

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, September 19, 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 DuRocher, Lezon, Picha, Ruzicka, Stull and Warren
ABSENT: Trustee Richardson
ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis
3. Approval of the agenda
 - a. Trustee Picha moved Item 7.a. – Approval of August 15, 2018 Minutes to the Regular Agenda 8.c.
 - b. Trustee Picha removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.

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

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

4. Presentation – Assistant to the Director Jackie Davis gave an overview of current building maintenance topics

Jackie reported the following items were the major building issues at this time:

- A new hot water heater was installed on September 12.
- Herbo Tree Service was hired to remove a large Dutch Elm tree and other shrubs and trees along the property line bordering the Airhart Construction site. They will also trim numerous trees and bushes.
- Director Whitmer and Jackie compiled a Request for Proposal for Cleaning Services. The proposal timelines is as follows:
 - Library issues RFP September 20, 2018
 - Mandatory walk-through – October 2, 2018
 - Deadline for submitting proposals – Monday, October 15, 2018 at 4:30 p.m.
 - Library completes RFP evaluation – week of October 15, 2018
 - Interview short-listed candidates – week of October 29, 2018
 - Contract signing – November 2018
 - Contract commences – January 1, 2019

- The health insurance renewal rate increased by 2% and there was no increase for vision and dental insurance.
- The auditors will be at the Library on September 20 and 21 to conduct the annual audit.
- Reservations for use of the meeting room have increased.
- Jackie also shared some of the “many” hats she wears.

5. Public comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- Receive and file Financial Report for August
- Adopt Ordinance #18-19-03 Budget & Appropriation Ordinance for 2018-2019 Fiscal Year
- Adopt Resolution #215 - Resolution to Determine Estimate of Funds Needed for 2018-2019 Fiscal Year
- Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2018-2019 Fiscal Year
- Approve Public Disclosure of “Total Compensation” posting for Fiscal Year Ending June 30, 2019 as required by Illinois Public Act 97-0609

MOTION: Trustee Warren moved to approve the Consent Agenda as amended.

Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

8. Regular Agenda

- Approve payments for the period of August 16 – September 19, 2018

MOTION: Trustee Warren moved to approve payments in the amount of \$40,889.42 for the period of August 16, 2018 through September 19, 2018 including electronic payments and checks #6650-6691. Trustee Stull 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 DuRocher moved to transfer \$100,000 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 August 15, 2018 Regular Board of Trustees Meeting

MOTION: Trustee Lezon moved to approve the Minutes of the August 15, 2018 Regular Board of Trustees Meeting. Trustee Stull seconded.

Voice Vote:

Ayes – 4

Nays – None

Abstain – Trustees DuRocher and Warren

Absent – Trustee Richardson

Motion carried.

9. Unfinished Business – None

10. New Business

a. Consideration of Changes to the Schedule for Regular Board Meetings

Trustee Picha pointed out the four items to be discussed:

- Does the Board wish to change the start time of the Board Meetings?
- Does the Board wish to change the day of the week for regular board meetings?
- Does the Board wish to change the week of the month for the regular board meeting?
- Does the Board wish the December meeting to be held one week prior to the regularly scheduled date?

After discussion, the consensus of the Board is to keep the meeting time at 7 p.m. on the third Wednesday of the month. If the Board chooses to not have a December meeting it can be voted on at the November board meeting.

b. Approve Revised Policy No. 210 – Library Cards

Trustee DuRocher asked what a non-resident tenant is. Director Whitmer explained a non-resident tenant could be a business owner renting property. If the Library can identify the person as a principal stockholder, partner, senior administration officer, or owner of the business they are eligible for a library card good for one year.

MOTION: Trustee DuRocher moved to approve Revised Policy No. 210 – Library Cards, incorporating eligibility for nonresident tenants as prescribed by Public Act 100-0875. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried.

c. Strategic Planning Process – Review Draft of Community Survey

Director Whitmer stated Sarah Keister-Armstrong took into consideration comments from the Trustees and Management Team and developed the attached survey draft.

- Trustee DuRocher stated she feels the survey is very lengthy and some people will not complete the entire form.
- Trustee Ruzicka stated she feels it is short and simple.
- Trustee Picha asked if the survey will be available online in Spanish and would like to have copies in Spanish available at the survey table. Director Whitmer stated a Spanish version will be both on the website and available in the Library.
- Staffed tables will be set up in the library to take the survey.
- Director Whitmer will ask if staff can attend the Park District Senior Luncheon to distribute the survey.
- Staff has discussed being in the area of Family Foods and/or Discoveries Shop to hand out the survey.
- Warrenville Youth and Family Services could be a partner to encourage residents to fill out the survey.
- Would like to get the survey to the Homeowners Associations, churches, possibly attend a City Council meeting to announce the survey.
- Trustees would like Director Whitmer to ask the City if they could include the survey link in *Hometown Happenings*. Director Whitmer stated the link will not be available in time to be included.
- All trustees agreed to offer two \$50 Amazon gift cards to survey participants.

- There will be a question at the end of the survey asking which staff member encouraged the person to complete the survey and the staff member with the most counts will win a gift card.
- Consensus of the Board is to have a bookmark about the survey passed out at checkout.

Director Whitmer may send out an invitation for Trustees to join staff at the survey table.

d. Review Facility Assessment Report from ComEd Energy Efficiency Program

Director Whitmer stated an energy engineer from ComEd's Energy Efficient program conducted a site visit in August. She reviewed the assessment report received from ComEd.

The following items do not require pre-application and are being addressed immediately by Library staff:

- Relamp T-8 lighting
- Relamp CFL lighting
- Repair/replace photocells for street lamps
- Adjust the Computer Server Room thermostat to 70 degrees.

Staff will review the recommendations and apply for incentives in October/November for the following items:

- Replace Halogen lighting (outdoor flood lights)
- Replace Metal Halide Lighting (outdoor flood lights, interior/exterior clerestory flood lights, street lamps)

The incentive program requires a pre-application and work begins after approval. When the work is completed, the Library will file a final application and receive the rebate/incentive in 4-6 weeks.

The report suggested adding Variable Speed Drives on hot water pumps, which the Library will consider for next fiscal year. The Library has four pumps and all will need to have three-way valve systems replaced with two-way valves. This project is estimated at \$20,000 with a 10-year payback period.

The following items will not be pursued in the near future:

- Expand unoccupied hours
- Data Center efficiency program

There were no questions from the Trustees.

- e. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Whitmer pointed out she submits a levy that exceeds the amount we expect to receive. This ensures the Library receives all funds available. The County Clerk always reviews and adjusts the request so the funds collected from property owners are within the limitations of the tax cap.

The Truth in Taxation Notice will be published in the *Daily Herald* on November 1 and the Public Hearing will be held at 7 pm on Wednesday, November 14, 2018.

11. Director's Report

- a. The Staff In-Service Day will be held on October 5. The main topics are harassment and fire extinguisher training. There will also be other safety training and activities.
- b. Director Whitmer met with Product Architecture regarding new signage for the Library.
- c. The STEAM Space is open and being used for programs.
- d. ComEd tentatively has scheduled a power outage on October 23. Trustee Picha asked what staff would be doing that day. Director Whitmer stated the Library might be able to open at 5 pm; however, staff will be on call if opening occurs earlier. Staff may have to complete an activity that day.
- e. The Website Committee is active.
- f. The Library's Art Sale during Art on the Prairie made approximately \$500. Some of the remaining artwork may be displayed in the Quiet Room.
- g. Dorothy Deer, Warrenville in Bloom, approached Director Whitmer to plant a butterfly garden on library property since they have funds remaining for the year and would like to complete the planting by mid-October. Director Whitmer indicated to Ms. Deer the area for the garden by the lower level sidewalk.
- h. Unveiling of the 18,000-piece puzzle is Tuesday, September 25 at 7 pm in the Computer Lab.

12. Department Head Reports – no questions

13. President's Report

Trustee Picha reported the upcoming meetings and events.

14. Treasurer's Report – Trustee Lezon stated the financials look good. Director Whitmer reported there is a substantial increase in the interest income on Page 2 of the financials. MB Financial increased the rate and interest income is now approximately \$1,700 per month.

- 15. Secretary's Report – none
- 16. Committee Reports – None
- 17. Trustee Comments

Trustee DuRocher asked about the activity on the Prairie Path. Director Whitmer replied the City is adding an electronic sign at the intersection, new traffic lights, clearing out brush and dead/dying/diseased trees, regrading the area and replanting shade trees. This area will also become a trailhead for the path.

- 18. Items for information and/or discussion
 - a. FY19 Per Capita Grant Requirements

Trustee Picha stated there are three requirements that need to be completed by the December board meeting:

- 1) Review of Trustee Fact Files Chapters 6-10
 - October Chapter 6 – Intellectual Freedom – Trustee Ruzicka
 - Chapter 7 – Planning - Trustee Stull
 - Chapter 8 – Human Resources - Trustee DuRocher
 - November Chapter 9 – Facilities - Trustee Lezon
 - Chapter 10 – Budgeting/Financial Management - Trustee Warren
- 2) Complete at least one free online education opportunity focusing on meeting the needs of patrons with challenges or disabilities.
 - November – Trustee Stull
- 3) November – familiarize yourself with the Illinois Veterans' History Project
 - November – Trustee DuRocher will submit a recap to Director Whitmer to include in the November board packet.

8. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 8:35 pm. Trustee Ruzicka seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Richardson

Motion carried

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather J. Stull". The signature is written in a cursive style with a large initial 'H'.

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