

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Library Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Wednesday, June 15, 2022**

1. Call to Order – Trustee DuRocher called the meeting to order at 7:01 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Stull, Warren

ABSENT: Trustees Richardson and Ruzicka

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Marketing Specialist Kathy Gaydos, Acquisitions and Cataloging Manager MaryKellie Marquez

STAFF ATTENDING REMOTELY: Public Services Manager Paul Dobersztyn

- a. Approve Remote Attendance and Participation – no requests for remote attendance and participation were received

3. Approval of the Agenda

*MOTION: Trustee Stull moved to approve the agenda as presented. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Richardson, Ruzicka*

*Motion carried*

4. Presentations – none

5. Public comments - none

6. Correspondence

- a. Email from Brady Mullican (suggestion blood drive)

Director Whitmer stated she received an email from Brady Mullican inquiring about the library holding a blood drive. Director Whitmer stated the library's past blood drive attempts were unsuccessful and other opportunities exist in the community. She will relay that information to Mr. Mullican.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the May 18, 2022 Committee of the Whole Meeting
- b. Approve Minutes of the May 18, 2022 Regular Board Meeting
- c. Receive and file Financial Report for May
- d. Approve Master Services Agreement and Statement of Work from Sikich LLP for Fiscal Year 2022 Audit
- e. Adopt Working Budget for FY23

f. Authorize preparation of Tentative Budget & Appropriation Ordinance

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

*Roll call vote:*

*Ayes – Trustees DuRocher, Picha, Stull, Warren*

*Nays – none*

*Abstain – Trustee Lezon*

*Absent – Trustees Richardson, Ruzicka*

*Motion carried*

8. Regular Agenda

a. Approve payments for the period of May 19 – June 15, 2022

*MOTION: Trustee Picha moved to approve invoices in the amount of \$57,204.78 for the period of May 19, 2022 through June 15, 2022 including electronic payments and checks #8832 – 8872. Check #8860 is voided. Trustee Stull seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull, Warren*

*Nays – none*

*Absent – Trustees Richardson, Ruzicka*

*Motion carried*

b. Approve transfer of funds

*MOTION: Trustee Warren moved to transfer \$125,000 from commercial checking account to operating checking account. Trustee Stull seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull, Warren*

*Nays – none*

*Absent – Trustees Richardson, Ruzicka*

*Motion carried*

9. Unfinished Business – none

10. New Business

Trustee DuRocher asked if trustees had questions regarding items 10.c, 10.d, 10.e, 10.f. No one did so she suggested these four items be combined into one motion.

a. Review IMRF Early Retirement Incentive cost proposal

Director Whitmer stated after review of this proposal she does not recommend the Board offer this incentive.

No discussion was held by the Board.

- b. Accept proposal from Gallagher Insurance and authorize Library Director Whitmer to proceed with Library Insurance Risk Agency membership

*MOTION: Trustee Stull moved to accept proposal from Gallagher Insurance and authorize Library Director to proceed with Library Insurance Risk Agency membership and work with Gallagher Insurance for new policies effective July 1, 2022, including a bond for the Board Treasurer.*

DISCUSSION:

Director Whitmer stated she reviewed the treasurer's bond and is not comfortable with the treasurer providing personal information. The library will proceed with a Government Crime Policy that includes coverage for the treasurer, Director Whitmer and Assistant to the Director Jackie Davis.

Trustee Warren asked if the motion should include an end date for the policies. Director Whitmer stated in the past there has not been an end date and this item only needs to be revisited by the Board when changing coverage or carrier.

Trustee Picha asked if there is a cyber liability policy. Director Whitmer stated the new carrier will provide this coverage.

Trustee Stull withdrew her motion and made the following motion:

*MOTION: Trustee Stull moved to accept proposal from Gallagher Insurance and authorize Library Director to proceed with Library Insurance Risk Agency membership and work with Gallagher Insurance for policies effective July 1, 2022. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull, Warren*

*Nays – none*

*Absent – Trustees Richardson, Ruzicka*

*Motion carried*

- c. Approved revised Employee Handbook: Annual Leave Policy, Sick Leave Policy, Paid Time Off Policy and Paid Holidays and Floating Holidays Policy

*MOTION: Trustee Picha moved to approve the revised employee handbook policies for annual leave, sick leave and paid holidays effective July 11, 2022 and to approve the addition of a floating holidays policy effective January 1, 2023 and to rescind the paid time off policy effective July 11, 2022. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Lezon, Picha, Stull, Warren*

*Nays – None*

*Absent – Trustees Richardson and Ruzicka*

*Motion carried*

d. Request to remove iPads from Youth Services Area

Director Whitmer stated she received an email from a member regarding removing the iPads from the Youth Services area.

Mr. Dobersztyn stated the Youth Services staff reviewed different scenarios including leaving them where they currently are located or taking them away and making them available by checkout.

Concerns that were expressed:

- Ease of access for members. If removed it would make it more difficult for some members and would require a charging station either in Youth Services or at the Members Services desk.
- Providing technology is part of the Strategic Plan.
- The Collection Development Policy states parents are responsible for children's use of library materials.
- The consensus of the staff is to keep them where they are currently located. The location is great for parents with a child on the iPads and another one in the Discovery Room.

After considerable discussion some of the items brought by the Board were:

- Devices should not be easily accessible to the children.
- Remove the kiosk and make the iPads available for checkout. Director Whitmer pointed out the devices would not be secure and could easily be damaged or stolen.
- The Strategic Plan states to make items more accessible to all members.
- Conduct a survey inquiring how many parents want them easily accessible.
- It is the parent's responsibility to monitor their child while in the library.
- Move the kiosk to a different location.
- Youth Services collect data for a month without removing the devices.
- The goal of the library is to provide materials in different formats and some people learn in different ways.

Director Whitmer will respond to the member stating the library will collect data on the iPads and report back to the board in September.

11. Director's Report

- Open Meetings Act Training

Director Whitmer stated Trustee DuRocher completed her Open Meetings Act Public Board Member training and Trustee Warren completed both the Open Meetings Act Board Member and Designee training.

- Status of COVID-19 paid Leave

Director Whitmer stated the paid COVID leave will be discontinued effective July 11 at which time all staff will be earning sick leave.

## 12. Department Head Reports

- Trustee DuRocher stated she liked the Career Online High School from Smart Horizons program Tom Hill was investigating. Mr. Dobersztyn stated it is expensive with a down payment of \$3,000 for up to 3 students.

Trustee DuRocher asked if there are any grants available, which Mr. Dobersztyn did not know. Trustee Picha asked if the library has to pay for this or does the student. Director Whitmer stated the library would cover the cost if this service was offered.

Director Whitmer stated staff hours would need to be considered.

Director Whitmer stated it is not in the budget for FY23.

Trustee DuRocher asked if Tom Hill can obtain more information regarding this program.

- Trustee DuRocher asked when the Members Services Manager position will be posted and filled. Director Whitmer stated she would like the position to be filled by September.

## 13. President's Report

Director Whitmer stated the DEI Committee is drafting a DEI statement for the library which will be brought to the Board in September. Director Whitmer stated the focus is to provide a general blanket statement for the library which will drive other library activities.

Trustee DuRocher stated she is really interested in the DEI Statement the staff committee is working on and would like to see it become part of the Strategic Plan focus.

All trustees asked for a copy of MaryKellie Marquez' handouts from the Building Racial Equity and Belonging into Your Board Culture training she took.

Kathy Gaydos asked which Trustees would like to participate in the July 3 parade. Trustees Lezon, Picha, Stull and Warren stated they will participate.

14. Treasurer's Report

Trustee Lezon reported that 51% of 2021 property taxes have been received.

15. Secretary's Report

a. Report on Trustee Development Workshops

Trustee Stull stated she attended two Illinois Library Association workshops.

One was on the budget process and was the best presentation she has ever attended regarding the budget process. This clarified and showed the entire budget timeline and process.

An all-day event was held in person at the Alsip-Marionette Library. The morning presentation was on the Freedom of Information Act and Open Meetings Act.

The afternoon session was about the Library Director Evaluation. One take away was you should not do the same evaluation form year after year and she explained how this works. Also, the President should have an active role in the evaluation since this trustee has the closest relationship with the director.

Trustee Stull shared handouts with those interested.

16. Committee Reports - none

17. Trustee Comments - none

18. Items for information and/or discussion – none

19. Closed session

*MOTION: Trustee Stull moved to enter into closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." (Director's Compensation) at 8:30 p.m. Trustee Lezon seconded.*

Director Whitmer, Jackie Davis, Kathy Gaydos, MaryKellie Marquez and Paul Dobersztyn left the meeting at this time.

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

Returned to the regular board meeting at 8:40 pm

Trustee DuRocher called roll call:

ATTENDING: Trustees DuRocher, Lezon, Picha, Stull, Warren

ABSENT: Trustee Richardson and Ruzicka

ALSO ATTENDING: Library Director Sandy Whitmer

20. Discussion/action resulting from the above closed session (Changes to Director's Compensation)

*MOTION: Trustee Picha moved to award Director Whitmer a salary increase for the 2022-2023 fiscal year to include a 4% cost of living increase and a 2% merit increase effective June 27, 2022. Trustee Warren seconded.*

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

21. Adjournment

*MOTION: Trustee Lezon moved to adjourn the meeting at 8:42 p.m. Trustee Picha seconded.*

Voice vote:

Ayes – all

Nays – none

Absent – Richardson and Ruzicka

Motion carried

Respectfully submitted,



Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District