

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

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

ATTENDING: Trustees Picha, Richardson (arrived at 7:15 pm), Ruzicka, Stull and Warren

ABSENT: Trustee DuRocher and Lezon

ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, and Head of Technical Services Lou Carlile

PUBLIC ATTENDING: Gail Smith, Hai Carlile

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 June 20, 2018 Minutes to the Regular Agenda 8.c.

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

Voice vote:

Ayes – all

Nays - none

Absent – Trustees DuRocher, Lezon and Richardson

Motion carried

4. Presentations

- a. Employee Recognition – Lou Carlile

Director Whitmer presented a 5 year award certificate to Lou Carlile, Head of Technical Services. He oversees three Technical Services Assistants and five Collection Support Specialists.

Lou's big challenge this year is to have materials processed and shelf-ready when they arrive. He will be attending the October board meeting to share how the project is going.

Trustee Ruzicka stated she had the pleasure to work with Lou and he was always courteous and very helpful.

A break was taken at 7:06 p.m. to enjoy refreshments

Meeting resumed at 7:15 p.m.

Trustee Richardson arrived at 7:15 p.m.

5. Public Comments - none
6. Correspondence - none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Receive and file Financial Report for June
- b. Adopt Ordinance #18-19-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2018-2019
- c. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
- d. Adopt Ordinance #18-19-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2018-2019

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

Nays - none

Absent- Trustee DuRocher and Lezon

Motion carried.

8. Regular Agenda

- a. Approve payments for the period June 21, 2018 – July 18, 2018

MOTION: Trustee Stull moved to approve payments in the amount of \$111,372.86 for the period of June 21, 2018 – July 18, 2018 including electronic payments and checks #6536 – 6607. Checks #6553, 6563, 6578, 6579, and 6585 are voided. Trustee Warren seconded.

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

Nays - None

Absent – Trustees DuRocher and Lezon

Motion carried

- b. Approve Transfer of Funds

MOTION: Trustee Warren moved to transfer \$200,000.00 from the Business NOW 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

- c. Approve Minutes of the June 20, 2018 Regular Board of Trustees Meeting

MOTION: Trustee Stull moved to approve the June 20, 2018 Regular Board of Trustees Meeting. Trustee Warren seconded.

Voice vote:

Ayes – Trustees Picha, Ruzicka, Stull, Warren

Nays – None

Abstain – Trustee Richardson

Absent – Trustees DuRocher and Lezon

Motion carried.

9. Unfinished Business - none

10. New Business

a. Appoint Two Trustees to Review Secretary's Records for FY18

MOTION: Trustee Stull moved to appoint Trustees Ruzicka and Warren to review Secretary's Records for FY18. Trustee Richardson seconded.

Voice vote:

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

Nays – None

Absent – Trustees DuRocher and Lezon

Motion carried

b. Approve Intergovernmental Agreement By and Between the City of Warrenton and the Warrenton Public Library District Regarding Subdivision Land Dedications and Cash Contributions in Lieu

Director Whitmer stated this is simply an intergovernmental agreement to incorporate parts of the existing distribution process for developer contributions. The IGA will simplify the request process by incorporating hold harmless and indemnity language currently required as separate documentation for each distribution request submitted to the City.

The Library's attorney reviewed the IGA and has no concerns.

MOTION: Trustee Ruzicka moved to approve Intergovernmental Agreement By and Between the City of Warrenton and the Warrenton Public Library District Regarding Subdivision Land Dedications and Cash Contributions in Lieu and authorize Board Officers to execute the agreement. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Lezon

Motion carried

11. Director's Report

Director Whitmer thanked everyone who participated in the July 3 parade. The library was awarded "Best Demonstrates Theme" for a walking unit. The theme of the parade was "Red, White and Blues".

Trustee Lezon donated dog biscuits to hand out during the parade. The remaining biscuits were given to ARF (Animal Rescue Foundation) by Gail Smith.

The Library is supporting a new group, the Warrenville Writers Connection, by providing a meeting space, promotion and support. Warrenville resident Betsy Dudak approached Director Whitmer about hosting this group. Trustee Richardson is also a member.

The paving on the lower level parking lot is completed and sidewalk construction has begun. Director Whitmer reminded everyone to look both ways when exiting the parking lot. Director Whitmer will contact the City to inquire about installing a stop sign.

Director Whitmer met with the insurance broker and has renewed the package insurance, worker's compensation and added a Cyber & Data Breach Liability Policy.

Trustee Picha asked if there is a report on the extended use fees not captured during the parking lot closure. Trustee Warren asked if this forgave long overdue materials. Director Whitmer stated yes, but was only promoted for materials due during the closure period.

The public restrooms backed up during the June 27 concert. Ly Tran, our maintenance custodian, was able to clear the blockage by accessing the cleanout installed near the bathrooms. ServiceMaster reported to Director Whitmer the same thing occurred the week before on a different evening. Staff will now be checking each stall at closing.

Director Whitmer hired Midwest Environment Consulting to test for lead in the library's drinking water. The report came back with readings below the action threshold.

Director Whitmer reported there are two trustees up for reelection in the April 2, 2019 election. More information may be available next month.

Director Whitmer signed an agreement with Menard Consulting to complete the actuarial valuation report in order to comply with GASB Statement No. 75 for the FY18 audit.

12. Department Head Reports

Director Whitmer put the summer reading participation numbers from last year and to date this year on the white board. As of the same date last year, the adult participation doubled, teens are down and youth is up. Summer reading ends July 31.

When the fourth section of the large puzzle is completed, it will be sealed and mounted on foam core board. Plans are to hang it in the Computer Lab.

Trustee Picha pointed out the total for self-checkout was 44% in June.

Trustee Picha asked about the 17% of total item requests being outgoing book discussion. Director Whitmer stated ILL requests are items members have requested from other libraries including items for the four book discussion groups the library manages requests for. The books for each book discussion are bundled into one bag for pickup, distribution and return by one member of the group.

Trustee Warren asked Lou Carlile how the staff decides which items to withdraw. Mr. Carlile explained Leila Heath, Head of Public Services, has certain criteria and the general rule is an item is withdrawn for every item added. Director Whitmer stated having open space in the shelving also allows for better browsing. Mr. Carlile indicated many of the items withdrawn have gone to new homes in smaller libraries.

Gail Smith stated the Robert Rowe Library in Sheridan received most of the withdrawn duplicate DVDs and is sharing them with other libraries in their area.

13. President's Report

Trustee Picha reported the upcoming meetings and events.

14. Treasurer's Report –

Director Whitmer stated the fiscal year closed out with every fund underspent. Year-end fund balances meet or exceed what was budgeted.

She reported the City of Warrenville reports a balance of \$7,197.36 in developer donations being held for the Library District's use.

MB Financial increased the interest rate on two of the Library's accounts.

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

16. Committee Reports - none

17. Trustee Comments

Trustee Warren is concerned with the maple trees growing by the Library's foundation on Stafford Place and reported there are branches rubbing against the building. Director Whitmer stated she will investigate this and agrees the branches need to be trimmed.

Trustee Picha thanked the Board for allowing her to control the parade candy.

Trustee Picha has heard from some of her neighbors who are thrilled with the Monarch display in the library.

Trustee Picha pointed out on page 11 of the financials it indicates only 95% of the budget was spent during FY 17-18. She thanked Director Whitmer and her staff for a job well done.

18. Items for Information and/or discussion - none

19. Adjournment

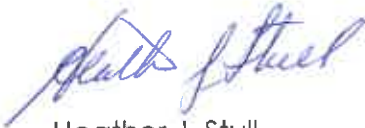
MOTION: Trustee Warren moved to adjourn the meeting at 8:03 p.m. Trustee Richardson seconded.

Voice vote – all ayes

Absent – Trustees DuRocher and Lezon

Motion carried

Respectfully submitted,



Heather J. Stull
Secretary
Board of Trustees