

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, November 14, 2018**

1. Call to order – Trustee DuRocher called the meeting to order at 7:05 p.m.
2. Roll Call - Trustee DuRocher called roll call  
ATTENDING: Trustees DuRocher, Lezon, Richardson, Stull and Warren  
ABSENT: Trustees Picha and Ruzicka  
STAFF ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis, Systems Administrator Cynthia Makowski, and Technology Assistant Peter  
PUBLIC ATTENDING: Brian LeFevre, Sikich, LLC and Warrenville resident Nicole Wagner
3. Approval of the agenda
  - a. Director Whitmer removed Items #19 – Closed Session and #20 – Discussion resulting from the Closed Session.

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustees Picha and Ruzicka*

*Motion carried*

4. Presentations
  - a. Presentation of the FY2018 Audit - Brian LeFevre, Sikich LLC

Mr. Brian LeFevre from Sikich LLC thanked the Board for allowing Sikich to perform the annual audit. He reviewed the audit for the fiscal year ending June 30, 2018.

Mr. LeFevre stated the State Comptroller has come to a compromise and governments currently using modified cash basis accounting can continue to do so. If you switch to a G.A.A.P. reporting basis for the audit you cannot switch back to a modified cash basis.

Mr. LeFevre explained collateralization of the Library's bank accounts. He suggested checking if new paperwork is necessary for the collateralization because of the MB Financial and Fifth Third Bank merger.

Mr. LeFevre reviewed the assets, fund balances, and the long term debt certificates liability.

Mr. LeFevre explained the IMRF total pension liability and stated the Library is approximately 88.2% funded. He also explained due to GASB 75, the library must report on post employment benefits such as the statutory requirement to allow IMRF retirees to participate in group health insurance at the retirees expense. The Library hired a firm to complete an actuarial valuation report to comply with GASB 75 for the FY18 audit.

Mr. LeFevre stated the only new GASB requirement that may affect the Library is GASB 97, which relates to leases, such as the library's copiers.

Mr. LeFevre reviewed the Auditor's Communication to the Board of Trustees.

The Board of Trustees thanked Mr. LeFevre for a great audit.

Mr. LeFevre left the meeting at this time (7:37 pm)

- b. Overview of IT Systems and Projects - Systems Administrator Cynthia Makowski

Cynthia Makowski and Peter Baklashev each gave a brief personal introduction.

Ms. Makowski explained some of the challenges, successes and ongoing projects the IT Department has experienced.

They demonstrated a new UniFi EDU wifi and speaker module. This has the capability to perform as a public address system.

Ms. Makowski reported on some of the many ongoing projects currently underway including:

- New network switches
- Replacement of a self-check machine
- Software upgrades to the SimpleScan Station

Director Whitmer stated Cynthia Makowski is very good at upgrading current equipment and it is nice to have Peter working when Cynthia is not scheduled.

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

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the October 17, 2018 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for October
- c. Certify Compliance with the Truth in Taxation Act
- d. Adopt Ordinance # 18-19-04 Levy Ordinance for Fiscal Year 2018-2019
- e. Approve Notice of Availability of Audit Report for Publication

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustees Picha and Ruzicka*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of October 18, 2018 – November 14, 2018

*MOTION: Trustee Stull moved to approve payments in the amount of \$191,031.50 for the period of October 18, 2018 through November 14, 2018 including electronic payments and checks #6745 – 6788. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustees Picha and Ruzicka*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Stull moved to transfer \$325,000 from the Business NOW Account to the Operating Account. Trustee Richardson seconded.*

*Roll call vote*

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

*Nays – None*

*Absent – Trustees Picha and Ruzicka*

*Motion carried*

9. Unfinished Business – None

10. New Business

- a. Approve Resolution #216 – Resolution Transferring Funds to the Special Reserve Fund

Director Whitmer stated per the Library's Fund Balance Policy the year-end balance for the Corporate Fund together with the year-end balance for the Working Cash Fund shall represent no less than three months of expenditures. At year-end, any funds in excess of the three-month target may be transferred from the Corporate Fund to any other fund that does not meet its target, including the Special Reserve.

*MOTION: Trustee Warren moved to Approve Resolution #216, a resolution transferring \$100,000 from the Corporate Fund to the Special Reserve Fund. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees Picha and Ruzicka*

*Motion carried*

b. Review Proposed Board meeting Schedule for 2019

Trustee Warren stated the schedule looks fine. Director Whitmer stated an ordinance setting board meeting dates for 2019 will be presented at the December board meeting for approval.

Director Whitmer stated a Committee of the Whole Meeting would be scheduled in April at 6 p.m.

11. Director's Report

a. Library Community Survey

Director Whitmer reported over the course of three weeks, approximately 800 responses to the Community Survey were received. Sarah Keister Armstrong's staff are currently tabulating the results.

The teen survey began on November 7 and will run through November 21. Staff is encouraging teens occupying the Teen Lounge to take the survey. There are two Amazon gift cards available – one for completing the survey and one for the teen who gets the most teens to complete the survey.

Trustee Stull asked if many surveys were collected from the outreach events. Director Whitmer stated approximately 15 were collected each time.

Focus groups will be held at the library on December 3. There will be two for staff, two for residents and one for community leaders. All focus groups are by invitation only. The Management Team, Trustees and Director Whitmer will not attend the focus groups.

Ms. Armstrong will present the Community Needs Assessment Report at a Committee of the Whole Meeting at 6 p.m. on Wednesday, December 19, 2018. The report will be sent out approximately a week before the meeting for trustee review.

b. RFP for Cleaning Services

On October 29 Director Whitmer and Jackie Davis met with the apparent low bidder to review the job scope. On October 30, the bidder notified us she did not include some costs for some of the services/supplies and withdrew the proposal for consideration.

The second lowest bidder, our current contractor, was contacted. The contract is being reviewed by both parties and will be presented for approval at the December board meeting. The three year contract is expected to begin on January 2, 2019.

c. ComEd Power Outage

The scheduled power outage to move cables and install a new stitch occurred on November 10. A new transformer was also installed. Director Whitmer, Cynthia Makowski and Peter Baklashev were at the library on Friday night and again on Saturday morning.

d. Other

Director Whitmer reported she has joined the College of DuPage's Library and Information Technology Program. The committee meets twice a year to provide input and feedback regarding skills necessary for success in the library field. They will also assist in the ongoing evaluation of COD's Library and Information Technology program courses, certificates and degree programs.

Trustee Warren asked what the Warrenville Hospitality Group is. Director Whitmer stated it is a group of local taxing bodies, hotels, restaurants and representatives from the DuPage Convention and Visitor's Bureau that meet quarterly.

Director Whitmer stated she attended a meeting of the City's Trailhead Work Group. The City presented a couple options for improvements along the Prairie Path. One involved reducing the number of parking spaces in front of the Library and in the City parking lot. A parking survey was completed indicating these spaces are heavily used. The work group recommended the option with no reduction to the number of parking spaces. Restrooms with running water, seating areas, and a bike repair station are planned for the area near the gazebo.

Trustee Warren stated the statistical summary indicates many decreases. Director Whitmer explained the decreases in the non-print collection can be partially attributed to audiobooks and music CDs. Many new vehicles do not have CD players in them.

Trustee Warren stated teen programming is down. Director Whitmer stated this is a very hard age group to attract to the library. Youth Services Assistant Nayeli Rios, recently held a program to make fleece blankets for the DuPage County Animal Services. There was a large turnout for this program.

12. Department Head Reports - no questions from trustees

Director Whitmer stated there is a staff committee working on promotional videos.

13. President's Report

Trustee DuRocher reminded the Board the December board meeting will begin with a with a Committee of the Whole meeting at 6 p.m.

14. Treasurer's Report

- Trustee Lezon stated the financials look good.
- A payment for the principal and interest was made this month on the debt certificate.
- The Certificate of Deposit is up for renewal in January 2019. Trustee Lezon feels if the funds are to be reinvested in another Certificate of Deposit (CD) it should be a short term CD. Director Whitmer suggested not investing in a CD, since MB Financial has offered the Library 1.6% interest on the bank account.
- Ehlers, Inc., the financial advisor for the Library, is leaving the Chicagoland area at the end of the year.
- Trustee Lezon thanked Director Whitmer and Jackie Davis for their hard work on the audit.

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

16. Committee Reports – none

17. Trustee Comments - none

18. Items for information and/or discussion

a. FY19 Per Capita Grant Requirements

Chapter 9 – Facilities – Trustee Lezon

Trustee Lezon stated the Board's duties are:

- Maintain the physical facility and provide for renovation and construction.
- Emphasize strategic planning to be ahead of demographic shifts, keep up with changing technology, and utilize community feedback.
- Conduct an annual inspection of the facility paying attention to the general condition and appearance of the building.
- Make sure the building is ADA compliant.
- Investigate grants available for building upgrades.

#### Chapter 10 – Budgeting & Financial Management – Trustee Warren

Trustee Warren stated:

- The majority of library income is from property taxes.
- State grants are administered through the State Library in Springfield. Ideally, a staff member is assigned to solicit grants.
- E-rate funding is available from the Federal Government, however, the library would have to adhere to special regulations including internet filtering.
- The budget is the long range plan in numbers and the long range plan is the budget in words.
- Must have input from the Library Director and staff based on their understanding of community needs and interests.
- Financial management is all the things the staff does to implement the budget.

#### Review Illinois State Library Veterans History Project - Trustee DuRocher

- Trustee DuRocher stated Illinois participates in the Veterans History Project. This is a program where veterans can record their stories in audio and video format. It is cataloged and available to the public at the State Library and Library of Congress.

#### Review Training on Serving Patrons with Disabilities – Trustee Stull

Trustee Stull stated:

- The library building should be accessible to all.
- Everyone should realize a disabled person is just as proud of themselves as we are and try not to see a difference.
- Make sure if the building is multi-storied, there is an elevator.
- The building should have handicap accessible entry doors.

#### Report on Reference and Reader's Advisory Services – Director Whitmer

Director Whitmer stated the staff has to review a chapter in the Standards Book

- Public Services Manager Leila Heath will review the following updated policies in December: Reference Service, Materials Selection and Collection Development.
- The library meets almost all of the items in the checklist in this section of the Standards. Many of the print reference sources have been replaced by online and digital sources. We provide training and technologies.
- The Library is lacking in providing magnification software on the computers so we cannot provide training on adaptive software. We do provide handheld magnifying glasses or magnifying plates. If a patron requests us to provide adaptive technology we will revisit this issue at that time.
- The Standards suggest staff members responsible for readers advisory be involved in local community organizations. Unfortunately, there are not enough staff or hours to interact with specific organizations. The staff does try to get out at least once a year to interact with these organizations.

Director Whitmer stated the Board will review and approve the Per Capita Grant application at December board meeting.

#### 19. Adjournment

*Trustee Richardson moved to adjourn the meeting at 8:54 p.m. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Picha and Ruzicka*

*Motion carried*

Respectfully submitted,



Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District