

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JUNE 20, 2018**

1. Call to order – President Picha called the meeting to order at 7:06 p.m.
2. Roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Ruzicka, Stull and Warren

ABSENT: Trustee Richardson

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

PUBLIC ATTENDING: Gail Smith

3. Approval of the Agenda

Trustee Picha removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.

Trustee Picha moved Item 7.a – Approval of the May 16, 2018 Minutes to Regular Agenda 8.c.

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

Voice vote:

Ayes – all

Absent – Trustee Richardson

Motion carried

4. Presentations - None
5. Public Comments - none
6. Correspondence – Director Whitmer shared a thank you Gail Smith, Technical Services, received from Robert Rowe Public Library in Sheridan for DVDs they received from the Library.
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Receive and file Financial Report for May
- b. Adopt Ordinance #17-18-06, an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Workers and mechanics on Public Works for the District
- c. Adopt Working Budget for Fiscal Year 2018-2019
- d. Authorize Preparation of Budget & Appropriation Ordinance for Fiscal Year 2018-2019

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

Roll call vote:

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

Nays - none

Absent- Trustee Richardson

Motion carried.

8. Regular Agenda

a. Approve payments for the period May 17 – June 20, 2018

MOTION: Trustee Stull moved to approve payments in the amount of \$93,812.82 for the period of May 17, 2018 – June 20, 2018 including electronic payments and checks #6471 – 6535. Checks #6471 – 6475 and 6499 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays - None

Absent – Trustee Richardson

Motion carried

b. Approve Transfer of Funds

MOTION: Trustee Warren moved to transfer \$175,000.00 from the Business NOW Account to the Operating Account. Trustee Ruzicka seconded.

Roll Call vote:

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

Nays - None

Absent – Trustee Richardson

Motion carried

c. Approve Minutes of the May 16, 2018 Regular Board of Trustees Meeting

MOTION: Trustee Stull moved to approve the May 16, 2018 Regular Board of Trustees Meeting. Trustee Warren seconded.

Voice vote:

Ayes – Trustees Picha, Ruzicka, Stull, Warren

Nays – None

Abstain – Trustee DuRocher and Lezon

Absent – Trustee Richardson

Motion carried.

9. Unfinished Business - none

10. New Business

- a. Adopt Revised Policy No. 350 – Community Bulletin Board and Distribution of Free Information

MOTION: Trustee Stull moved to adopt the Revised Policy No. 350 – Community Bulletin Board and Distribution of Free Information. Trustee Ruzicka seconded.

Director Whitmer stated the new policy provides additional details and guidance for clarity while maintaining the local focus. Trustee Picha suggested a copy of the policy be posted on the bulletin board.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

11. Director's Report

- Director Whitmer stated the City is working with the Library and other government entities on a new individual Intergovernmental Agreement (IGA) for Development Contributions. The new IGA would incorporate parts of the existing distribution process thereby simplifying the process for all parties. Currently the Library must submit a request and a Hold Harmless Agreement. The Hold Harmless and Indemnity language will be included in the new IGA so only a request will be required in the future. The Library's attorney has reviewed the agreement and has no concerns. Director Whitmer expects the new IGA to be ready for Board review and approval by the end of summer.
- Airhart Construction – Realignment of Mount Street and improvements for storm water management on Mount Street and the adjacent City Right of Way will result in closure of the Library's lower level parking lot for up to a week, resulting in no vehicular access to the lower level parking lot or the book drop. During the closure, no extended use fees will be assessed.

On May 24, crews at the Airhart Construction site cut an unmarked, underground electrical line. The Library was without power from approximately 11 am through 8 pm. The Library closed to the public at noon and reopened the next day. ComEd is studying the area and will need to move some lines that feed the Library.

- The auditors completed their preliminary work on May 18. This year the Library is required to address the Governmental Accounting Standards Board's Statement No. 75 (GASB 75). The primary objective of GASB 75 is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions. Director Whitmer is currently reviewing proposals for the actuarial work. Funds are included in the FY19 working budget for this report.

- The intrusion alarm, motion detectors and key fob entry system were installed in May and activated in June.
- The lower level room will be named the STEAM (Science Technology Engineering Art Mathematics) Room. Nedrow Decorating grinded the excess cement from the foundation wall, then painted the walls and ceiling.
- Nedrow re-stained the Stafford Place entrance doors. Maintenance will replace the door sweeps this summer.
- Aubrey Signs was hired to replace the canopy over the Stafford Place delivery entrance. They will also be installing a new awning at the lower level maintenance entrance. Staff use both of these entrances. They installed a privacy film on the windows of Patty Dybala's office.
- Director Whitmer has been working with Mary Marzano, one of the children of John Hudetz, to recognize the financial contributions the family made in the 1980s for improvements to the Meeting Room. The room is no longer called the Hudetz Family Meeting Room, but an agreement was made to hang a photograph of Mr. Hudetz along with biographical information about John & Gwen Hudetz.
- Director Whitmer would also like to put up a similar piece for Helen Engelbach, former library trustee, whose name is on the benches outside the Stafford Place entrance.

12. Department Head Reports

- Director Whitmer reported approximately 40 people attended the Science Kit Open House on June 2. The kits have all circulated. Staff has already ordered duplicates of the most popular kits. Trustee Picha stated she loved the enthusiasm staff showed for these kits.
- Summer Reading began on June 1 and statistics will be available in July.
- The Youth and Teen Services librarians spent many days at the schools promoting summer reading.
- Kathy Strickland, previously a Collection Support Specialist, has moved into a Customer Service Specialist position.
- Meghan Reese, Collection Support Specialist, resigned to accept an intern position at the DuPage Animal Shelter.
- Head of Technical Services Lou Carlile hired two new Collection Support Specialists - Imaan Ali and Brandon Benitez.

- Marketing is working on a new format for the eNewsletter.
- Technical Services, Marketing and Youth Services all played a big part in getting the science kits into circulation.
- Director Whitmer stated Cynthia Makowski and Peter Baklashev responded to the unanticipated, extended power outage on May 24.

13. President's Report

Trustee Picha announced the upcoming meetings and future agenda items. Trustees Ruzicka and Warren will audit the Secretary's records for the Annual Report.

14. Treasurer's Report

Trustee Lezon reported that the financials look great.

15. Secretary's Report – Trustee Stull reported everything looks good.

16. Committee Reports - none

17. Trustee Comments

- Trustee Warren stated recently he and his wife had rented a car on vacation and were planning to listen to a book on tape. The van they rented did not have a DVD player, but he was able to access Hoopla to listen to a book.
- Trustee Picha stated a Maple Hill resident visited the Library and was shocked at all the DVDs available, especially the TV series.

18. Items for Information and/or discussion

Trustee Ruzicka likes the graphics of the newsletter.

19. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 7:53 p.m. Trustee Lezon seconded.

Voice vote – all ayes

Absent – Trustee Richardson

Motion carried

Respectfully submitted,



Heather J. Stull
Secretary
Board of Trustees