

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
WEDNESDAY, APRIL 18, 2018**

1. Call to order – Trustee Picha called the meeting to order at 7:04 p.m.

2. Roll Call

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

3. Approval of the agenda

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

Voice vote:

Ayes – all

Nays – None

Motion carried

4. Presentations - none

5. Public comments - none

6. Correspondence

Director Whitmer shared information on the following:

- a. A memo from Attorney Ritzman regarding use of personal devices for library business. He stated the personal devices can be subject to FOIA.
- b. The FY18 Per Capita Grant Award Letter indicates grants are being funded at the statutory maximum of \$1.25 per resident. The library will receive approximately \$17,000.
- c. Youth Services Librarian, Jane Jankowski, received notification that The Institute of Electrical and Electronics Engineers (IEEE)—Chicago Section the Library will award a \$2,000 grant for science kits. Ms. Jankowski and Adult Services Librarian Jen Moore submitted the grant in 2017. The Library will provide an additional \$1,000 in local matching funds from the DuPage Community Foundation funds, and private donations from individuals. A representative from IEEE will present the check at the May board meeting. There will be an open house on June 2 to present the kits.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the March 21, 2018 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for March

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

Roll call vote:

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

Nays – None

Abstain – Trustee Stull and Warren

Motion carried

8. Regular Agenda

- a. Approve payments for the period of March 22 – April 18, 2018

MOTION: Trustee DuRocher moved to approve payments in the amount of \$53,150.00 for the period of March 18, 2018 through April 18, 2018 including electronic payments and checks #6371 – 6420 with check #6371 and 6372 voided. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Abstain – Trustees Stull and Warren

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Richardson moved to approve transfer of \$125,000 from the MB Business Money Market Account to the MB Operating Account. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Motion carried

- c. Approve Reimbursement of Trustee Expenses

MOTION: Trustee Lezon moved to approve the reimbursement for trustee expenses.

Discussion:

Trustee Picha asked Trustee Stull what percentage of the postage requested was at the request of the Library Director. Trustee Stull stated none of the postage was at the Library Director's request. The cost was high due to purchasing the box, paying for Federal Express to pack the box and the postage. Federal Express was the only option available at the conference for shipping.

After discussion, it was the consensus of the Board to reimburse Trustee Stull in the amount of \$307.13.

MOTION: Trustee Lezon moved to amend her motion to read "approve reimbursement of \$307.13 for Trustee Stull and approve reimbursement of \$307.58 for Trustee Warren". Trustee Richardson seconded.

ROLL CALL:

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

Nays – None

Abstain – Trustees Stull and Warren

Motion carried

9. 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 reported Airhart Construction has one house under construction and work has begun on site improvements.

The plat which gives the City the right-of-way and the Bill of Sale have been received from the City. The President and Secretary will sign them tonight.

10. New Business – None

11. Director's Report

- Director Whitmer stated the boiler issues have been resolved.
- The granite for the fireplace has not arrived yet. Once it is milled, Hargrave will schedule a date to install the new material.
- One of the meeting room projectors is not connecting to any devices. A crew will be here on Friday, April 20 to resolve this issue.
- Administration secured bids for a building security system and selected Alarm Detection Systems. This will be installed before the end of this fiscal year. The system will include door contacts, motion detectors, and key fob entry system.
- Three new employees have joined the staff:
JoAnn Hill, Collection Support Specialist
Marcia Koenen – Customer Support Specialist

Peter Baklashav – IT Assistant

Trustee Picha asked Director Whitmer if she had been contacted by Dorothy Deer regarding a butterfly garden. Director Whitmer responded no.

Trustee Picha asked if there was any more discussion about moving one of the self check-outs to the Youth Services area. Director Whitmer responded that wiring would need to be installed.

12. Department Head Reports

- The April 8 Sunday concert, Girls Like Us, was filled to capacity.
- Youth and Adult Services are weeding the collections so new materials can be added.
- Youth and Adult Services are preparing for the Summer Reading program "Reading Takes You Everywhere". Youth Services staff will be visiting the schools in May.
- Member Services reported the cardholder rate is increasing from month-to-month.
- Member Services included a copy of the new library card application form. The new form makes it easier for a parent to register all their children at one time.
- Marketing – the summer issue of *Reading Matters* will arrive in Warrenton mailboxes the week of May 14.

13. President's Report

- Trustee Picha thanked Director Whitmer for the phenomenal job on the budget.
- There will not be a May 16 Committee of the Whole Budget meeting.
- Trustee Picha reminded trustees to file their Economic Interest Statement.
- Approval of the budget will be at the June Board Meeting.

14. Treasurer's Report – financials look good

15. Secretary's Report – Trustee Stull thanked Trustee Richardson for being Secretary Pro-Tem in March.

16. Committee Reports

Trustee Picha thanked Trustee DuRocher for compiling the Director Evaluation results and stated all trustees participated in the evaluation.

17. Trustee Comments

a. Public Library Association Conference Report

Trustee Warren stated there were many topics presented appropriate to the size of Warrenton including:

- Community and getting the message of libraries out to the largest number of people, from youth to seniors.
- Promoting harmony and community in the neighborhoods and cities they serve.

Trustee Stull stated:

- The library is the one last free democratic space inclusive and accessible to many people.
- Emphasis was on discontinuing extended use fees. Staff did not have to deal with negative feedback and funds were not spent on collecting the fees.
- She attended strategic planning sessions. One point made is for something front and center it must be measureable and sustainable.
- Trustee Stull shared a summary of a book by Steve Pemberton, the first Chief Diversity Officer at Walgreens. Mr. Pemberton was a speaker at the conference.
- Trustee Stull was disappointed some of the programs were cancelled because speakers were unable to travel due to the weather.
- She shared some of the giveaways she brought home.
- Overall, it was an amazing conference and wonderful experience.

18. Items for Information and/or discussion

Trustee DuRocher stated she feels the north wall in the meeting room needs artwork. Most programs are oriented towards that direction and she wants to see something other than a blank wall.

Some trustees feel artwork on the wall would take away from the presenter and cause a distraction.

19. Closed session

MOTION: Trustee Stull moved to enter into closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" at 7:57 p.m. Trustee Warren seconded.

Roll call vote:

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

Motion carried

Sandy Whitmer and Jackie Davis left the meeting at this time.

Returned to open session at 8:10 p.m.

A short break was taken at this time.

Returned to regular open meeting at 8:13 p.m.

ROLL CALL:

Trustee Picha called roll call:

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren (arrived at 8:14 p.m.)

ALSO ATTENDING: Library Director Sandy Whitmer

20. Discussion/action resulting from the above closed session

The Board shared the evaluation summary with Director Whitmer.

MOTION: Trustee DuRocher moved to award Director Whitmer a 3% increase in salary and a maximum of 26 days to work offsite effective July 1. Trustee Lezon seconded.

Roll call vote:

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

Motion carried

Director Whitmer distributed her suggested goals for next Fiscal Year. Trustees can submit additional goals to the Personnel Committee by May 1. Goals will be discussed and approved at the May Board Meeting.

21. Adjournment

MOTION: Trustee Richardson moved to adjourn the regular board meeting at 8:24 p.m. Trustee Lezon seconded.

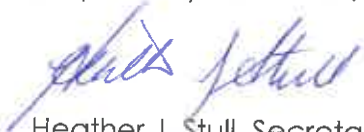
Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



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