

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
WEDNESDAY, JUNE 19, 2019**

1. Call to order – Trustee Picha called the meeting to order at 7:01 p.m.
2. Trustee Picha called roll call

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

ABSENT: Trustee Ruzicka

ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Technical Services Lou Carlile and Technical Services Assistant Gail Smith

3. Approval of the agenda
Trustee Picha removed items #19 – Closed Session and #20 – Discussion/action resulting from the above closed session.

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

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

4. Presentations

- a. July 3 Parade Information

Gail Smith, Technical Services Assistant, stated she and Member Services Specialist Jaime Perpich are spearheading the July 3 float. The theme of the parade is "Let Freedom Ring". The Library is adding the theme of "Get a Library Card" to the float as well. The float's theme is based on the summer reading theme "Universe of Stories." There will be large cutouts of a rocket and Neil Armstrong holding a sign with the slogan "one small step for man, one big step for Warrenton". Space themed music will also be playing from the float.

Ms. Smith asked if any trustees would like to participate. Trustee Picha volunteered to ride in the truck and Trustees Lezon and Stull will participate.

Lou Carlile, Head of Technical Services, indicated he will be the main point of contact for any questions related to the parade. He will send an email with more details before the end of the month.

5. Public comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the May 22, 2019 Committee of the Whole Meeting
- b. Approve Minutes of the May 22, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for May
- d. Authorize Board Secretary to Submit Certification of Board to County Clerk and Illinois State Librarian
- e. Approve FY20 Working Budget
- f. Authorize Preparation of Tentative Budget & Appropriation Ordinance

MOTION: Trustee Stull moved to approve the consent agenda as read. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

8. Regular Agenda

- a. Approve payments for the period of May 23 – June 19, 2019

MOTION: Trustee DuRocher moved to pay invoices in the amount of \$69,455.45 for the period of May 23, 2019 – June 19, 2019 including electronic payments and checks #7074-7118 and 7121-7128. Check #7122 is voided. Trustee Richardson seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

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 Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

9. Unfinished Business

- a. Approve Library Director's Goals for FY20

Trustee Picha stated the Board requested the Director revise her goals based on feedback shared at the May meeting. Director Whitmer shared the revised goals which indicate start and completion dates plus budgetary impacts. The budget was revised to include any budgetary impact from these goals. She also included a visual timeline for the goals. The goals are:

- Host a meeting at which local organizations can share information about their services, events, and needs.
- Develop a values statement and a mission statement.
- Make recommendations to the Board to improve employee retention.

Trustee DuRocher stated she likes how the employee retention goal has been divided into different items.

Trustee DuRocher stated she loved the timeline Director Whitmer created for the goals.

Director Whitmer stated she and Trustee Picha have talked about succession planning and this item may be added to the employee retention goal.

MOTION: Trustee DuRocher moved to approve the Library Director's Goals for FY20. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carried

10. New Business

- a. Review and Approve Request from Warrenville Park District to Use Library Property for Specific Entertainment Activities on Saturday, August 3, 2019

Director Whitmer stated she has no objections to allowing the Park District to use the area. A certificate of liability insurance will be required.

MOTION: Trustee DuRocher moved to approve the request from Warrenville Park District to Use Library Property for Specific Entertainment Activities on Saturday, August 3, 2019. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Ruzicka

Motion carried

- b. Discussion of Warrenville Writers Connection Art on the Prairie Booth and Review of Policy No. 260 – Library Programs

Director Whitmer explained the Warrenville Writers Connection (WWC) is a library-sponsored group with monthly meetings held at the Library. They receive support from the Library in the form of meeting space, publicity and administrative support.

The group expressed their interest in having a booth at Art on the Prairie.

The Library paid the \$140 participation fee for the group as a thank you for the WWC members bringing this group to the Library. Art on the Prairie is an opportunity for the community to learn more about the group and allow published members to sell their books.

Director Whitmer stated since this group is library sponsored this expense will come out of programming. Director Whitmer will request the WWC and Library booths be located next to each other.

One member withdrew from participating in the booth because she did not feel it was appropriate to benefit financially from public funds.

Trustee Picha asked how many members are in the group. Director Whitmer stated there are approximately 20 members with 10-15 attending monthly.

The Board consensus was this is an appropriate program expense and Trustee Picha stated this is actually part of the Library's strategic plan.

Director Whitmer will attend the WWC July 1 meeting to share the Board's thoughts and learn if other members are also concerned about profiting from a booth paid for by the Library.

11. Director's Report

- Director Whitmer shared information about group goals, a new aspect to the Summer Reading Challenge.
- Director Whitmer reported the following staff changes:
 - Julie Jesernik will join the staff as full-time Youth Services Librarian on July 9.
 - Paul Dobersztyn will join the staff as full-time Public Services Manager on July 29.
 - The part time Teen Services Associate's last day was June 16.
 - The Library's graphic artist is no longer with the library. This position will become a contract position.
 - Two managers and one youth services staff member will be on leave during the summer.
- The LED retrofit/replacement project is complete and was \$2,000 less than quoted because the lighting company found lower cost fixtures.
- Director Whitmer met with the architect to review locations of the signage. ASI Signage is currently working on the drawings that she will review prior to final approval.

Trustee DuRocher asked why the signs are so expensive. Director Whitmer explained the signs over the service desks account for approximately two-thirds of the cost as they are very large (5' long) acrylic signs.

- The first concert was a huge success with over 200 in attendance. The second concert was cancelled due to rain.
- The auditors were here to complete preliminary fieldwork on June 7.
- Administration responded to one FOIA request for Smart Procurement.
- Volunteers from Warrenville in Bloom planted the butterfly garden on May 25. Director Whitmer planted the window boxes and planters. Ly Tran, maintenance man, has roped off the butterfly garden for protection, especially on concert nights.
- Pine Landscaping completed planting of trees and bushes to screen the HVAC units on the west side of the building.

12. Department Head Reports

- Trustee Picha reported self checkout was 43% in May.
- Trustee Picha asked how the website development is progressing. Director stated she met with Sikich regarding the website graphics.

13. President's Report

Trustee Picha reported the next meetings and events.

14. Treasurer's Report

Trustee Stull reported the DuPage County real estate tax amounts received to date, just over 50%, and that everything else looks good.

15. Secretary's Report

Trustee Lezon reported everything looks good.

16. Committee Reports - none

17. Trustee Comments

Trustee Picha stated there is not a line item in the budget for TIF Fund income. Director Whitmer will add this.

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 8:02 p.m. Trustee Warren seconded.

Voice vote:

Ayes – all
Nays – none
Absent – Trustee Ruzicka

Respectfully submitted,

A handwritten signature in cursive script that reads "Sandy Lezon".

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District