

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**WEDNESDAY, MAY 16, 2018**

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

ATTENDING: Trustees Picha, Richardson, Ruzicka, Stull and Warren

ABSENT: Trustee DuRocher and Lezon

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

STAFF ATTENDING: Leila Heath, Jane Jankowski, Molly Schlecht and Ellen Seiberlich

PUBLIC ATTENDING: Gail Smith, Mr. & Mrs. Seiberlich, Norman Phoenix and John Zulaski from the IEEE

3. Approval of the agenda

Trustee Picha removed Items #19 and #20 pertaining to closed session.

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

4. Presentations

- a. Science Kits Grant

Mr. Norman Phoenix from the Institute of Electrical and Electronics Engineers (IEEE) – Chicago Section introduced himself and gave a brief description of the IEEE. He stated one of the goals of the IEEE is to stimulate young people's interest in the world of engineering. The IEEE awarded the Library a \$2,000 grant to purchase science kits for circulation. Mr. Phoenix presented the initial \$400 award check to Youth Services Librarian Jane Jankowski. Ms. Jankowski along with Adult Services Librarian Jen Moore have selected and purchased the majority of the elements for the kits.

Ms. Jankowski announced there is a kickoff event, "Science Kits Open House," on Saturday, June 2 from 1-3 pm.

Director Whitmer thanked the following:

- The IEEE for awarding the grant to the Library.
- Jane Jankowski and Jen Moore for compiling the kits.
- Leila Heath for supporting her staff in this project.
- Technical Services and Marketing staff for pulling all the elements together.
- Patty Dybala, Head of Member Services, for her contribution to the circulation process.

Mr. Phoenix introduced Mr. John Zulaski. Mr. Zulaski was the first member in the organization to introduce the subject of science kit grants.

b. Staff Introductions

Director Whitmer introduced Molly Schlecht. Ms. Schlecht stated she does all the graphic design work and gave a brief history of her education and career. Molly also works part-time at the Elmhurst Public Library.

Director Whitmer stated Molly is assisting Kathy Gaydos with pop-up displays, such as the Royal Wedding display, currently located at the Member Services Desk.

c. Employee Recognition (Ellen Seiberlich, 5 years)

Director Whitmer introduced Ellen Seiberlich who is celebrating 5 years of employment this month. She began her library career as a Library Page and has been promoted to a Customer Service Specialist. She is also a preschool teacher at St. Irene's in Warrenville.

A short break was taken at 7:13 p.m. to enjoy refreshments.

Returned to the regular meeting at 7:34 p.m.

Trustee Picha thanked Mr. Phoenix, Mr. Zulaski, the staff and public for attending.

Mr. Phoenix, Mr. Zulaski, Leila Heath, Jane Jankowski, Jen Moore, Ellen Seiberlich, Mr. and Mrs. Seiberlich, and Molly Schlecht left the meeting at this time.

5. Public comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the April 18, 2018 Committee of the Whole Meeting with changes suggested by Trustee Picha
- b. Approve Minutes of the April 18, 2018 Regular Board of Trustees Meeting
- c. Approve Minutes of the Closed Session of the April 18, 2018 Regular Board of Trustees Meeting
- d. Receive and file Financial Report for April

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

*Roll call vote:*

*Ayes – Trustees Picha, Richardson, Ruzicka, Stull and Warren*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

7. Regular Agenda

- a. Approve payments for the period of April 19 – May 16, 2018

*MOTION: Trustee Richardson moved to approve payment of invoices in the amount of \$62,255.29 for the period of April 19, 2018 through May 16, 2018 including electronic payments and checks #6421 – 6480 with checks #6462, #6463 and #6466 voided. Trustee Ruzicka seconded.*

*Roll call vote:*

*Ayes – Trustees Picha, Richardson, Ruzicka*

*Nays – None*

*Abstain – Trustees Stull and Warren*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Stull moved to transfer \$150,000 from the Business Money Market Account to the Operating Account. Trustee Ruzicka seconded.*

*Roll call vote:*

*Ayes – Trustees Picha, Richardson, Ruzicka, Stull and Warren*

*Nays – None*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

8. Unfinished Business – None

9. New Business

a. Approve Library Director's Goals for FY19

No changes were made to the Director's Goals for FY19 suggested at the April board meeting.

*MOTION: Trustee Warren moved to approve Library Director's Goals for FY19 as presented. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

b. Discuss and Provide Feedback to Personnel Committee on Director's Evaluation Process

In addition to the comment "if we stay with Google Forms to collect responses, instructions should be clear that responses cannot be edited once the form is submitted" Trustee Stull suggested a section be included for comments not pertaining to any of the questions

Trustee Picha thanked Trustees DuRocher and Warren for their work on the evaluation.

Trustee Picha thanked Director Whitmer for all the benchmarking and comparisons to other libraries she contributed to the trustees.

10. Director's Report

- Director Whitmer stated the final report for the Sunday Music Matinees was submitted to the City of Warrenton for reimbursement. The grant for next year has already been awarded.
- Administration received a Freedom of Information Act request for 2017 payroll expenditures from Better Government Association and one from Smart Procure for the library's checkbook.
- The new granite trim on the fireplace was installed.
- Alarm Detection Systems is currently installing an intrusion alarm, motion detectors and key fob entry system.
- Airhart Construction has removed the chain link fencing.

- The parking lots are to be sealcoated on Memorial Day, weather permitting.

12. Department Head Reports

- Trustee Picha asked about the numerous meetings and continuing education completed by Public Service staff. Director Whitmer stated a goal is set each year based on hours worked for each employee. It is time for evaluations and staff is completing their hours for the fiscal year. Next year managers will set the appropriate amount of hours for their staff. Many will be encouraged to complete half the hours by the end of December.
- Trustee Picha stated 39% of materials were checked out at the self-checkout stations last month.
- Trustee Picha asked if Kathy Gaydos, Marketing Specialist, has a target rate for the eNewsletter. Director Whitmer stated she does not. She plans to focus future editions on the library's services and collections.
- Trustee Picha asked Director Whitmer to thank Cynthia Makowski for conducting the informational email meeting for the trustees.

13. President's Report

- Trustee Picha reviewed the upcoming meetings, library closures and upcoming agenda items.
- Trustee Picha suggested discussion regarding changing the day of the week for board meetings be moved to September.
- Trustee Picha thanked Director Whitmer for a great job on the budget and making it so easy for trustees to understand.

14. Treasurer's Report - none

15. Secretary's Report – everything is good

16. Committee Reports – none

17. Trustee Comments

18. Items for information and/or discussion - none

19. Adjournment

*MOTION: Trustee Richardson moved to adjourn the meeting at 8:02 p.m. Trustee Warren seconded.*

*Voice vote:*

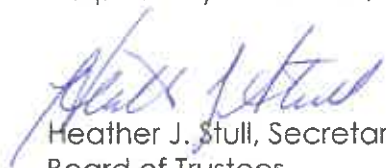
*Ayes – all*

*Nays – none*

*Absent – Trustees DuRocher and Lezon*

*Motion carried*

Respectfully submitted,



Heather J. Stull, Secretary  
Board of Trustees

Warrenville Public Library District