

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
JANUARY 15, 2020**

1. Call to order – Trustee Picha called the meeting to order at 7:02 pm.
2. Roll Call – Trustee Picha called roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Stull, Richardson, Ruzicka, Warren
ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Approval of the Agenda

Trustee Picha removed Items #18 – Closed Session and #19 Discussion/action resulting from the above closed session

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

Roll call vote:

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

Nays – None

Motion carried

4. Presentations – None
5. Public comments – none
6. Correspondence – Director Whitmer shared an invitation to the Warren Tavern Open House and Fundraiser on February 23, 2020.
7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the November 20, 2019 Public Hearing
- b. Approve Minutes of the November 20, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Reports for November and December

MOTION: Trustee Warren moved to approve the Consent Agenda as read. Trustee DuRocher seconded.

Roll call vote:

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

Nays – None

Motion carried

Trustee Picha complimented Assistant to the Director Jackie Davis for the November 20, 2019 minutes, especially the notes regarding the SWAN consortium.

8. Regular Agenda

- a. Ratify payments for the period of November 21, 2019 – December 18, 2019

MOTION: Trustee Stull moved to ratify payments for the period of November 21, 2019 – December 18, 2019 including electronic payments and checks #7386 – 7434. Checks #7386 – 7388 and 7429 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Approve payments for the period of December 19, 2019 – January 15, 2020

MOTION: Trustee Stull moved to approve payments for the period of December 19, 2019 – January 15, 2020 including electronic payments and checks #7435-7482. Check #7475 is voided. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Motion carried

- c. Approve transfer of funds

MOTION: Trustee DuRocher moved to transfer \$125,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Motion carried

9. Unfinished Business -None

10. New Business

- a. Authorize Staff to Plan Staff Appreciation Event

Trustee Picha asked if a dollar amount be added to the motion. Director Whitmer stated the amount is included in the yearly budget.

MOTION: Trustee DuRocher moved to authorize staff to plan a staff appreciation luncheon on May 8, 2020. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Approve reimbursement to Trustee Stull for Travel Expenses

MOTION: Trustee DuRocher moved to approve travel reimbursement to Trustee Stull in the amount of \$50.94. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Abstain – Trustee Stull

Motion carried

- c. Approve Trustee Registration for West Suburban Library Legislative Lunch

Consensus of the Board is Trustees Warren and Ruzicka will attend this event.

MOTION: Trustee DuRocher moved to authorize staff to register Trustees Warren and Ruzicka for the 2020 West Suburban Legislative Luncheon. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Motion carried

- d. Approve Trustee Registration for Illinois Trustee Forum Workshop

Consensus of the Board is Trustee Warren will attend this event.

MOTION: Trustee DuRocher moved to authorize staff to register Trustee Warren for the 2020 Illinois Trustee Forum Workshop. Trustee Stull seconded.

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

Nays – None

Motion carried

- e. Approve Revised Drug and Alcohol Policy (4.16) and Workplace Security Policy (4.17) for Employee Handbook

MOTION: Trustee DuRocher moved to approve the revised Drug and Alcohol Policy (4.16) and Workplace Security Policy (4.17) for Employee Handbook. Trustee Richardson seconded.

Trustee Lezon questioned the policy prohibiting use of medical cannabis during work hours for staff members possessing a medical prescription.

Director Whitmer stated the law states every employer has the right to refuse use of cannabis on their property and Illinois law specifically states it cannot be on government property. Trustee Lezon asked if the law only covers recreational cannabis, but not medical cannabis.

Trustee DuRocher asked why medical cannabis is treated differently than other medical prescriptions.

Trustee Lezon asked if other medical prescriptions are banned during work hours. Director Whitmer stated they are not, however, if a drug is affecting a person's judgement or ability to perform their duties it requires a discussion. If a person needs to take prescribed cannabis, provisions could be made through the American with Disabilities Act for the person to leave the property to do so as it still could not be used on the library property.

Trustee Lezon stated a person might have to take cannabis for anxiety. Trustee DuRocher stated taking medical cannabis might improve their performance.

Trustee Stull asked if someone needs to smoke cannabis where would they smoke it. Trustee Lezon stated it comes in many different forms. Trustee Lezon stated maybe we should ban use of all prescribed drugs during work hours.

Director Whitmer stated the proposed new policy was obtained from HR Source. Their attorneys would have reviewed and approved this policy.

Director Whitmer requested the Board approve the policy as presented so the Library has a policy in place.

Director Whitmer will ask the Library's attorney about medical cannabis in the workplace. The Board can discuss this issue further at the February board meeting. Trustee Lezon would like to the attorney to clarify if staff can take medical cannabis during work in a form other than smoking.

Roll call vote:

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

Nays – Trustee Lezon

Motion carried

f. Distribute 2020 Calendar of Responsibilities

Director Whitmer pointed out circulation of petitions for the 2021 Consolidated Election begins in September.

11. Director's Report

Jaime Perpich was promoted to Member Services Manager, the position vacated by Patty Dybala, effective January 13.

Lou Carlile has resigned effective January 29 to be the Director at the Belvidere Public Library. Director Whitmer is reviewing the position of Head of Technical Services to determine the future of this position.

Trustee DuRocher asked if transitioning to SWAN would decrease the Library's cost of purchasing new materials. Director Whitmer stated it may because multiple copies of items may not be necessary.

Trustee Warren asked if each library purchases their own materials. Director Whitmer stated they do, with all libraries receiving similar vendor discounts and pricing.

Trustees asked why a resident wanted to de-annex. Director Whitmer stated the individual was not happy with the service received here but no further communication has been received regarding de-annexation.

12. Department Head Reports

Trustee Picha stated she was impressed with Public Services Manager Paul Dobersztyn's choice of professional development.

Trustee Warren asked about the Starbucks storytime. Director Whitmer stated Starbucks contacted the Library with this idea.

Trustee Warren asked why teens are peeling the wrappers off crayons. Director Whitmer stated it is a project for SCARCE. Crayons are melted into molds for reuse.

13. President's Report

Trustee Picha reported the next meetings and events.

14. Treasurer's Report

Trustee Stull stated the City of Warrenville has reported the balance of the Library District's Developer Donations is \$205,416.92. Trustee DuRocher asked what these funds will be used for. Director Whitmer stated the funds were originally planned for the lower level renovation. These funds could also pay down the bonds.

Trustee Stull stated Director Whitmer responded to a tax levy objection received in November. The DuPage County Assistant State's Attorney recommended the objection be withdrawn.

The Fifth Third Bank collateral agreement is in place. Director Whitmer, Assistant to the Director Jackie Davis and Trustee Stull have access to the portal to view the level of collateral in place at any given point in time.

The Fifth Third Bank ZBA account is now closed and any additional fees associated with this account have ceased.

- 15. Secretary's Report – None
- 16. Committee Reports – None
- 17. Trustee Comments

Trustee Warren mentioned he received information from his former high school in Germany and it noted Germany is requiring all buildings be zero energy by 2050. Trustees discussed options the Library could do to become zero energy, however, Director Whitmer reminded the Board that at this time there are not enough funds for these improvements or staff to coordinate and oversee them.

Trustee Picha thanked Director Whitmer and Assistant to the Director Davis for assembling November and December into one board packet.

- 18. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:00 p.m. Trustee Stull seconded.

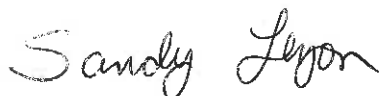
Voice vote:

Ayes – all

Nays – None

Motion carried

Respectfully submitted,



Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District