

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, January 19, 2022

1. Call to order – Trustee Warren called the meeting to order at 7:01 p.m.
2. Roll Call

ATTENDING: Trustees Lezon, Picha, Ruzicka (arrived at 7:13 p.m.), Stull, Warren

ATTENDING REMOTELY: Trustee DuRocher

ABSENT: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis,
Head of Public Services Paul Dobersztyn

STAFF ATTENDING REMOTELY: Marketing Specialist Kathy Gaydos, Acquisitions &
Cataloging Manager MaryKellie Marquez, Member Services Manager Jaime Perpich

- a. Approve Remote Attendance and Participation

Trustee Warren asked the Board to allow Trustee DuRocher to attend and participate remotely.

MOTION: Trustee Picha moved to allow Trustee DuRocher to attend and participate remotely per the established policy. Trustee Lezon seconded.

Voice vote:

Ayes – all (Trustees Lezon, Picha, Stull, Warren)

Nays – none

Absent – Trustee Richardson and Ruzicka

Motion carried

Trustee Warren turned the meeting over to Trustee DuRocher

3. Approval of the agenda
 - a. Director Whitmer removed items #19 and #20 pertaining to a closed session.
 - b. Director Whitmer added discussion under #18 – Items for information and/or discussion regarding the library's Unpaid Leave of Absence Policy.

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Richardson and Ruzicka

Motion carried

4. Presentations – none
5. Public comments – none

6. Correspondence

a. DuPage Foundation Distribution Budget

Director Whitmer stated Trustee Stull had asked before the meeting if there was a designated use for these funds. Director Whitmer stated these funds are put into the general fund, with the intention to use them to help young readers and support the summer reading challenge.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the December 15, 2021 Regular Board Meeting
- b. Receive and file Financial Report for December

MOTION: Trustee Picha moved to approve the consent agenda as read. Trustee Warren seconded.

Roll call vote:

Ayes – DuRocher, Lezon, Picha, Stull, Warren

Nays – None

Absent – Trustees Richardson and Ruzicka

8. Regular Agenda

- a. Approve payments for the period of December 16, 2021–January 19, 2022

MOTION: Trustee Stull moved to approve payments in the amount of \$56,299.43 for the period of December 16, 2021 through January 19, 2022 including electronic payments and checks #8595 – 8641. Check #8596 is voided. Trustee Picha seconded.

Roll call vote:

Ayes – DuRocher, Lezon, Picha, Stull, Warren

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer \$150,000 from commercial checking account to operating checking account. Trustee Picha seconded.

Roll call vote:

Ayes – DuRocher, Lezon, Picha, Stull, Warren

Nays – None

Absent – Trustees Richardson and Ruzicka

9. Unfinished Business – none

Trustee Ruzicka arrived at 7:13 p.m.

10. New Business

a. COVID-19 paid leave

MOTION: Trustee Stull moved to approve two weeks of paid COVID-19 leave for all employees for December 26, 2021 through March 31, 2022 and authorize the Library Director, at her discretion, to award two weeks of paid COVID-19 leave for all employees for each quarter beginning April 1, June 1, September 1 and January 1. COVID-19 paid leave will not be cumulative beyond the end of a quarter. Upon separation of employment COVID-19 paid leave will not be paid out or reported as sick leave to IMRF. Trustee Lezon seconded the motion.

DISCUSSION:

Trustee DuRocher stated she had some concerns regarding the definition of two weeks paid leave. Director Whitmer stated two weeks for full time is 75 hours (37.5 hours per week). For part time the equivalent is two weeks of their normally scheduled hours (i.e., a 20 hour a week staff person would receive 40 hours; a 30 hour a week staff person would receive 60 hours).

Trustee DuRocher stated the CDC has mentioned COVID-19 will become an endemic and this is a short-term solution for what is happening right now. Director Whitmer stated it may be better to adopt this policy temporarily through March 31 and concentrate on sick leave benefits for employees. Full-time employees receive the equivalent of twelve 7.5 hour days per year. Currently part-time employees do not receive sick leave hours, only Paid Time Off (PTO).

Trustee DuRocher stated the end result is to increase safety for everyone by allowing staff members to have the option to stay home when they are sick, without using up their vacation time.

Trustee Picha suggested the financial implications of sick leave for part time employees also be reviewed.

Trustee Stull asked if Director Whitmer could research sick leave benefits at other libraries.

Director Whitmer stated the ideal situation is to have all part time staff working the same number of hours per week and earning benefits on those hours. The ideal time to implement these changes would be at the beginning of the fiscal year.

Trustee Stull asked if the COVID-19 policy should be effective through June 30, 2022. Director Whitmer stated that is correct.

Trustee Picha is in favor of amending the COVID-19 Policy and reviewing a sick leave policy in the future.

Trustee DuRocher stated she wants the policy to clearly state the reasons for COVID-19 related absence to include only:

- Vaccination or test appointment (employee or minor child) and resulting effects or illness.

- Employee's need to quarantine or isolate.
- Employee's need to care for a family member who needs to quarantine or isolate.

Trustee DuRocher stated this policy does not cover an employee who is uncomfortable working in a public space because of COVID-19.

After considerable discussion, Trustee Stull withdrew her original motion and made the following motion:

MOTION: Trustee Stull moved to approve two weeks of paid COVID-19 leave for all employees for December 26, 2021 through March 31, 2022 and authorize the Library Director, at her discretion, to award two weeks of paid COVID-19 leave for all employees for the period from April 1 through June 30, 2022. COVID-19 paid leave will not be cumulative beyond the end of a quarter. Upon separation of employment COVID-19 paid leave will not be paid out or reported as sick leave to IMRF. COVID-19 paid leave may be used for vaccination or test appointment for the employee or minor child and resulting effects or illness, employee's need to quarantine or isolate, or the employee's need to care for a child, spouse, domestic partner or parent, who needs to quarantine or isolate. Trustee Warren seconded the motion.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

b. 2022 Library Holidays and Closures

MOTION: Trustee Stull moved to accept Director Whitmer's recommendation and approve the dates for library holidays and closures through January 2, 2023. Trustee Lezon seconded.

DISCUSSION:

Director Whitmer asked if there were any other federal holidays the Board would like to be closed.

Discussion was held regarding giving each employee 1-2 floating holidays so they may choose the holidays they would like to be off. Trustee DuRocher stated federal holidays are often the days schools are closed and the members are visiting the library. Director Whitmer stated Youth Services normally has programs scheduled for those days.

Trustee Stull asked what the financial impact would be on the library to offer floating holidays to all staff.

Trustee Lezon asked why the library was closing on Monday, December 26. Director Whitmer stated it is due to the Christmas and New Year's holidays fall on the weekends when the majority of full-time staff are not scheduled to work. This means the full-time staff must take 4 floating holidays which can make it challenging to cover our service desks.

Director Whitmer reminded the Board this occurs only once every 6-7 years.

Trustee Lezon asked why the library is closed on Easter. Director Whitmer stated she does not decide what days to be closed, that is a Board decision. Trustee Ruzicka stated Easter is a family day. Trustee Lezon stated not everyone is a Christian. Director Whitmer asked if it is worth paying the staff to be in the building on a low traffic day.

Director Whitmer read the policy for an employee to celebrate religious holidays which are not part of the library's holiday schedule.

Trustee Picha stated Easter and Christmas are generally celebrated by the majority of the population.

Director Whitmer stated some part time staff will lose hours due to the Monday closures. They receive holiday pay for December 24, 25, 31 and January 1, but if normally scheduled to work on a Monday, they will not receive pay if the library is closed on December 26 and January 2.

Roll call vote:

Ayes – Trustee DuRocher, Picha, Stull, Ruzicka

Nays – Trustee Lezon and Warren

Absent – Trustee Richardson

Motion carried

c. Approve Revisions to Employee Handbook – Holidays

MOTION: Trustee Picha moved to approve revisions to Section 5.4, Holidays, in the employee handbook. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

11. Director's Report – Trustees Picha and DuRocher liked the compliment Kyrie received from a member regarding masks.
12. Department Head Reports

Trustee Picha thanked Julie Kurtis and Taylor Haring for their recap of their experience at the C2E2 convention.

Trustee DuRocher stated she noticed three new residents fully activated their library cards. Trustee Warren asked how many new resident cards were mailed. Jaime Perpich stated approximately 256 cards were mailed. Twelve cards were fully activated. Ms. Perpich added there was an increase in digital card registrations in January.

Trustee Picha stated she is happy curbside service will continue.

13. President's Report

Trustee DuRocher stated the next board meeting is February 16, 2022 at 7 p.m.

Trustee DuRocher asked Director Whitmer if a review of the closed session minutes needs to be completed before the February meeting. Trustee Stull volunteered to review the closed minutes before the board meeting.

14. Treasurer's Report

Trustee Lezon reported the library's balance of developer donations with the City of Warrenville is currently \$9,702.54.

Trustee Lezon reported the percentage increase of the CPI from December 2020 to December 2021 is 7%. The library may levy up to 5% more than the 2021 levy extension.

15. Secretary's Report – Trustee Stull reported everything looks great.

16. Committee Reports – none

17. Trustee Comments

Trustee Picha stated she attended The State of the DuPage County luncheon on January 19. The presenters from the County were collaborative and informative. The goals of the County are economic recovery and development, public health and safety, and an emphasis on crime reduction.

Trustee Stull reported on the expansion of the County building.

18. Items for information and/or discussion

a. Unpaid Leave of Absence Policy

Director Whitmer stated the Library's Unpaid Leave of Absence Policy is intended to make unpaid leave available to employees who are not eligible for leave provided by the Federal Family Medical Leave Act. However, the current policy requires employees be employed for at least one year before they are eligible for an unpaid leave of absence. New employees would not qualify. This leaves them without access to time off in cases where the employee or the employee's family member has a serious illness.

Director Whitmer stated she would like to remove the one-year eligibility requirement and present a revised policy to the Board in February. The Board did not express any objection to this change.

19. Adjournment

Trustee Stull moved to adjourn the meeting at 8:13 p.m. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Richardson

Motion carried

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Heather Stull".

Heather Stull, Secretary
Board of Trustees
Warrenville Public Library District