

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

1. Call to order – Trustee Picha called the meeting to order at 7:00 p.m.

2. Roll Call

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

ABSENT: Trustee Warren

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

3. Appoint Secretary Pro-tem

*MOTION: Trustee DuRocher moved to appoint Trustee Richardson as Secretary Pro-Tem. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Abstain – Trustee Stull*

*Absent –Warren*

*Nays – none*

*Motion carried*

4. Authorize Remote Attendance and Participation

*MOTION: Trustee DuRocher moved to authorize Trustee Stull to remotely attend and participate in the meeting. Trustee Lezon seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Richardson and Ruzicka*

*Nays – None*

*Abstain – Trustees Stull*

*Absent – Trustee Warren*

*Motion carried*

5. Approval of the agenda

Director Whitmer removed items #21 – Closed Session and #22 – Discussion/action resulting from the closed session.

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Warren*

*Motion carried*

6. Presentations – none
7. Public comments – none
8. Correspondence – none
9. Consent Agenda

Trustee Richardson read the Consent Agenda as follows:

- a. Approve Minutes of the February 21, 2018 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for February
- c. Approve Non-resident Library Card Participation for FY19 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Warren*

*Motion carried*

#### 10. Regular Agenda

- a. Approve payments for the period of February 22 – March 21, 2018

*MOTION: Trustee Ruzicka moved to approve payments in the amount of \$40,019.43 for the period of February 22, 2018 through March 21, 2018 including electronic payments and checks #6329 - #6370 with check #6349 voided. Trustee DuRocher seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Warren*

*Motion carried*

- b. Approve transfer of funds

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

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Warren*

*Motion carried*

## 10. Unfinished Business

- a. 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 provided a brief update. City Council is expected to take final action on April 2.

- b. Adopt Strategic Priorities and Action Steps for FY19

*MOTION: Trustee Lezon moved to adopt Strategic Priorities and Action Steps for FY19. Trustee DuRocher seconded.*

Trustee Picha asked if the Library has a Mission Statement. Director Whitmer stated there is one, but it is approximately 20 years old and needs to be revised.

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Warren*

*Motion carried*

## 11. New Business

- a. Approve Revised Policy No. 360 Art Exhibits Policy

*MOTION: Trustee DuRocher moved to approve Revised Policy No. 360 – Art Exhibits Policy. Trustee Lezon seconded.*

- Director Whitmer pointed out the previous policy did not encompass the areas now available for display, and the policy needed to be more precise.
- She has been collecting names of artists who would like to display their artwork.
- Trustee Stull inquired if any library-owned artwork, currently in storage, will be displayed. Director Whitmer stated this policy does not apply to library-owned artwork.
- Trustee DuRocher asked if this would include high school students. Director Whitmer replied it could.
- Trustee Picha asked if a photo inventory should be done once the display is complete, indicating what was actually displayed. Director Whitmer stated this is a good point and will be added to the policy.
- Trustee Stull asked if very provoking art would be displayed. Director Whitmer stated if it would be considered obscene then it will not be

displayed. The policy states the Library has final decision on approval of any exhibit.

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Warren*

*Motion carried*

## 12. Director's Report

- Director Whitmer reported the Library received a settlement claim from the Illinois Attorney General in the amount of \$1,238 for LCD price fixing.
- Airhart Construction has begun construction of homes next to the Library.
- Trustee Picha stated there was an article regarding the Airhart development in the Chicago Tribune.
- The Summer Concerts are booked. The season will begin on June 6 with The Barefoot Hawaiian musicians and dancers.
- The preliminary tax levy worksheet was obtained from the County Clerk's office. This worksheet informs the library of the expected property tax income for the next fiscal year. The library will be receiving approximately \$57,000 more in income. The tax rate decreased due to a \$35 million increase in the assessed valuation.

## 13. Department Head Reports

- Trustee Picha likes the Outreach/PR section included in the Public Services Report.
- Trustee DuRocher commented on how well received the self-checkout stations are and was wondering about adding one in a different location. Director Whitmer stated she would like to locate a station in the Youth Services Area but believes all the ports are currently being used.
- Trustee Picha would like to see signage indicating the book drops.
- Trustee Richardson asked if there is a way to obtain information on how members found out about a program. Director Whitmer stated Kathy Gaydos, Marketing, would like to survey program participants.
- Director Whitmer reported Cynthia Makowski hired a part time assistant.

## 14. President's Report

### a. Next meetings or events

Trustee Picha shared the upcoming meetings and events.

- The April board meeting will begin at 6 p.m. with dinner and a Committee of the Whole budget meeting. There will also be a closed session during the regular meeting to discuss the Director's Evaluation.

- Director Whitmer reported National Library Week is the week of April 8, and there will be two technology showcases held during the week.

15. Treasurer's Report – financials look good

16. Secretary's Report – none

17. Committee Reports

a. Personnel Committee – Director's FY18 Evaluation

- Trustee DuRocher informed Trustees the evaluation form will need to be completed online. Director Whitmer explained how the form will appear online and how to fill out the form.
- Director Whitmer will send the invitation to all trustees with the link to the evaluation.
- Trustee DuRocher stated the evaluation should take approximately 10 minutes, and she would like to have them completed before April 1.
- Trustee DuRocher will be compiling the results and comments and will share the results with the Board at the April board meeting in closed session.
- Director Whitmer will send a reminder email to the Board to complete the evaluation.

19. Trustee Comments

- Trustee Stull is really enjoying her time at Public Library Association and attended the Opening Session.

20. Adjournment

*MOTION: Trustee Ruzicka moved to adjourn the meeting at 7:49 p.m. Trustee DuRocher seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Warren*

*Motion carried.*

Respectfully submitted,



Jill Richardson, Secretary Pro-Tem  
Board of Trustees  
Warrenville Public Library District