

**WARRENVILLE PUBLIC LIBRARY DISTRICT  
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
AUGUST 15, 2018**

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

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

ABSENT: Trustees DuRocher and Warren

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

PUBLIC ATTENDING: Sarah Keister Armstrong, Sarah Keister Armstrong & Associates

3. Approval of the Agenda

Trustee Picha moved Item 7.a – Approval of July 18, 2018 Minutes to the Regular Agenda 8.c.

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

Director Whitmer removed #4 – Presentation – Employee Recognition. She will address this item during her Director's Report.

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

*Voice vote:*

*Ayes – all*

*Nays - none*

*Absent – Trustees DuRocher and Warren*

*Motion carried*

4. Public Comments – none
5. Correspondence – Director Whitmer shared a note from the Martinson family thanking the Library for allowing them to use the meeting room during inclement weather to take a family photo.
6. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Receive and file Financial Report for July
- b. Approve Annual Statement of Income & Disbursements for FY18

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

*Roll call vote:*

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

*Nays - none*

*Absent- Trustee DuRocher and Warren*

*Motion carried*

7. Regular Agenda

- a. Approve payments for the period July 19, 2018 – August 15, 2018

*MOTION: Trustee Richardson moved to approve payments in the amount of \$39,997.84 for the period of July 19, 2018 – August 15, 2018 including electronic payments and checks #6608 - #6649. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays - None*

*Absent – Trustees DuRocher and Warren*

*Motion carried*

- b. Approve Transfer of Funds

*MOTION: Trustee Ruzicka moved to transfer \$125,000.00 from the Business NOW Account to the Operating Account. Trustee Richardson seconded.*

*Roll call vote:*

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

*Nays - None*

*Absent – Trustees DuRocher and Warren*

*Motion carried*

- c. Approve Minutes of the July 18, 2018 Regular Board of Trustees Meeting

*MOTION: Trustee Lezon moved to approve the Minutes of the July 18, 2018 Regular Board of Trustees Meeting. Trustee Richardson seconded.*

*Voice vote:*

*Ayes – all*

*Nays – None*

*Absent – Trustees DuRocher and Warren*

*Motion carried.*

8. Unfinished Business - none

9. New Business

a. Review and Accept Proposal for Strategic Planning Services

Director Whitmer introduced Sara Keister Armstrong from Sara Keister Armstrong & Associates, LLC. Ms. Armstrong gave a brief history of her experience and background.

Ms. Armstrong reviewed Option A:

- Demographics and Library Use Statistics will be reviewed.
- Community Surveys conducted both online and in print. The survey will be designed to gauge residents' current use of the Library and what is desired in future library services. Surveys will be administered via email using the Library's existing email distribution list and also be posted on the Library's website and social media networks.
- Five focus groups will be scheduled including:
  - Two focus groups with staff members;
  - Two focus groups with residents including adults, seniors and teens depending on community interest and availability, and
  - One focus group with community leaders including representatives of local governmental agencies, schools, businesses and community organizations.
- Conduct individual interviews with members of the Board of Trustees

The consultants will then engage Trustees and the Management Team in a collaborative process to develop a written strategic plan:

- Facilitate working session with the Board of Trustees and key library staff to determine goals and strategies of the strategic plan.
- Meet with the Management Team to develop specific action steps and measurable outcomes that will communicate the degree of progress toward the new plan's goals and objectives.
- A full draft of the strategic plan will be submitted to the Management Team and Board of Trustees for review and approval.

Ms. Armstrong reviewed Option B, which eliminates the demographic analysis and surveys. It would include focus groups, interviews with the Board and a similar end process.

Trustee Lezon asked how the online survey would reach the Latino population in the community who are not currently using the library. Ms. Armstrong stated one way is to insert a link on the Library's social media pages. Ms. Armstrong also suggested print copies of the survey be made available to local schools and community organizations for increased outreach. Trustee Richardson asked if

there would be a focus group with the Latino population. Ms. Armstrong stated it would depend on how many respond to the surveys.

Trustee Stull asked how the community leaders are chosen for the focus group. Ms. Armstrong stated the first step is to contact the local chamber of commerce.

Trustee Picha asked how much staff time would be needed for these activities. Ms. Armstrong stated she tries to limit staff involvement, however, they may be asked to provide existing data and statistics. Marketing staff may be asked to assist in document formatting to align with style standards determined by the Library.

*MOTION: Trustee Stull moved to Accept Sarah Keister Armstrong & Associations Proposal for Strategic Planning Services and authorize Library Director to execute a contract for the services outlined in Option A of the proposal at a cost not to exceed \$15,000. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees DuRocher and Warren*

*Motion carried*

Ms. Armstrong left the meeting at this time.

b. Review and Approve Illinois Public Library Annual Report for FY2018

*MOTION: Trustee Stull moved to approve the Illinois Public Library Annual Report for FY 2018. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – None*

*Absent – Trustees DuRocher and Warren*

*Motion carried*

10. Director's Report

- Director Whitmer stated Sandy Kozurek could not attend the meeting for her 10-year employee anniversary recognition. She is a very valued member of the staff and always works at the Member Services desk. Sandy processes the interlibrary loan book discussion group books and at one time was cross trained to work the Adult Services Desk. In her spare time she and a friend have a business called "Can't ContainHer" creating container plantings for businesses and residences.

- Director Whitmer stated she contacted Hitchcock Design Group regarding the trees Trustee Warren was concerned about last month. They replied the trees are very healthy Red Sunset Maples and do not pose a threat to the building foundation but some branches do need to be pruned. Some other trees also need to be trimmed and some plantings need removal. The Library will obtain quotes for this work.
- The next trustee election is on April 2, 2019 when Trustees Richardson and Lezon will be up for reelection. Petitions can be circulated beginning September 18 and the filing period is December 10-17. The Candidate's Guide is now available online. Director Whitmer asked if the Board would like to have packets available for pickup or to direct interested persons to the online guide. The consensus of the Board is to have packets printed and available for distribution.
- The Library was open during Summer Daze and everything seemed to work out well. Director Whitmer will include the statistical and anecdotal information collected by the staff in the September board packet.

#### 11. Department Head Reports

- Trustee Picha stated attendance for youth programs and summer reading programs were exceptional.
- Trustee Picha asked why Diana Abraham attended the Summerlakes pig roast. Director Whitmer explained it was an outreach event with the Wheaton Warrenville Early Childhood Collaborative.
- Trustee Lezon asked if Member Services has a timeline to eliminate the library card expiration date. Director Whitmer stated they are working on this and funds are in this year's budget to check addresses through the collection agency.
- Director Whitmer answered some questions trustees asked regarding eliminating the extended use fees and how other libraries have handled it. She stated there are many factors to consider. This could be one of the items discussed at the community focus groups. Patty Dybala will share information about fine free libraries at a board meeting in early 2019.
- Trustee Picha stated self-service checkout was 43% for July.
- Trustee Picha asked who has VPN (Virtual Private Network) rights. Director Whitmer stated she and Leila Heath are now able to work from home.

#### 12. President's Report

Trustee Picha reported the upcoming meetings and events.

#### 13. Treasurer's Report – Trustee Lezon reported everything looks good.

#### 14. Secretary's Report – Trustee Stull reported everything looks good. She attended National Night Out on August 2 and observed many children at the Library's table. The Science Kits seemed to be of great interest.

#### 15. Committee Reports - none

#### 16. Trustee Comments - none

17. Items for Information and/or discussion - none

18. Adjournment

*MOTION: Trustee Richardson moved to adjourn the meeting at 7:55 p.m. Trustee Ruzicka seconded.*

*Voice vote – all ayes*

*Absent – Trustees DuRocher and Warren*

*Motion carried*

Respectfully submitted,



Heather J. Stull

Secretary

Board of Trustees