

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the
Regular Meeting of the Board of Trustees
Wednesday, November 16, 2022

1. Call to order – Trustee DuRocher called the meeting to order at 7:15 p.m.
2. Roll Call

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

ABSENT: Trustee Ruzicka

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, HR Manager Ian Stevens, Graphic Designer David Cassara, Adult Librarian Debbie Andrew

OTHERS ATTENDING REMOTELY: Martha Trotter, Sikich

- a. Approve Remote Attendance and Participation – no request for remote attendance and participation were received.
3. Approval of the agenda

Trustee DuRocher removed items #19 and #20 related to a closed session.

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Ruzicka

Motion carried

4. Presentations

- a. Introduction of new library staff

Director Whitmer stated four new staff members joined the library on Monday, November 14:

Debbie Andrew, Adult Service Librarian
David Cassara, Graphic Designer
Laurie Rex, Member Services Manager
Ian Stevens, HR Manager

Each person gave a brief introduction of themselves.

- b. Presentation of the FY2022 Audit (Martha Trotter, Sikich – via zoom)

Ms. Martha Trotter of Sikich, LLP presented the 2022 audit. She pointed out the Management Discussion and Analysis, an executive summary prepared by library staff. She highlighted assets and liabilities, net changes

in fund balance, statements of revenues and expenditures for each fund, budget versus actual reports and a historical summary of property tax rates and collections. Ms. Trotter noted the auditor's report presents a clean, unmodified opinion of the District's financial statements, the highest level of assurance Sikich can provide. The auditor's communication to the board indicated deficiencies found in 2021 have been corrected and there were no deficiencies for fiscal year 2022. The Board had no questions for Ms. Trotter and she left the meeting.

Director Whitmer stated this is the time of year the board could decide to transfer funds to the special reserve fund. She suggested the board not do a transfer this year as the funds will be needed in the general fund for long term debt repayment.

5. Public comments - none
6. Correspondence - none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the October 19, 2022 Regular Board Meeting
- b. Receive and file Financial Report for October
- c. Certify Compliance with Truth in Taxation Act
- d. Adopt Ordinance #22-23-03 Levy Ordinance for Fiscal Year 2022-2023

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

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

8. Regular Agenda

- e. Approve payments for the period of October 20–November 16, 2022

MOTION: Trustee Stull moved to approve payments in the amount of \$195,661.50 with checks #9092-9134. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

- f. Approve transfer of funds

MOTION: Trustee Picha moved to transfer \$250,000 from commercial checking account to operating checking account. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

8. Unfinished Business

- a. Executive Director Search – Trustee DuRocher stated there is no discussion at this time

9. New Business

- a. Request from City of Warrenville Tourism and Arts Commission (TAC) to consider display of public art piece in library

The Board discussed an invitation from the Tourism and Arts Commission (TAC) regarding placing a sculpture in the library. The Board was in favor of learning more. Trustees Richardson and Warren will be the liaisons to TAC.

10. Director's Report

Director Whitmer reported that our new shelve resigned. She has received 4 applications for the Member Services Specialist position vacated by Sarah Kratz last month.

Former employee Richard Gier passed away. His family has asked that donations be made to the library. Mr. Gier was a Librarian at Warrenville Public Library for 18 years.

Director Whitmer stated the Per Capita Grant will be presented to the Board at the December board meeting for approval before submittal.

11. Department Head Reports

Trustee Picha asked Kathy Gaydos what the topic was that questions were asked of staff before the presentation at the staff-in service day. Ms. Gaydos replied the presenter was Michelle Peterson who gave a presentation on customer service.

Trustee DuRocher stated she feels the staff is doing a great job on customer service.

12. President's Report

- a. Next meetings or events

There will be a Committee-of-the-Whole Meeting at 6:00 pm before the regular board meeting on December 14.

13. Treasurer's Report

Trustee Lezon stated this month's payments include the principal and interest payment for the 2016 debt certificates. After this payment is applied, the remaining principal is \$1,125,000 with the final payment due on 12/1/2029.

14. Secretary's Report – Trustee Lezon stated everything looks good.

15. Committee Reports – none

16. Trustee Comments – none

17. Items for information and/or discussion – none

18. Adjournment

MOTION: Trustee Stull moved to adjourn at 8:02 pm and seconded by Trustee Lezon.

Voice vote:

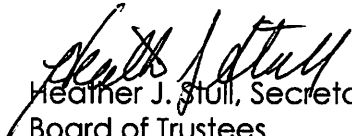
Ayes – all

Nays – none

Absent – Trustee Ruzicka

Motion carried

Respectfully submitted,


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