

WARRENVILLE PUBLIC LIBRARY DISTRICT
Library Board of Trustees
Minutes of the Regular Board Meeting
Wednesday, September 21, 2022

1. Call to Order – Trustee DuRocher called the meeting to order at 7:10 p.m.

2. Roll Call

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

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, 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 DuRocher removed #19 – Closed Session

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

Voice vote:

Ayes – all

Nays – none

Motion carried

4. Presentations – none

5. Public comments – none

6. Correspondence – Director Whitmer stated she received a memo from the library's attorney Roger Ritzman outlining the April 2023 election. The terms of three Trustees (Ruzicka, Stull and Warren) will expire in April 2023.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the August 17, 2022 Regular Board Meeting
- b. Approve Minutes of the September 7, 2022 Special Board Meeting
- c. Receive and file Financial Report for August
- d. Approve Annual Statement of Income & Disbursements for FY2022
- e. Adopt Ordinance #22-23-02 Budget & Appropriation Ordinance for 2022-2023 Fiscal Year
- f. Adopt Resolution #224 - Resolution to Determine Estimate of Funds Needed for 2022-2023 Fiscal Year

- g. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2022-2023 Fiscal Year
- h. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2023 as required by Illinois Public Act 97-0609

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

Roll call vote:

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

Nays – none

Motion carried

8. Regular Agenda

- a. Approve payments for the period of August 18, 2022 – September 21, 2022

MOTION: Trustee Ruzicka moved to approve invoices in the amount of \$62,171.08 for the period of August 18, 2022 through September 21, 2022 including electronic payments and checks #8983 – 9041. Checks #8994 and #9036 are voided.

Roll call vote:

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

Nays – none

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – none

Motion carried

9. Unfinished Business

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

Director Whitmer stated last month the Board approved expenditure for Trustee Ruzicka to attend the conference. After the meeting, Trustee Warren stated he could attend.

MOTION: Trustee moved to authorize expenditure for Trustee Warren to attend the ILA Annual Conference on October 20, 2022 and reimburse each trustee for mileage, tolls and parking. Trustee Richardson seconded.

Roll call vote:

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

Nays – none

Abstain – Trustees Ruzicka and Warren

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Motion carried

10. New Business

- a. Receive update and review staff recommendations for Youth Services iPads

Mr. Dobersztyn stated Youth Services staff conducted a month-long online survey regarding the iPads. The survey had 13 responses and only 1 responder requested the iPads be completely removed from the library.

The staff recommends leaving the iPads in their current location. A 20-minute time limit will continue to be posted on the kiosk along with a sign with a QR code to *Beyond Screen Time: A Parents Guide to Media Use* published by the American Pediatric Association.

- b. Approve revisions to Employee Handbook "Health/Dental/Vision/Life Insurance"

MOTION: Trustee Stull moved to approve revisions to Employee Handbook "Health/Dental/Vision/Life Insurance, "including changes to cost sharing for insurance premiums, effective January 1, 2023. Trustee Lezon seconded.

Director Whitmer stated these revisions were discussed during the budget process. She suggested the Board aim to increase the library's portion of employee premiums by 5% each year. The Board may also want to consider offering insurance to 30-hour part-time employees at the same cost sharing in the future.

Roll call vote:

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

Nays – none

Motion carried

- c. Discuss timeline for formation of Committee on Local Government Efficiency

Director Whitmer reminded the Board they need to form a Committee on Local Government Efficiency by June 9, 2023 consisting of all board members and at least 2 district residents. She suggested the board hold off until March/April 2023 to discuss this item in more detail. As of this date the State has not released any Administrative Rules. RAILS is expected to offer information about this new requirement in the future.

- d. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Whitmer explained the library always submits a levy that exceeds the amount expected to receive, ensuring all funds available are received. This also enables the library to grow the special reserve fund. If

the library does not levy for the full amount, the lost amount can never be captured in the future. Director Whitmer stated if the board feels they have accumulated too much money taxes can be abated.

After discussion it was the consensus of the board to levy to capture the full 5% allowed by the tax cap.

Trustee Picha asked what the objection process is for the public. Director Whitmer stated a taxpayer can attend the Truth in Taxation Public Hearing.

e. Review and Approve 2023 Holiday Closures

MOTION: Trustee Stull moved to approve recommended holiday closure schedule for 2023. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Motion carried

11. Director's Report

Director Whitmer stated her primary focus has been on recruitment activities for the five open positions. She has received qualified applications for every position.

Trustee Stull stated she was happy to hear that some of the plexiglass is being removed.

12. Department Head Reports

Trustee DuRocher stated she was happy to see so many staff attended the SWAN expo.

Trustee Picha asked if "curbside pickup" is in the lobby. Director Whitmer stated yes.

Trustee Warren stated he liked the availability of the telescopes during the concerts. Mr. Dobersztyn stated they work with NASA ambassadors and the library also owns a telescope which is available for checkout.

Trustee Picha asked how Diana Abraham's visits to the food pantry and VFW burger night were received. Mr. Dobersztyn replied Diana reported they were both great opportunities. The VFW was a very different crowd and she was able to engage with a large number of residents.

13. President's Report

Trustee DuRocher announced the upcoming meetings and events.

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

- As of September 15, 2022 the library has received \$1,943,270 in taxes from the county treasurer. This represents 95.5% of the property tax income budgeted for this fiscal year.
- Director Whitmer shared a typo in the working budget in accounting services. It was listed as \$660 and should be \$6,600.
- The working budget did not include funds for recruiting a new library director.
- The working budget will not be amended, but funds have been appropriated for these purposes in the Budget & Appropriation Ordinance approved at tonight's meeting.
- In the August financials the interest income has already exceeded the amount budgeted due to increases in the interest rate for our checking account at Fifth Third Bank.

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

16. Committee Reports - none

17. Trustee Comments

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Picha moved to adjourn the meeting at 7:57 p.m. Trustee Lezon seconded.

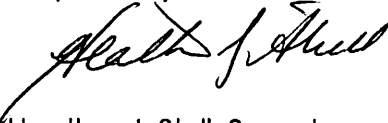
Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



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