

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, March 20, 2019**

1. Call to order – Trustee Picha called the meeting to order at 7:03 p.m.
2. Roll Call

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

ABSENT: Trustee Richardson

ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Leila Heath, Systems Administrator Cynthia Makowski, Marketing & Communications Specialist Kathy Gaydos

3. Approval of the Agenda

Trustee Picha moved Item #7.a. Approve Minutes of the February 20, 2019 Regular Board of Trustees Meeting to Regular Agenda #8.c.

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

*Roll call:*

*Ayes – DuRocher, Lezon, Picha, Ruzicka, Stull and Warren*

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

4. Presentations

- a. Employee Recognition – Cynthia Makowski

Director Whitmer shared some comments about Cynthia and expressed appreciation for her careful planning, responsiveness and knowledge.

Cynthia said she has seen considerable growth and change in the Library and is very appreciative of the Board and all they do for the Library.

A very brief break was taken for refreshments

- b. Marketing Activities - Marketing & Communications Specialist Kathy Gaydos

Ms. Gaydos stated she works very closely with the Library's Graphic Artist, Evie Opelka who was hired in February. There is also a Staff Marketing Committee who are currently working on the design of the July 3 parade float.

Ms. Gaydos talked about the Library Newsletter and eNews. The quarterly newsletter is sent to all Warrenville addresses and the eNews reaches approximately 1,200 email addresses with an open rate of 30-40%.

She explained in-Library marketing strategies, including the Member Services Brochure. A Spanish version of the brochure was completed in February.

Ms. Gaydos demonstrated the "Go Box" staff members take to outreach events. It contains various items needed to promote upcoming events, library card registration, etc.

In their spare time Ms. Gaydos and Ms. Opelka work on social media, photography, summer reading logs, pop-up displays, designing and ordering giveaways, some website content, press notices and cube displays.

Trustee DuRocher asked if the sign on how to obtain a library card could also be in Spanish. Ms. Gaydos responded yes. Director Whitmer stated the Library has never had a good way to register people for library cards offsite. Head of Member Services Patty Dybala recently completed procedures for registering a new member without a wifi connection. The member does not have to prove residency at registration and will be issued a temporary card allowing them to have access to computers and study rooms. The card will be mailed along with a letter which they present to Member Services to obtain their permanent card. The application is available in Spanish.

Trustee Picha asked if Ms. Gaydos has goals for social media. Ms. Gaydos responded her goal is to increase the numbers every month, which they are doing.

Trustee Stull asked if the Library would be able to advertise on the City's electronic sign. Director Whitmer stated City Council passed a policy on March 19 and are welcoming submissions from other organizations with a current limit of three messages per year. Director Whitmer has asked the City to include the 40<sup>th</sup> Anniversary in their newsletter. She will ask if the message can be posted on the electronic sign.

Trustee Stull asked if the banners displayed around town will have the new logo. Ms. Gaydos stated the only banners hung are for the Concerts on the Commons. She showed the logo appearing on Library publications and stated there are colors for each department.

Staff member Cynthia Makowski stated she finds it interesting when the Library shares other City information on Library social media such as the upcoming Census. Ms. Gaydos stated sharing of information is part of the new strategic goals.

5. Public comments

Head of Public Services Leila Heath announced she is resigning on April 12 for a position at Reaching Across Illinois Library System. She thanked the Board for the concern and effort they put into the Library, which filters down to staff. She has enjoyed her job immensely and the changes she has seen in 15 years are phenomenal. She has been blessed to work with a wonderful talented staff.

Trustee Picha thanked Ms. Heath for her hard work and wished her well in her future endeavors.

Staff members Kathy Gaydos, Leila Heath and Cynthia Makowski left the meeting at this time.

6. Correspondence – none

7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Receive and file Financial Report for February
- b. Approve Non-resident Library Card Participation for FY20 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
- c. Approve Early Closure at 5 pm on Wednesday, July 3, 2019 for Warrenville Parade

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of February 21, 2019 – March 20, 2019

*MOTION: Trustee Stull moved to pay invoices in the amount of \$60,796.60 for the period of February 21, 2019 through March 20, 2019 including electronic payments and checks #6916 – 6965. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Ruzicka moved to approve transfer of \$150,000 from the Business Now Account to Operating Account. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

- c. Approve Minutes of the February 20, 2019 Regular Board of Trustees Meeting

*MOTION: Trustee Stull moved to approve Minutes of the February 20, 2019 Regular Board of Trustees Meeting. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

9. Unfinished Business – none

10. New Business

- a. Approve Expenditure of up to \$500 for Butterfly Garden Plants

*MOTION: Trustee Ruzicka moved to approve the expenditure of up to \$500 for plants for a butterfly garden to be planted by Warrenville in Bloom. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

Trustee Ruzicka asked what was previously planted in the area that will become the butterfly garden. Director Whitmer stated the area was planted with perennials. Just a few remain. The bed is primarily mulch. Warrenville in Bloom will be planting perennials and native plants.

- b. Consider Cancellation of Agreement for Use of Facilities as an Emergency Heating/Cooling Center, an Intergovernmental Agreement with the City of Warrenville

*MOTION: Trustee Stull moved to authorize the Library Board President and Secretary to provide 30-day notification to the City of Warrenville to terminate the "Agreement for Use of Facilities as an Emergency Heating/Cooling Center effective April 30, 2019. Trustee Lezon seconded.*

#### Discussion:

Director Whitmer explained she is recommending the termination of an agreement with the City of Warrenville to provide emergency shelter for residents.

In late January, the library closed for the duration of a Wind Chill Warning issued by the National Weather Service. This decision was made out of an abundance of caution for the safety of the Library staff and to discourage people from traveling to the Library during such dangerous weather.

When notified of the closure, City staff expressed concern the Library's closure did not align with the intentions outlined in an agreement the City and Library entered into in 2011. Prior to signing the agreement Director Whitmer confirmed with the City's Emergency Services Coordinator Jim Burke the agreement would not require the Library to provide space when closed nor did the agreement prevent the Library from closing in such an emergency.

Based on conversations surrounding the most recent event and the expectations of both parties, the Library Director recommends terminating the agreement.

When Director Whitmer spoke with the City Administrator regarding termination of the agreement, he stated the City is willing to work with the Library to revise the agreement and understands the Library and City have different missions.

Trustee DuRocher expressed concern that terminating the agreement is not in alignment with the Library's goal of connecting with the community.

Director Whitmer expressed terminating the agreement will not change the Library's intent to provide a welcoming place for individuals during times of extreme heat or cold as long as the Library remains open. It will allow the Library to make autonomous decisions for the safety of its staff. This action does not preclude the Library from entering into a similar agreement in the future.

Trustee Picha stated the Library would provide services, if possible, in the event of a disaster.

After considerable discussion, it was the consensus of the Board to terminate the contract.

The Board asked Director Whitmer to convey the Library's willingness to work with the City in the case of an emergency or natural disaster.

#### *Roll call vote:*

*Ayes – Trustee Lezon, Picha, Ruzicka, Stull*

*Nay – Trustee Warren*

*Abstain – Trustee DuRocher*

Absent – Trustee Richardson  
Motion carried

11. Director's Report

- Director Whitmer stated Sharon Goodman has donated a 23" square quilt, "Books and Pages" to the Library, which will be hung in the Library in recognition of the 40<sup>th</sup> Anniversary.
- The tentative tax levy figures were received from the County and the Library should see an increase of approximately \$50,000 in property tax revenue.
- She reminded the Board the 40<sup>th</sup> Anniversary and Staff Recognition Dinner are on Sunday, April 7.
- Director Whitmer stated she and Trustee Warren attended the ILA Legislative Lunch on March 1 and sat with District Director for State Senator Laura Ellman. They discussed opportunities for collaboration and support and Ms. Ellman inquired if the Library has any capital projects they would like to complete. The governor has proposed a Capital Projects Bill for state, municipal, and other projects. Director Whitmer stated she has the following improvement ideas:
  - Finishing the lower level costing approximately \$1 million.
  - Lighting updates, which may be completed with a grant.
  - Parking lot replacement.
  - Sprinkler system in the portico as the current sprinklers will be outdated and noncompliant.

Trustee Warren asked if it is possible to consider building over the parking lot. Director Whitmer stated that concept was discussed during the design of the 2003 addition.

Trustee Lezon asked if a second floor could be added. Director Whitmer replied that is not possible due to the structural supports.

Director Whitmer reminded the Board the Master Plan includes closing the atrium floor and renovating the lower level for meeting spaces and new restrooms.

12. Department Head Reports – no questions

13. Presidents' Report

a. Next meetings or events

Trustee Picha announced the upcoming meetings and events. She reminded Trustees to be prepared at the next board meeting to inform Director Whitmer if they would like to attend the LACONI banquet on May 10.

Trustee Picha reminded Trustees the Statement of Economic Interest is due to the County by May 1, 2019.

14. Treasurer's Report

Trustee Lezon reported everything looks fine.

15. Secretary's Report

Trustee Stull reported everything looks good.

Trustee Stull stated she attended the ILA Trustee Forum Workshop on March 16. One of the presentations was on the Open Meetings Act. The presenting attorney stated when the Board is approving minutes, they are approving a record was kept, not the content. Also he also stated the verbiage and statute for the closed session must be read into the minutes.

16. Committee Reports

a. Personnel Committee – Library Director's Evaluation

Trustee DuRocher distributed packets for the Library Director's evaluation. She explained the process and stated completion of the online evaluation form needs to be done by April 1. Discussion of the Director's change in compensation will be discussed in closed session at the April board meeting.

17. Trustee Comments - none

18. Items for information and/or discussion - none

19. Closed Session

*MOTION: Trustee DuRocher moved to enter into Closed Session as allowed by 5 ILCS 120/2(c)(8) for the purpose of the "Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property" at 8:46 p.m.*

*Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

*Returned to open session at 8:55 p.m.*

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

ABSENT: Trustee Richardson

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

20. Discussion/action resulting from the above closed session

*MOTION: Trustee Warren moved to restrict the Library patron discussed in closed session from entering the Library or having any contact with Library staff for a period of 5 years from March 20, 2019. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

21. Adjournment

*Trustee Lezon moved to adjourn the meeting at 8:57 p.m. Trustee Ruzicka seconded*

*Voice vote:*


*Ayes – all*

*Nays - none*

*Absent – Trustee Richardson*

*Motion carried*

Respectfully submitted,



Heather Stull, Secretary  
Board of Trustees  
Warrenville Public Library District