer explained the City discovered the conduit for the three fixtures in front of the Library on Stafford Place runs through Airhart's property. The City is going to abandon the existing conduit and extend new conduit under the Library's parking spaces on the west side of the building. The Library will maintain ownership of the property, but a utility easement will allow the City to access the property for maintenance of the streetlamps and conduit. The City will be responsible for repair of any damage that may occur during maintenance.

- c. Review Recommendations for Electricity Supply and Authorize Staff to Execute Contract

MOTION: Trustee Warren moved to authorize Library staff to direct Vanguard Energy to request quotes for terms of twelve to 48 months from energy suppliers and authorize Library staff to enter into a contract for electricity supply, inclusive of renewable energy, for a term not to exceed 48 months based on the recommendations of the energy consultant. Trustee Ruzicka seconded.

Trustee Warren asked if the Library is going to opt for 100% renewable energy. Director Whitmer responded it is the intention of the Library to use renewable energy.

Roll call vote:

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

Nays - None

Motion carried

11. New Business

- a. (1) Approve Revised Library Director Job Description and Revised Library Director Evaluation Process

Trustee Picha thanked Trustees DuRocher and Warren, along with Director Whitmer for all their hard work on this project.

Trustee DuRocher stated this began last year at Director Whitmer's review when she was asked if the current review process was useful to her. Director Whitmer stated it was not. Director Whitmer put a lot of thought into what would be useful for her. Trustee DuRocher stated Director Whitmer did a wonderful job of putting together her new job description.

MOTION: Trustee DuRocher moved to adopt revised Library Director Job Description and the revised Library Director Evaluation Process. Trustee Warren seconded.

At this point, the consensus of the Board was to separate the motion into two separate motions – Adopt the Revised Library Director Job Description and Adopt the Revised Library Director Evaluation Process.

Trustee DuRocher withdrew her original motion.

Trustee DuRocher moved to adopt the revised Library Director Job Description. Trustee Warren seconded.

Director Whitmer stated the revised job description includes updates on essential functions, adds education and experience requirements, includes General Performance Requirements and adds Physical Demands/Work Environment.

Director Whitmer suggested the Library Director look at the job description every 2-3 years to make sure it is accurate.

Trustee DuRocher stated the new trend is to include the Physical Demands/Work Environment in job descriptions.

VOTE:

Voice call:

Ayes - all

Nays - none

Motion carried

a.(2) Approve revised Library Director Evaluation Process

MOTION: Trustee Stull moved to approve the revised Library Director's Evaluation Process. Trustee Ruzicka seconded.

Trustee DuRocher stated the Committee reviewed the Director's general performance goals looking specifically at the Director's essential functions from the job description and performance goals.

Director Whitmer stated the items to be evaluated are derived from the Director's Job Description, Performance Goals established during the prior evaluation process and General Performance Requirements.

Trustee DuRocher stated trustees would be receiving the evaluation form overview and instructions in March. The deadline to complete the evaluation form online will be April 1. Trustees DuRocher and Warren will complete the compilation.

A closed session will be held at the April Board Meeting to discuss the evaluation with Director Whitmer.

Trustee Stull asked Director Whitmer to give the Board a possible change in range of salary increase, change in benefit, support for educational classes, or other ways a job well done can be compensated. Trustee Picha asked Director Whitmer if she should include a document addressing these issues with her self-evaluation form. Director Whitmer stated this would be the most appropriate way. Director Whitmer's self-evaluation will include notes for suggested revisions to the job description and any requests for additional compensation or educational support.

Trustee DuRocher stated past year goals will be discussed in April and the goals discussed in May will be tied to the FY18-19 budget process.

Director Whitmer stated she does not want this document to be intimidating or make this evaluation process complicated but would like to know if she needs improvement in certain areas.

VOTE

Voice vote:

Ayes – all

Nays – none

Motion carried

- b. Provide Input and Feedback on Strategic Priorities and Action Steps for FY19

Director Whitmer and the Management Team met and considered several ideas for priorities and actions steps for next fiscal year. Director Whitmer recommends the following priorities:

Priority #1 – Plan for the Future`

Priority #2 – Maintain a Safe, Efficient Facility

Priority #3 – Communicating and Engaging with the Community

Trustee DuRocher asked how the strategic priorities relate to Director Whitmer's performance goals. Director Whitmer replied she will focus primarily on Priority #1, however, she will also work on the other priorities along with the Management Team and their staff members.

Trustee Picha asked if the plan for the lower level room will be included in Priority #1- Plan for the Future. Director Whitmer stated this will be discussed along with the budget in April.

- c. Review Plan for Outreach / Community Event Participation and Approve the Following Early Closures: Tuesday, July 3 at 5 pm and Friday, August 3 at 5 pm

MOTION: Trustee Warren moved to approve early closures at 5 pm on Tuesday, July 3 for the Warrenville Parade and at 5 pm on Friday, August 3 for Summer Daze. Trustee Lezon seconded.

Director Whitmer shared the Management Team's plan for participation in community events from July through September 2018.

Two early closures are recommended. Except for holidays, the Library will remain open normal hours on the other event dates.

Trustee Warren asked if Arbor Day is an event where the Library should have a presence. Director Whitmer stated the Library is better promoting events such as the Health and Wellness Fair.

The Board agreed to consider an art sale/silent auction for retired library artwork at Art on the Prairie.

VOTE:

Voice Vote:

Ayes – all

Nays – none

Motion carried

d. Approve Closure on Friday, October 5 for Staff In-Service

Motion: Trustee Stull moved to approve closure of the Library on Friday, October 5 for an all-day, all staff in-service. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

12. Director's Report

- Director Whitmer reported the summer concerts are booked and waiting on a few contracts to be signed before announcing the full lineup.
- Director Whitmer stated the boiler is operating; the problem is the boiler is operating outside the building automation system. She will be contacting Shales McNutt to assist in this matter.
- Fireplace – it was discovered the materials being considered to replace the previous frame will not withstand the heat. Josh Campanelli from Shales McNutt visited this morning to obtain measurements. No timeline has been received for the replacement. Trustee Picha asked who will absorb the financial impact and Director Whitmer responded she did not know. Trustee Picha also inquired when they plan to locate the circuit breaker that controls the fireplace in case the remote is lost. Director Whitmer stated when the electrician comes to fix a few lights he will do this at the same time.
- Trustee Picha asked which account the funds for the window project will be used. Director Whitmer replied it will come out of Special Reserve.
- The Library renovation is featured in the February issue of the ILA Reporter.
- Director Whitmer hosted the Warrenville Hospitality Group including Cantera hotels and restaurants on January 31. As a result of a referral from the meeting, Buffalo Wild Wings hosted a regional manager's meeting at the Library.

13. Department Head Reports

- Youth Services held outreach STEM programs at both Bower and Johnson Schools with full attendance.
- The Marketing/Graphics Department is currently working on new signage for all the book shelf headers.
- Trustee Warren asked why the unique website visits increased so much – Director Whitmer stated it now includes any catalog hits.
- Trustee Picha likes the miscellaneous circulation stats.

Trustee DuRocher left the meeting at this time.

14. President's Report

a. Next meetings or events

Trustee Picha announced the upcoming meetings.

15. Treasurer's Report – looks good

16. Secretary's Report – looks good, a Secretary Pro-Tem will need to be appointed for the March board meeting.

17. Committee Reports - none

18. Trustee Comments

Trustee Warren stated he saw Paula Voegtle at Chick-fil-A in Wheaton and was able to relay to her the disposition of her issue and at this point the matter has been closed.

Trustee Picha said the Library's Newsletter continues to evolve and become better and better every time it's published.

19. Items for information and/or discussion - none

20. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:41 pm. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

Respectfully submitted,



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