

**MINUTES OF THE WARRENVILLE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Wednesday, June 21, 2017 – 7 pm**

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

ATTENDING: Trustees Picha, Ruzicka, Stull and Warren

ABSENT: Trustees DuRocher, Lezon and Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Marketing Specialist Kathy Gaydos and Graphic Artist Amarelis Morales, Technical Services Clerk Gail Smith

3. Approval of the agenda

Trustee Stull moved #7. Consent Agenda item #f. Adopt Working Budget for Fiscal Year 2017-2018 to #8. Regular Agenda item c.

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

Voice vote – all ayes

Absent – Trustees DuRocher, Lezon and Richardson

Motion carried

4. Presentations

- a. Introduction of Marketing Staff

Director Whitmer introduced Kathy Gaydos, Marketing Coordinator and Amarelis Morales, Graphic Artist/Graphic Designer.

Ms. Gaydos stated they are currently working on the Renovation Celebration and preparing the fall newsletter. Trustee Picha asked if there would be changes made to the newsletter. Ms. Gaydos replied that no changes will occur with the fall issue, but possibly the winter issue.

Ms. Gaydos and Ms. Morales each gave a brief history of their careers.

Ms. Gaydos and Ms. Morales left the meeting at this time.

5. Public comments - none

6. Correspondence – Director Whitmer stated she received a thank you note from the Warrenville VFW for a monetary donation the Library sent for use of the VFW Hall during the renovation.

7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the May 17, 2017 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for May
- c. Authorize Board Secretary to Submit Certification of Board to County Clerk and State
- d. Adopt Ordinance #16-17-08, an Ordinance Ascertaining the Prevailing Rate of Wages for Laborers, Workers, and Mechanics on Public Works for the District
- e. Approve Resolution #210 – Resolution Transferring Funds to the Capital Projects Fund
- f. Authorize Preparation of Budget & Appropriation Ordinance for Fiscal Year 2017-2018
- g. Adopt Revised Policy No. 370 – Public Use of Meeting Room, effective July 1, 2017

Trustee Picha thanked the Committee that worked on the Meeting Room Policy.

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

Roll call vote – Trustees Picha, Ruzicka, Stull and Warren

Absent – Trustees DuRocher, Lezon and Richardson

Motion carried

8. Regular Agenda

- a. Approve payments for the period of May 18 – June 21, 2017

MOTION: Trustee Stull moved to approve payments in the amount of \$72,189.93 for the period of May 18, 2017 – June 21, 2017 including electronic payments and checks 5878 – 5928. Check #5924 is voided. Trustee Warren seconded.

Roll call vote:

Ayes – Trustee Picha, Ruzicka, Stull and Warren

Nays – None

Absent – Trustees DuRocher, Lezon, Richardson

Motion carried

- b. Approve transfer of fund

MOTION: Trustee Stull moved to approve the transfer of \$550,000 from the MB Business NOW Account to the Operating Account. Trustee Ruzicka seconded.

Roll call vote

Ayes - Trustees Picha, Ruzicka, Stull and Warren

Absent – Trustees DuRocher, Lezon and Richardson

Motion carried

- c. Adopt Working Budget for Fiscal Year 2017-2018

Director Whitmer stated a summary of changes made from the first draft were included in the board packet. These changes were made based on prior year trends and updated information. The adjustments add approximately \$900 to the "bottom line".

Director Whitmer was anticipating receiving the final pay request from Shales McNutt for the renovation project, however, the pay request was not received. Director Whitmer recommends increasing the Capital Improvements Project line item from \$200,000 to \$500,000. Director Whitmer will provide Trustees with revised pages 1 and 2.

MOTION: Trustee Stull moved to adopt the working budget as amended for Fiscal Year 2017 – 2018. Trustee Warren seconded.

Roll call vote:

Ayes: Trustees Picha, Ruzicka, Stull and Warren

Absent: Trustees DuRocher, Lezon and Richardson

Motion carried

9. Unfinished Business

- a. Building Project Update

- 1) Director Whitmer reviewed the outstanding items.
- 2) Director Whitmer stated the graphics on the glass walls/doors and the staircase flooring will be installed before the Renovation Celebration.
- 3) New slat walls have been installed in the front lobby outside the public restrooms for display of community and library information.
- 4) Trustee Picha asked if Director Whitmer investigated new entrance doors. Director Whitmer replied she has not.

10. New Business

- a. Reconsider Start Times of July 19, 2017 and August 16, 2017 Board Meetings

Director Whitmer stated last summer Trustees discussed changing the start time of summer meetings so they could enjoy the concerts on Board meeting nights.

After discussion, it was the consensus of the Board is to keep the meeting time at 7 p.m. and to revisit this matter when setting the meeting dates for 2018.

11. Director's Report

- a. Director Whitmer stated the first Library Treasures auction brought in over \$1,000 and the second \$675.00.
- b. The July 3 parade will start at 6 p.m. Director Whitmer will drive her convertible with riders. Walker will distribute candy. Signs announcing the Renovation Celebration will be displayed on the car.
- c. Director Whitmer stated she is following the State Legislature emergency session closely for items that will affect the Library and staff.
 - 1) There is a potential rate increase in income tax that would affect the employees.
 - 2) The property tax freeze proposed would be in effect for three years. The Library would be unable to keep up with increasing costs. This freeze proposal comes at a time when the Consumer Price Index would allow the Library to capture up to 2.1% more than the previous year, allowing the Library to rebuild reserves for building maintenance.
 - 3) The increase in minimum wage to \$15 over the next five years means the Library would need to consider wage compression issues, elimination or consolidation of some positions and/or reclassification of employees.

d. Renovation Celebration

Director Whitmer reported MB Financial donated \$1,000 for event expenses.

The schedule for the day is as follows:

12:30 pm – Remarks and Ribbon Cutting Ceremony

1:00 – 4:00 pm – Activities, live music, balloon artist and giveaways

1:30 – 3:30 pm – Guided tours every 30 minutes

Director Whitmer gave Trustees information on arrival, parking and dress code for the day.

There will be a bulk mailing of the invitation to all Warrenville addresses. Elected officials, Library Foundation members, and various consultants, vendors and contractors will receive personalized invitations. Extra invitations will be available for Trustees and staff to give/send to personal contacts.

12. Department Head Reports

Director Whitmer pointed out total circulation was down about 1% from last year and picture book circulation has increased about 20%.

The Fresh Start Initiative stats included:
\$34,389.60 fees waived on current accounts
\$19,910.73 fees waived on stale accounts
\$471.98 collected on lost and damaged materials

Circulation Manager Patty Dybala will report next month on the outcome of lost/damaged materials since it was still ongoing as of her report. She will also let the Board know the number of letters returned by the Post Office, which allowed the database to be updated.

13. President's Report

a. Next meetings or events

Trustee Picha read the upcoming meetings and events

14. Treasurer's Report

Director Whitmer stated property tax income is currently being received.

15. Secretary's Report

Trustee Stull stated that the Meeting Room Policy looks great.

16. Committee Reports – none

17. Trustee Comments

Trustee Warren stated he and Trustee Ruzicka attended the ATLAS Trustee Workshop on June 3 at Green Hills Public Library. They both came away with new knowledge and enjoyed a tour of their newly renovated library.

Trustee Warren stated they have electric car recharge stations and wondered who pays for the electricity. Gail Smith stated the location pays to install the charging station and the user pays for the power.

Green Hills Public Library gives all trustees a copy of The Successful Trustee Handbook by Mary Y. Moore. Director Whitmer will purchase a copy.

Trustee Ruzicka said the day included two great seminars - one regarding library budgets and the Bartlett Library Director and a trustee talked about how to be a good trustee

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee Ruzicka moved to adjourn the meeting at 8:09 pm. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher, Lezon and Richardson

Motion carried

Respectfully submitted,



Heather J. Stull, Secretary
Board of Trustees
Warrenville Public Library District