

WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees
Minutes of the Regular Board Meeting
Wednesday, August 17, 2022

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

2. Roll Call

ATTENDING: Trustees Lezon, Picha, Richardson, Ruzicka, Stull, Warren

ABSENT: Trustee DuRocher

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, Adult Services Librarian Taylor Haring

ATTENDING REMOTELY: Acquisitions and Cataloging Manager MaryKellie Marquez

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

3. Approval of the Agenda

Trustee Picha removed #19- Closed Session and #20 – relating to a closed session.

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

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

4. Presentations – None

5. Public comments – none

6. Correspondence - none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the July 20, 2022 Regular Board Meeting
- b. Receive and file revised Financial Report for June
- c. Receive and file Financial Report for July

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

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

8. Regular Agenda

- a. Approve payments for the period of July 21, 2022 – August 17, 2022

MOTION: Trustee Stull moved to approve invoices in the amount of \$51,861.64 for the period of July 21, 2022 through August 17, 2022 including electronic payments and checks #8927 – 8982. Checks #8927, #8951, 8958 – 8961 are voided. Trustee Richardson seconded.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

- c. Release closed session minutes and/or destroy closed session recordings

MOTION: Trustee Stull moved to destroy the verbatim recording of the September 16, 2020 Regular Board Meeting Closed Session. Trustee Picha seconded.

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

Nays – none

Absent – Trustee DuRocher

Motion carried.

9. Unfinished Business – none

10. New Business

- a. Review and Approve Illinois Public Library Annual Report for FY2022

MOTION: Trustee Picha moved to approve the Illinois Public Library Annual Report for FY2022 and authorize library staff to submit the report to the state library. Trustee Lezon seconded.

Trustee Picha stated everyone involved did a great job. Director Whitmer stated most of the information was Head of Public Services Paul Dobersztyn's responsibility this year as many of the questions involved library programming.

Trustee Picha asked if there is a penalty for not submitting the report on time. Director Whitmer stated if the report is not submitted the library will not receive the Per Capita Grant from the State of Illinois.

Director Whitmer stated Trustees Ruzicka and Warren reviewed the minutes and found everything to be in order.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

- b. Authorize expenditure for two trustees to attend Trustee Day at the 2022 Illinois Library Association Annual Conference

After discussion it was decided that only Trustee Ruzicka may be available to attend the conference.

MOTION: Trustee Stull moved to authorize registration expenditure for Trustee Ruzicka to attend the ILA Annual Conference on October 20, 2022 and reimburse her for mileage, tolls and parking. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried.

- c. Approve Policy #216 – Homebound Delivery

MOTION: Trustee Richardson moved to approve Policy No. 216 Homebound Delivery. Trustee Lezon seconded.

Trustee Picha thanked Paul Dobersztyn and Taylor Haring for drafting this policy. Ms. Haring stated this service will begin in September and the policy addresses eligibility and details about the service.

Trustee Stull asked how long these items will be checked out for and if they can be renewed. Ms. Haring stated there is a special account setting. Items will be checked out for 8 weeks and cannot be renewed.

Director Whitmer stated Kathy Gaydos, Marketing Specialist, has included an article in the Fall Reading Matters and she showed the informational page Kathy has created for the website.

Trustee Stull asked if this service is for Warrenville residents only. Director Whitmer stated that is correct and clarified deliveries will be made only to locations within the District.

The board all agreed the policy is a good idea and thanked the staff for all their work.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried.

11. Director's Report

- Director Whitmer stated Sarah Kratz, Member Services Specialist, has been assisting her with scanning archival documents as part of our goal to digitize these files.
- Director Whitmer stated she assisted Jackie Davis, Assistant to the Director, with the documentation required for setting up new time off accruals in the payroll system. These new accruals reflect the changes made in the new sick leave and annual leave policies.
- Director Whitmer stated she submitted the annual request to the City of Warrenville for TIF #3 and TIF #4 reimbursement.
- Director Whitmer reminded the Board that in March 2022 the library submitted a letter of support for the City of Warrenville's application for a ComEd Green Region Grant. She is happy to report the city received \$10,000 from this grant. These funds will be used towards improvements that are part of the trailhead project.
- Director Whitmer distributed a letter stating her intent to retire from the position of Library Director in February 2023 to the trustees.

12. Department Head Reports

- Trustee Picha asked Jackie Davis why the library received a refund of \$49 from Worker's Compensation. Director Whitmer stated every year Jackie completes a Workers Compensation Audit and if the payroll is less than predicted we receive a refund.
- Jackie Davis announced Shales McNutt, Inc. will be receiving the new staff entrance doors and frames later this week and hope to install them in the near future.
- Kathy Gaydos stated the library's social media is growing. Facebook followers are up and the post regarding Sylvia Thompson's retirement received more likes than any other post.
- Paul Dobersztyn stated summer reading was a great success and the concerts are very well attended. He is currently working on next year's concert grant for 6 concerts to be on Thursday evenings.
- Trustee Richardson stated she had young people from overseas staying with her and they loved the concerts.

- MaryKellie Marquez stated she is sad that Director Whitmer will be retiring. She and the DEI Committee have been working on a DEI Statement and will have something for the board to review and discuss in September.

13. President's Report

Trustee Warren announced the upcoming meetings and events.

The library will be closed on Friday, August 19 for staff training and also Sunday, September 4 and Monday, September 5 for the Labor Day holiday.

14. Treasurer's Report – Trustee Lezon reported the following:

- As of June 30, 2022 the City is holding \$23,216 in developer donations for the Library's use. The FY23 budget includes \$20,000 in developer donations to be used toward debt certificate payments.
- Director Whitmer prepared and submitted the annual requests for TIF #3 and TIF #4 reimbursement from the City of Warrenville.
- As of August 10, the county treasurer has distributed \$1,081,521 to the Library District which represents 53% of the budgeted property tax income.

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

16. Committee Reports - none

17. Trustee Comments

- Trustee Ruzicka stated she will not be running for reelection in the April 2023 election.
- Trustee Picha stated the highlight of the board packet was a refund received from the Barefoot Hawaiians for having no fire at their concert.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Richardson moved to adjourn the meeting at 7:56 p.m. Trustee Ruzicka seconded.

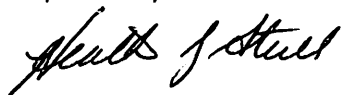
Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



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