

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
FEBRUARY 19, 2020**

1. Call to Order – Trustee Picha called the meeting to order at 7:01 pm.

2. Roll Call

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

ABSENT: Trustees DuRocher and Stull

ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Approval of the agenda

Trustee Picha removed items #17 –Closed Session and #18 – Discussion/action resulting from the above closed session and added to Regular Agenda as item 8.c. – Destruction of Closed Session Minutes

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

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Motion carried

4. Presentations – None

5. Public Comments – None

6. Correspondence – None

7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

a. Approve Minutes of the January 15, 2020 Regular Board of Trustees Meeting

b. Receive and file Financial Report for January

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

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Motion carried

8. Regular Agenda

- a. Approve payments for the period of January 16 – February 19, 2020

MOTION: Trustee Ruzicka moved to approve payments in the amount of \$59,837.14 for the period of January 16, 2020 – February 19, 2020 including electronic payments and checks #7483 - 7540. Check #7494, 7496 and 7539 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Motion carried

- c. Destruction of Closed Session Minutes

MOTION: Trustee Warren moved to approve destruction of verbatim recording of the April 18, 2018 Closed Session. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Absent – Trustees DuRocher and Stull

Motion carried

9. Unfinished Business

- a. Revisions to Drug and Alcohol Free Workplace Policy (4.16)
- Director Whitmer stated she reached out to the Library attorney and one of the HR Source attorneys for their advice on this policy.
 - Roger Ritzman, the Library's attorney, stated the Board has the discretion to permit this use.
 - Attorney Jim Griffin, employment counsel at HR Source, stated the use is not recommended, but could be allowed. He shared that medical cannabis is not like a prescription medication. The medical cannabis

card is an authorization to use cannabis due to a qualifying condition. Medical cannabis is not prescribed nor monitored by a physician.

- Director Whitmer stated her biggest concern is it is not prescribed or monitored by a doctor and not legal by the Federal Government.
- Trustee Richardson asked if an employee could consume marijuana before coming to work. Director Whitmer stated they could.
- Director Whitmer stated the Board could revisit this policy at any time.
- Final consensus of the Board is to leave the policy as approved last month subject to review at a later date if necessary.

10. New Business

a. Review Strategic Priorities for Next Fiscal Year

- Director Whitmer stated the budget planning for next year is underway and the two funding priorities are SWAN Consortium and becoming a "fine free" library. Library staff is researching ways to recoup the lost income from going fine free.
- Trustee Lezon asked how the minimum wage will impact the budget. Director Whitmer stated all staff are above the minimum wage at this time.
- Director Whitmer stated the Technical Services Manager position will not be replaced at this time.
- Trustee Warren asked if there were opportunities for grants like "Libraries Connecting You to Coverage." Director Whitmer stated she and the staff watch for grants, however, grants involve a lot of staff time.
- Director Whitmer stated the census grant is \$10,000 which is being used for programs, staff time and marketing materials. A button making machine, two cell phones, two iPads and two hotspots have been purchased. The cell phones will be used for people to complete the survey over the phone with 12 languages available in addition to English.

11. Director's Report

- Director Whitmer reported the Library's spring edition of "Reading Matters" hit mailboxes today.
- The Library is hosting an ice cream social on March 21 for the Spanish speaking community. Census office personnel and an immigration lawyer will be in attendance.
- The Library is purchasing street lamp banners and bookmarks to promote the census. The bookmarks will be shared with other organizations.
- Trustee Warren asked how many technical services staff there is. Director Whitmer stated there are four part time employees including former

- employee Debbie Rosenwinkel who was rehired to work no more than 16 hours per week.
- Trustee Picha asked about the required Sexual Harassment training for all staff. Director Whitmer stated the payroll provider has online programming for staff to watch which will need to be completed by December 31, 2020. Elected officials may be included in the training requirements too. The Library will also need to document the process for individuals to report harassment from an elected official to staff, staff to elected official, etc.

12. Department Head Reports

- Trustee Picha stated she liked the addition of the Assistant to the Director's report.
- Trustee Picha asked what the "guest" network is. Director Whitmer stated it is the wifi network used by guests and staff using their own devices. The State Library wants a count of how many people access our wifi network. Cynthia is working on a way to capture this statistic.
- Trustee Picha asked about the help desk portal in the Computer Services report. Director Whitmer stated it is software being tested to report IT issues and/or building maintenance. It's intended for staff, not guests.

13. President's Report

- Trustee Picha announced the next meetings and/or events.
- Trustee Picha thanked the board for allowing her to attend the Public Library Association Conference in Nashville the last week of February.
- Trustees DuRocher and Warren will be distributing the Director's self-evaluation and trustee forms for the Director's Evaluation next month.

14. Treasurer's Report

Trustee Lezon asked what dollar amount the Library can expect to receive from the "Impact Fee" estimates. Director Whitmer explained the amounts the city has received through January 30, 2020 and the projected amounts. The Library should receive approximately \$280,000 when the listed projects are completed.

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

16. Committee Reports – none

17. Trustee Comments

- Trustee Warren stated last Sunday's Chicago Tribune had an article discussing the cultural benefits of a library.
- Trustee Warren stated he and Trustee Ruzicka attended the West Suburban Library Legislative Lunch On February 2.

- Director Whitmer shared information regarding the Prairie Path improvements.

Items for information and/or discussion - none

18. Adjournment

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher and Stull

Motion carried

Respectfully submitted,

Sandy Lezon

Sandy Lezon, Secretary

Board of Trustees

Warrenville Public Library District