

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, May 22, 2019

1. Call to order – Trustee Picha called the meeting to order at 7:04 p.m.
2. Roll Call

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

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

PUBLIC ATTENDING: Gail Smith

3. Approval of the Agenda

Trustee Warren removed Item #22 – Closed Session and #23 – Discussion/action resulting from the above closed session

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

Roll call:

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

Motion carried

4. Presentations

- a. Employee Recognition – Ly Tran 10 years

Director Whitmer gave a brief history of Ly's 10 years at the Library. He also works full time at another library. He is very talented, certified to handle the HVAC systems and if he doesn't know how to repair something he will learn.

Trustee Picha asked Director Whitmer to extend the Board's appreciation to Ly.

5. Public comments – None

6. Correspondence

Director Whitmer shared a thank you card from the two students who attended the April board meeting.

7. Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the April 17, 2019 Regular Board of Trustees Meeting
- b. Approve Minutes of the Closed Session of the April 17, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for April

- d. Receive and file Election Canvass and Abstract of Results from DuPage County Clerk for the April 2, 2019 Consolidated General Election

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

Roll call:

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

Motion carried

8. Oath of Office for Sandy Lezon and Jill Richardson

Trustee Stull administered the Oath of Office to Sandy Lezon and Jill Richardson.

9. Election of Board Officers for 2019-2021

Trustee Picha asked for nominations for Board President. Trustee Stull nominated Trustee Picha for the Office of President of the Board. There were no other nominations and Trustee Picha accepted the nomination. Trustee Picha asked for a voice vote: all ayes.

Trustee Picha asked for nominations for Office of the Vice-President of the Board. Trustee Ruzicka nominated Trustee Warren as Vice-President. There were no other nominations and Trustee Warren accepted the nomination. Trustee Picha asked for a voice vote: all ayes.

Trustee Picha asked for nominations for Office of the Secretary of the Board. Trustee Picha nominated Trustee Lezon as Secretary. Trustee DuRocher nominated Trustee Ruzicka. Trustee Ruzicka declined the nomination. Trustee Lezon accepted the nomination. Trustee Picha asked for a voice vote for Trustee Lezon as Secretary: all ayes

Trustee Picha asked for nominations for Office of the Treasurer of the Board. Trustee Ruzicka nominated Trustee DuRocher as Treasurer. Trustee DuRocher declined the nomination. Trustee Picha nominated Trustee Stull as Treasurer. Trustee Stull accepted the nomination. Trustee Picha asked for a voice vote for Trustee Stull as Treasurer: all ayes

10. Consideration of Board Committee Assignments for 2019-2021

After discussion, the agreed upon Slate of Board Committee Assignments was:

Personnel Committee:

Trustees DuRocher and Warren with Trustee Richardson as Alternate

City/Library Task Force:

Trustees Lezon and Ruzicka with Trustees DuRocher and Richardson as Alternates

Open Meetings Act Designee:

Trustees Stull and Library Director Sandra Whitmer

Freedom of Information Act Officers:

Library Director Sandra Whitmer and Assistant to the Director Jackie Davis

Ethics Advisor:

Trustee Lezon

Library System Contact:

Library Director Sandra Whitmer

11. Regular Agenda

- a. Approve payments for the period of April 18, 2019 – May 22, 2019

MOTION: Trustee DuRocher moved to pay invoices in the amount of \$61,074.22 for the period of April 18, 2019 – May 22, 2019 including electronic payments and checks #7012 – 7073. Trustee Ruzicka seconded.

Roll call:

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

Motion carried

- B. Approve transfer of funds

MOTION: Trustee Richardson moved to transfer \$150,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Warren seconded.

Roll call:

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

Motion carried

12. Unfinished Business – none

13. New Business

- a. Approve Library Director's Goals for FY20

Trustee DuRocher stated the Board asked Director Whitmer for three goals and she has given them four. Director Whitmer was asked to rank them in order of importance and if she could achieve them all. Director Whitmer stated Goal #4 - discussion of a value statement and mission statement is important and does not have a high cost to complete.

Trustee DuRocher stated Goal #1 identify local organizations and sharing information, etc. is important to the Strategic Plan.

After discussion of Goals #2 – examine employee rates, job satisfaction levels, and #3 – evaluation compensation, it was the consensus of the Board to combine these goals and have them completed over a two-year period.

Director Whitmer will revise the goals and bring to the June board meeting for discussion and approval.

b. Discussion and Provide Feedback to Personnel Committee on Director's Evaluation Process

Trustee DuRocher reviewed the Library Director Evaluation Process and thanked Trustee Warren for compiling the responses.

Trustee DuRocher asked Director Whitmer if she thought the process worked better this year than in the past. Director Whitmer stated she appreciates the trustee comments, but more importantly, she needs to know if there is an area needing improvement.

Trustee Warren stated he did not like using Google Docs for the evaluation.

Trustee DuRocher stated she found this process very easy and everyone has access to Google Docs.

Trustee Stull appreciated the addition of general comments.

Director Whitmer suggested trustees jot down their thoughts on her future goals as they think of them, or discuss at a board meeting.

Trustee Picha thanked Trustees DuRocher and Warren for their work on the Director's Evaluation.

14. Director's Report

- Director Whitmer stated the first round of interviews for Youth Services Librarian and Public Services Manager are completed. She has scheduled second interviews the week of June 3 with some staff in attendance. She stated there are some great candidates.
- Director Whitmer reported Youth Services Assistant Nayeli Rios has resigned. She is returning to graduate school and has accepted a work-study position with Sikich. Director Whitmer stated several staff from other departments have been selected to be temporarily promoted to Youth Services Assistants to help with desk coverage and programming.
- Many staff are covering programs with Ellen Seiberlich and Gail Smith assisting in Youth Services.
- Two managers are taking leaves of absence this summer. A Youth Services Assistant is also taking a leave of absence.
- Outdoor sign images were included in this report indicating their location. Director Whitmer stated this part of the sign project is on hold for now.
- The lighting contractor will be here the week of May 26 to complete the LED retrofit/replacements.
- The City of Warrentonville street lamp transition was completed in mid-May.
- MB Financial is now Fifth Third Bank. We have the same contacts and representatives as before.
- A Freedom of Information response from the Better Government Association for full payroll expenditures by individual for year 2018 was fulfilled.

- Director Whitmer stated she gave a presentation at St. Irene's Career Day.
- The butterfly garden is scheduled to be planted on Saturday, May 25.
Director Whitmer will be in attendance and invited the trustees to participate.

15. Department Head Reports

Trustee Picha stated she appreciates receiving the outreach attendance numbers and is happy to report the self checkout is at 43%.

16. President's Report

Trustee Picha reviewed the upcoming meetings and events.

17. Treasurer Report – Trustee Stull stated there is nothing new.

18. Secretary's Report - Trustee Lezon reported everything looks good.

19. Committee Reports – none

20. Trustee Comments

Trustee Picha thanked Director Whitmer for the new dumpster enclosure.
The first Concert on the Commons is June 5.

21. Adjournment

MOTION: Trustee Warren moved to adjourn the board meeting at 7:53 p.m. Trustee Ruzicka seconded.

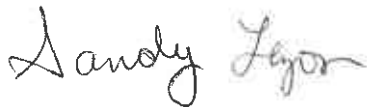
Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District