

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**Wednesday, April 15, 2020, 7:00 p.m.**

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

(Meeting was conducted entirely via conference call, not at the Library.)

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

STAFF ATTENDING: Library Director Sandy Whitmer, Diana Abraham, Imaan Ali, Lydia Butler, Stephanie Cook, Jackie Davis, Paul Doberstzyn, Kathy Gaydos, Julie Jesernik, Helen Kynch, Sarah Lapp, Cynthia Makowski, Jen Moore, Claire Ong, Jaime Perpich, Gail Smith, Curt Stacey, Kathy Strickland, Mary Thomas, Sylvia Thompson

PUBLIC ATTENDING: Several residents were in attendance

3. Approval of the agenda

Trustee Picha removed items #17 - Closed Session and #18 – Discussion/action resulting from the above closed session

Trustee Warren stated in the board packet the consent agenda items were numbered with 7 instead of 5. The board packet pages should read 5.a. and so forth.

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

*Roll call vote:*

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

*Nays – none*

*Absent – none*

*Motion carried*

4. Public comments

Director Whitmer stated she received one public comment from Gail Smith, employee and resident:

- a. Gail Smith, employee and resident, asked the Board: "I was wondering what the Board has in mind for our summer events. Are we canceling all group events/gatherings for the entire summer? Summer reading kickoff event, concerts, astrologist, etc? I know some of your decision plays on what the governor as well as the CDC recommend, but I would like to know where we stand now for community safety."

Trustee DuRocher feels Director Whitmer will give guidance on the events based on recommendations on reopening. Nothing can be scheduled until the Library knows what is happening. Trustee Picha stated she agrees with Trustee DuRocher. Director Whitmer stated it is too soon to tell and until more guidance is provided on gatherings, the Library cannot make any firm decisions on summer events.

Trustee Lezon asked if we will receive guidance from the State Library. Director Whitmer stated not necessarily. Guidance will come from either the Governor's office, DuPage County Health Department, Illinois Department of Public Health or the CDC.

## 5. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the February 19, 2020 Regular Board of Trustees Meeting
- b. Approve Minutes of the March 16, 2020 Special Board of Trustees Meeting
- c. Receive and file Financial Reports for February and March
- d. Approve Non-resident Library Card Participation for FY21 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
- e. Approve Early Closure at 5 pm on Friday, July 3, 2020 for Warrenville Parade
- f. Ratify Acceptance of Engagement Letter from Sikich, LLC for FY20 Audit Services
- g. Ratify Payment of Invoices in the Amount of \$55,719.17 for the Period of February 20, 2020 – March 18, 2020 Including Electronic Payments and Checks 7541 - 7593. Checks #7554, 7564, 7573, and 7585 are voided.
- h. Approve Payment of Invoices in the Amount of \$38,614.57 for the Period of March 19, 2020-April 15, 2020 Including Electronic Payments and Checks 7594-7623.
- i. Ratify March 19, 2020 transfer of \$175,000 from commercial checking account to operating checking account.
- j. Approve transfer of \$150,000 from commercial checking account to operating checking account
- k. Approve revisions to Wage Scale including a 2% Market Adjustment and Changes to Pay Grade Assignments effective July 1, 2020.

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

*Roll Call Vote:*

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

*Nays – None*

*Absent – None*

*Motion carried*

## 6. Regular Agenda – none

## 7. Unfinished Business – none

## 8. New Business

- a. Consideration of Director's recommendation to continue paying full compensation to all employees through May 3, 2020

*MOTION: Trustee DuRocher moved the Board to authorize the continued compensation of all employees at their regular rate of pay for their regular authorized hours through May 3, 2020. Trustee Stull seconded.*

Trustee DuRocher asked for an explanation of stress conditions affecting the staff during this time. Director Whitmer stated some of the staff is in the building at times, they are learning new technology, worrying about if they will continue to receive their pay, what is it going to be like when we do reopen, and their families' health and safety.

Trustee DuRocher asked what the financial implications are if we continue paying the staff. Director Whitmer stated since all tax money has been received for this fiscal year there are no reductions in the salary budget.

Director Whitmer pointed out property taxes will most likely be delayed for the next fiscal year. She has heard individuals will have to prove hardship for late payment without penalty. They will have up to three months to pay with no penalty and this could extend to all taxpayers in the County. Director Whitmer stated she feels there are enough funds to manage the delayed payments, but any delay would put the library in a very tight fiscal situation.

Director Whitmer stated the Library has a Fund Balance Policy stating there must be 3 months of expenses on hand, which we have.

Trustee DuRocher agrees with continuing the payment of salaries.

Trustee Stull asked if we would pay back the special reserve fund if those funds were needed. Director Whitmer stated it is not the Special Reserve Fund that would be used, that the funds are in the Operating Fund.

Trustee Picha asked if the Chase loan payment will be extended? Director Whitmer stated she has not heard anything about that and she plans on paying the payment when due.

Director Whitmer stated when reviewing next year's budget, she is going to suggest using some of the Library's Developer Donations for the loan payments.

Trustee Lezon asked if some staff are working less hours and if more hours will be necessary when we reopen. Director Whitmer stated when we reopen employees will be expected to report to the library for their regularly scheduled hours.

Services may not be what they were when we closed our doors and curbside service may be offered. Social distancing will most likely still be in place.

Director Whitmer stated she is actively watching what is happening in China as they reopen and paying attention to how grocery stores here are handling being open.

Trustee Lezon asked if there will be overtime hours. Director Whitmer stated no, but individuals will be asked to assist wherever they are needed.

Trustee Warren asked if it would be appropriate for trustees to assist with the reopening. Director Whitmer stated it could be a consideration, but she would have to check with the Library's insurance to make sure the trustees would be covered.

Director Whitmer stated some libraries are going to set up teams so if one team member gets sick only that team needs to be isolated. Library operations could continue without interruption with this approach.

Trustee Richardson stated she feels it is a great idea to continue to pay the staff.

Trustee Picha stated she completely agrees with the reasons Director Whitmer stated in the board packet:

- Retain a trained staff that is fully capable of providing interim "virtual" services, planning for resuming regular library services and reopening the library.
- Avoid shifting employees onto unemployment, which may lead to added expenses to rehire, retrain or replace staff and increased unemployment insurance costs in subsequent years.
- Refrain from adding stress to employees who are dealing with stresses at home in addition to stresses in the workplace
- Support the local, state and federal economies through continued employment and compensation of staff
- Demonstrate that the Library values its employees

Director Whitmer stated prior to this situation she was not sure how the trustees would feel about continuing to pay the staff through May 3. She asked if the Board would feel it appropriate to change the suggestion and vote to pay the staff for a longer period or even through the current fiscal year.

Trustee Stull would support paying through the end of the fiscal year if we have the funds.

Trustee Richardson agrees with Trustee Stull's opinion. The biggest strength of the library is the staff.

Trustee Picha agrees with both the previous statements.

Trustee DuRocher asked if there would have to be a April 29 special board meeting. Trustee Warren would still like to have a meeting on April 29, 2020.

Trustee Lezon stated since there is money in the budget for this year she would like to continue to the end of the fiscal year.

*Trustee DuRocher moved to amend her motion to authorize compensation of all employees for their regular authorized hours until the end of the fiscal year, June 30. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – none*

*Motion carried*

b. Adopt Resolution R-217 Resolution Delegating Authority to Make Decisions

Director Whitmer stated the resolution formally affirms the direction given to the Director at the Special Board meeting on March 16, 2020. The Board can delegate to either the Library Director or the Board President. Director Whitmer is close to all these day-to-day operations.

Trustee DuRocher asked for clarification on why this needs to be done as she feels they already did this at the special board meeting on March 16, 2020. Director Whitmer stated it is not much different from the direction given at that meeting, just more formal. Director Whitmer does not like to transfer money without board approval. Upon reopening, you are trusting her to make the decisions regarding hours, etc.

Trustee Lezon stated that Heather Stull is listed as the Board Secretary on the resolutions. Administration will change the resolution to reflect Sandy Lezon as Secretary.

Trustee DuRocher asked if there are any checks and balances in place. Director Whitmer stated the Board will still receive the check lists, transfer sheets, etc. to be reviewed.

Trustee Richardson asked if this is temporary. Director Whitmer stated it will need to be extended at every board meeting.

Trustee Picha asked Director Whitmer to continue to inform the Board on any major decisions made during this time. Director Whitmer stated she would.

Trustee Warren asked what method would be used to call a special meeting. Director Whitmer stated she reaches out to the Board President, and then the trustees are contacted by phone.

*MOTION: Trustee DuRocher moved to adopt Resolution R-217 Resolution Delegating Authority to Library Director to Make Decisions. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – none*

*Motion carried*

c. Consideration of agenda items for April 29, 2020 Special Board Meeting

Trustee Stull would like to have the meeting in case there is more information about opening the library or continue to shelter in place.

Trustee Lezon stated she would like to not have the meeting unless necessary.

Trustee DuRocher would like to wait and see if a meeting is needed.

Trustee Warren asked what the line of succession is in case Director Whitmer is incapacitated. Trustee Picha would have to call a special board meeting and revise the Resolution #217 to name someone else. Director Whitmer stated there is a very capable management team who could handle many of the items.

Trustee Richardson stated she feels the same about not having a meeting unless needed.

Director Whitmer will keep in touch with the Board about reopening but does not feel there will be much to discuss on April 29.

9. Director's Report

Director Whitmer stated almost everyone has been working during the closure whether they are watching webinars, doing collection development, or virtual programming; Kathy Gaydos has been keeping up with the marketing and social media.

Trustee DuRocher asked about the \$19,000 in extended use fees in the Member Services Report. Director Whitmer stated that was the amount accrued since the last time all the fines were waived about three years ago. Fines and fees are not accruing while the library is closed. Jaime Perpich reported this number in case the Library wanted to waive all fees at this time.

Trustee DuRocher stated it is a great use of the Alba Lemos Fund to increase the Hoopla platform.

Trustee Picha stated it is obvious that everyone is pitching in and maintaining some sort of order.

Trustee Picha asked if the summer concerts may be delayed? Director Whitmer stated it is too early to discuss the concerts and the City may tell us we can't hold these kind of events.

Trustee DuRocher asked if there is any timeline for when the library will be joining SWAN. Director Whitmer responded the project is moving forward on the original timeline. She and Cynthia Makowski attend a virtual meeting every other week. SWAN will vote in June to accept Warrenville Library as a new member and we hope to be on the system in November or December.

Trustee Picha asked if the DuPage Monarch Resolution could put on hold for a future project. Director Whitmer stated yes.

Trustee Picha asked if the library has completed promotion of the census. Director Whitmer reported the Library has completed most activities but the census deadline has been pushed back.

## 10. Department Head Reports

Trustee Picha asked Jackie Davis for an update on some of the facilities items listed in the board packet. Ms. Davis replied the boiler flue repair is still on hold so as not to have extra people in the building. The sprinkler system and fire alarms were inspected on April 14. A new phone was installed in the elevator since the volume hasn't worked well in quite some time.

Trustee Warren asked if the ice cream social for the Latino community would be rescheduled. Paul Doberstzyn stated it was cancelled due to the closure and at this time has not been rescheduled.

Director Whitmer stated all in-person programs are on hold as this they would be considered a "gathering of people" so until we receive word on what can or cannot be done we are in a hold pattern.

## 11. President's Report

### a. Next meetings or events

Trustee Picha announced the following meetings:

Committee of the Whole (Budget) Board Meeting on May 20, 2020 at 6 pm  
Regular Board Meeting on May 20, 2020 at 7 pm

Trustee Picha reminded all trustees to submit their economic interest statement to the County by April 30.

12. Treasurer's Report – Trustee Stull stated everything looks good
13. Secretary's Report – Trustee Lezon stated everything looks good
14. Committee Reports - none
15. Trustee Comments - none
16. Items for information and/or discussion - none
17. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 8:05 pm. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – none*

*Motion carried*

Respectfully submitted,

Sandy Lezon, Secretary  
Board of Trustees  
Warrenville Public Library District