

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, October 17, 2018**

1. Call to order – Trustee Picha called the meeting to order at 7:05 p.m.
2. Roll Call - Trustee Picha called roll call  
ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren  
ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis  
PUBLIC ATTENDING: Warrenville resident Nicole Wagner
3. Approval of the agenda
  - a. Trustee Picha moved Item 7 a. – Approve Minutes of the September 19, 2018 Budget & Appropriation Public Hearing and 7b. Approval of the September 19, 2018 Regular Board of Trustees Meeting to the Regular Agenda as combined item 8.c.
  - b. Trustee Picha removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.
  - c. Director Whitmer stated Lou Carfile's presentation is postponed until December or January due to materials not arriving in time that are pertinent to his presentation.

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

*Roll call vote:*

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

*Nays – none*

*Motion carried*

4. Public comments – none
5. Correspondence – none
6. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Receive and file Financial Report for September

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

Roll call vote:

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

Nays – none

Motion carried

7. Regular Agenda

- a. Approve payments for the period of September 20, 2018 – October 17, 2018

*MOTION: Trustee Stull moved to approve payments in the amount of \$46,709.94 for the period of September 20, 2018 through October 17, 2018 including electronic payments and checks #6692 – 6744. Checks #6728 and #6735 are voided. Trustee Warren seconded.*

Roll call vote:

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

Nays – none

Motion carried

- b. Approve transfer of funds

*MOTION: Trustee Richardson moved to transfer \$135,000 from the Business NOW Account to the Operating Account. Trustee DuRocher seconded.*

Roll call vote

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

Nays - None

Motion carried

- c. Approve Minutes of the September 19, 2018 Budget & Appropriation Public Hearing and Minutes of the September 19, 2018 Regular Board Meeting

*MOTION: Trustee Stull moved to approve the Minutes of the September 19, 2018 Budget & Appropriation Public Hearing and the Minutes of the September 19, 2018 Regular Board Meeting. Trustee Warren seconded.*

Voice Vote:

Ayes – 6

Nays – None

Abstain – Trustee Richardson

Motion carried.

8. Unfinished Business – None

9. New Business

10. Director's Report

a. Library Community Survey

- Director Whitmer reported the survey kicked off on October 12.
- A survey table is located opposite the café area with staff in attendance during certain hours. Trustees are welcome to join staff at the survey table.
- Diana Abraham was able to obtain surveys from outreach visits to Bower and Johnson Elementary Schools. An outreach event at Jefferson School preschool was not conducive to survey collection.
- Kathy Gaydos collected responses at the Warrenville Park District.
- Sylvia Thompson collected surveys at the Park District's Senior Lunch on October 16.
- There are two \$50 Amazon gift card incentives for people submitting a survey and two for staff members who collect the most responses.
- As of today, the Library has received 200 online responses and another 200 paper responses. 50 surveys have been received from the outreach events.

b. Report on Library Use during Summer Daze (August 2018)

Director Whitmer reported the statistics for library use during Summer Daze indicates the library should stay open during the event next year. Comments received were mostly favorable from people entering the Library. Attendance numbers were close to average for non-event days.

c. RFP for Cleaning Services

The RFP for cleaning services was released in September.

Director Whitmer stated Jackie Davis held a building walk-through for prospective cleaning companies on October 2 with 14 companies in attendance.

The Library received 8 proposals before the deadline, with another proposal arriving late. The RFP included additional services including dusting of library shelving, carpet cleaning, air diffusers cleaned, etc. Based on the lowest priced proposal, the yearly cost for cleaning services should be comparable to current costs.

Jackie completed reference checks on the lowest bidder and will set up a meeting for the last week of October with company representatives.

d. Other Items:

- The tentative ComEd outage on October 23 will most likely be cancelled. Due to other businesses that are also affected by the outage, ComEd may complete the work overnight on a Friday.
- The Staff In-Service Day on October 5 was attended by 32 out of 35 staff. The favorite presentation was the fire extinguisher training and included a very general fire safety lecture. Staff were able to put out a fire with an electronic system with a laser extinguisher.
- The art sale and silent auction held during Art on the Prairie netted \$555.00. Trustee Picha asked if the Library still owns any valuable artwork. Director Whitmer replied yes. A few pieces have been hung in the staff areas or are in storage. Director Whitmer would eventually like to display artwork for sale in the Quiet Room.
- Herbo Tree Service has completed the tree removal project and Pine Landscaping removed the remaining brush along the previous fence line.
- After a boiler inspection by the State Fire Marshal the Library is required to install a boiler shut off button for the new boiler outside the mechanical room doors. Director Whitmer has hired Ridgeview Electric to complete this work in the amount of \$2,175.00. They will:
  - Relocate the existing boiler emergency shutdown button to outside the boiler room by the stairwell.
  - Add a second emergency shutdown button for boiler #1 outside the double doors.
  - Add a second emergency shutdown button for boiler #2 outside the double doors.
- Director Whitmer has ordered clear acrylic picture book dividers to replace the cardboard dividers currently being used, end panels and canopy for shelving located in the administration area, and adapters to add signage to shelving near the youth services desk from Library Furniture International.
- Director Whitmer is meeting with the architects next week to discuss the remaining signage project.
- Trustee Picha asked if Director Whitmer had any more information from Dorothy Deer regarding the butterfly garden. Director Whitmer stated Ms. Deer must obtain permission from the City regarding the funds and was also informed by the horticulturist to wait until spring for planting.
- Airhart Construction was not happy the library trimmed and removed the trees and shrubs located along the old fence line because now his residents will see the Library's HVAC equipment. Director Whitmer explained to Mr. Airhart the Library will be replacing some of the planted materials later.
- Trustee Picha stated the Winfield Public Library's signs indicate the hours the library is open.

11. Department Head Reports

Trustee Picha stated she was amazed at the high attendance at some Adult Services programs.

Trustee Picha asked how the automatic library card renewal would work and the cost of the address verification. Director Whitmer replied the address verification will be less than \$500.00. The library card will automatically renew if address is verified. A yearly address verification will be run on all library accounts. If someone has moved the account will be flagged and the account removed.

12. President's Report

- Trustee Picha reported the upcoming meetings and events.
- Reminder - November board meeting is one week early on November 14.

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

14. Secretary's Report – Trustee Stull stated everything looks good.

15. Committee Reports – None

16. Trustee Comments

Trustee DuRocher stated she gets frustrated with Hoopla. Less than 10% of the audiobooks she searches for are available. Director Whitmer stated the Library has no control over the content that Hoopla provides.

Director Whitmer stated the Library purchases Overdrive items and a member is able to request an item be purchased. Director Whitmer asked Trustee DuRocher to send a list of unavailable items so the library can verify availability.

Trustee Warren was at the Discoveries Shop and overheard a conversation between two women. One of the women stated to another woman she misses the Library's used book sale.

Trustee Richardson shared the following comment: "I had a bad interaction with another library this week. It brought to me again how wonderful this library is; the fact that we strive so much to understand what the community needs then change and adapt to be that space for them. I just realized once again just how great this place is."

17. Items for information and/or discussion

a. FY19 Per Capita Grant – Review "Trustee Facts File" Chapters:

Chapter 6 – Intellectual Freedom - Trustee Ruzicka

- Trustee Ruzicka reminded the Board the First Amendment is freedom of speech, religion and the right of the people to assemble and is part of the Bill of Rights. Our basic right is to know our intellectual freedom.
- A Library Trustee is committed to this freedom and the patron's right to read and check out whatever materials they want and pursue their intellectual freedom.
- Most important is the patrons right to privacy. They should be able to check out what they want without the library sharing the information.
- Director Whitmer stated the patron's right to privacy was an item reviewed at the Staff In-Service Day this year. She explained the process of the police obtaining information from the library.

#### Chapter 7 – Planning - Trustee Stull

- Trustee Stull stated an important part of a trustee's job is to embrace Strategic Planning.
- A 3-5 year horizon is standard among most libraries and should anticipate community needs.
- The first part of a Strategic Plan is a Mission Statement.
- Two areas of planning that may need special attention are technology planning and disaster planning including fire, tornado or terrorism emergencies. Also, salvaging library resources.
- Director Whitmer stated the Library does have a Disaster Plan, and a copy is located at her home.

#### Chapter 8 – Human Resources – Trustee DuRocher

- The single most important decision a library board makes is to hire a library director and write a job description.
- There are different types of benefits to keep in mind but this is largely completed by the Director as part of the budgeting process.
- Trustee Picha thanked Trustees DuRocher and Warren for their work on the director evaluation
- Staff members are hired by the director and report directly to the director. The board should avoid interference between the staff and the director.

Trustee DuRocher asked Director Whitmer to send her the information she is to review for next month's meeting.

18. Adjournment

*MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:17 pm. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather J. Stull". The signature is written in a cursive, flowing style.

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