

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the
Regular Meeting of the Board of Trustees
Wednesday, December 19, 2018

1. Call to order – Trustee Picha called the meeting to order at 7:45 p.m.
2. Roll Call
ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, and Warren
STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, and Leila Heath, Head of Public Services
PUBLIC ATTENDING: Nicole Wagner, Warrenville Resident

3. Approval of the agenda

Trustee Picha combined and moved items 7.a. – Approve Minutes of the November 14, 2018 Public Hearing and 7.b. – Approve Minutes of the November 14, 2018 Regular Board of Trustees Meeting to Regular Agenda, #8.c.

Trustee Picha removed Items 19. – Closed Session and #20 – Discussion/action resulting from the above closed session.

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

Roll call vote:

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

Nays – none

Motion carried

4. Presentations

- a. Overview of Public Services - Head of Public Services Leila Heath

- Ms. Heath stated her department has welcomed three new team members in the last 3-5 months.
- Their main focus is maintaining a vibrant collection and the department tries to keep the collection to the current size or less to ensure adequate space on the shelves.
- When ordering new items, the staff will use reviews, patron suggestions, lists from NextReads and BookPage as well as analyzing trends in the new materials and looking at turnover within our collection.
- She has noticed the turnover rate has increased since the renovation which means the circulation is trending ahead of the collection decreases. The most dramatic example is the Picture Book collection. The collection has decreased in size since 2015, while the annual circulation increased significantly.
- Weeding is an important part of their work. One item is weeded for every one added to the collection.

- Trustee DuRocher asked what the library does with the weeded items. Ms. Heath said most print items are recycled and the CDs, DVDs and audiobooks are donated to smaller libraries.
- Ms. Heath stated her department focuses on members having a positive experience at the Library, which includes friendly service and assistance.
- In November four jigsaw puzzles were completed and now the fireplace is a popular area.
- The Discovery Room is busy with parents and children.
- Teens are using the Teen Lounge for visiting, board games, and crafts.
- Adult Services Assistant Nora Jimenez is working on a Citizenship Corner. She applied for a free kit and Ms. Heath will be meeting with her in January to discuss further details.
- They try to offer interesting programs and attendance remains strong. A teen program to make blankets for the DuPage Animal Control drew 12 teens.

5. Public comments -- none

6. Correspondence

Director Whitmer circulated the following correspondence:

- A letter from Ehlers financial planners stating the letter received last month stating Ehlers was terminating agreements and services to the Library was sent in error. The closure of the Illinois office does not impact our relationship or existing contract with Ehlers
- Thank you and holiday greetings from the Warrenville Youth and Family Services LINK program
- Thank you from Community Unit School District 200 Student Excellence Foundation for the Library's participation in the STEM Expo
- Thank you from Robin Lavender, Client Access Coordinator, DuPage County Health Department for providing a location for Get Covered DuPage open enrollment assistance
- Thank you from the Robert Rowe Library in Sheridan for over 400 DVDs we gave them. If they cannot use them they share them with other small libraries.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Receive and file Financial Report for November
- b. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- c. Authorize Library Staff to Submit the FY19 Public Library Per Capita Grant Application and FY17 Expenditure Report to the Illinois State Library

MOTION: Trustee Warren moved to approve the consent agenda as read. Trustee DuRocher second.

Roll call vote:

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

Nays – none

Motion carried

8. Regular Agenda

a. Approve payments for the period of November 15 – December 19, 2018

MOTION: Trustee Stull moved to approve payment of invoices in the amount of \$43,965.32 for the period of November 15, 2018 through December 19, 2018 including electronic payments and checks #6789 – 6831. Trustee Warren seconded.

Roll call vote:

Ayes: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

Nays: None

Motion carried

b. Approve transfer of funds

MOTION: Trustee Warren moved to approve transfer of \$100,000 from Business NOW Account to Operating Account. Trustee Stull seconded.

Roll call vote:

Ayes: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

Nays: None

Motion carried

c. Approve Minutes of the November 14, 2018 Public Hearing and Minutes of the November 14, 2018 Regular Board of Trustees Meeting

MOTION: Trustee Stull moved to approve the Minutes of the November 14, 2018 Public Hearing and the Minutes of the November 14, 2018 Regular Board of Trustees Meeting. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Abstain – Trustees Picha and Ruzicka

Motion carried

9. Unfinished Business

a. Adopt Ordinance #18-19-05 Fixing Regular Meetings for 2019

Trustee Picha explained the May meeting is May 22 (instead of May 15) to accommodate activities related to the April 2 election.

MOTION: Trustee Warren moved to adopt Ordinance #18-19-05 Fixing Regular Meetings for 2019. Trustee Lezon seconded.

Roll call vote:

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

Nays – none
Motion carried

10. New Business

a. Distribute 2019 Calendar of Responsibilities

Trustee Picha thanked Director Whitmer and Assistant to the Director Jackie Davis for compiling the calendar

b. Approve Revised Policy No. 230 – Collection Development Policy

Director Whitmer stated that the revisions do not significantly change the intent and underlying content of the existing policy. The changes update language and streamline the existing policy to reflect current practices.

MOTION: Trustee DuRocher moved to Policy No. 230 – Collection Development Policy as presented. Trustee Lezon seconded.

Roll call vote:

Ayes: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

Nays: None

Motion carried

c. Approve Revised Policy No. 240 – Reference Service Policy

MOTION: Trustee Stull moved to Policy No. 240 – Reference Service Policy as presented. Trustee Warren seconded.

Roll call vote:

Ayes: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

Nays: None

Motion carried

d. Consideration of Disposition of Certificate of Deposit at MB Financial Bank

Director Whitmer stated she reviewed cash flow projections through December 2019. If the Library invests \$600,000 in a Certificate of Deposit, the low point of available cash will occur at the end of May 2019. At that time, \$300,000 will be available.

Director Whitmer reviewed the available options and stated MB Financial Bank will match the published interest rate offered by other local brick and mortar banks.

After discussion, the consensus of the Board is to deposit \$600,000 in a new Certificate of Deposit at MB Financial at the best available current interest rate for a term not to exceed 13 months.

MOTION: Trustee Stull moved to authorize staff to invest \$600,000 from the MB Financial Money Market Account in a new Certificate of Deposit at the best available current interest rate for a term not to exceed 13 months; then redeem the existing Certificate of

Deposit when it matures in January and deposit the proceeds to the MB Financial Bank Money Market Account. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Motion carried

e. Approve Contract for Cleaning Services

Assistant to the Director Jackie Davis recommended the Board approve the Contract for Cleaning Services with ServiceMaster Commercial Cleaning Services for 2019-2021.

MOTION: Trustee Warren moved to authorize staff to execute a Contract for Cleaning Services with ServiceMaster Commercial Cleaning Services for 2019-2021. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Motion carried

11. Director's Report

a. Trustee Election

Director Whitmer stated three candidates have filled for the two positions up for re-election including incumbents Sandra Lezon and Jill Richardson. The third candidate is Daniel A. LeBlanc Jr.

If anyone is interested in filing objections the deadline is 5 p.m. on December 26, 2018.

12. Department Head Reports

Member Services - Director Whitmer reported Patty Dybala submitted a list of all resident and reciprocal borrower address to Unique Management to cross check against the National Change of Address database and obtained the results in November. A total of 9,261 accounts were verified and 1,401 accounts have a new address. Warrentonville cardholders who still reside in Warrentonville will have their library card privileges proactively renewed for three years. Warrentonville cardholders who have moved to a new address outside of the Warrentonville Library District will be ineligible for renewal and the accounts will be deleted in 6 months.

Marketing – Kathy Gaydos attended the Library Marketing and Communications Conference in St. Louis in November.

13. President's Report

Trustee Picha reported the next meeting and events. The January 16, 2019 Board Meeting will begin at 6:30 p.m.

14. Treasurer's Report – everything looks good

15. Secretary's Report – everything looks good

16. Committee Reports - none

17. Trustee Comments

Trustee DuRocher thanked Director Whitmer for sending a beautiful flowering plant in honor of her father's passing to her and her family.

Trustee Picha extended the Board's sympathy to Trustee DuRocher and wished everyone a Merry Christmas.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 8:34 p.m. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



Heather Stull, Secretary
Board of Trustees
Warrenville Public Library District