

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, June 17, 2020, 7:00 p.m.

1. Call to order – Trustee Picha called the meeting to order at 7:12 p.m.

Trustee Picha announced “this meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in person meeting is not practical or prudent because of the disaster”.

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

2. Roll Call – Trustee Picha called roll call

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

ABSENT: Trustee Ruzicka

STAFF ATTENDING: Library Director Sandy Whitmer, Diana Abraham, Lydia Butler, Jackie Davis, Paul Dobersztyn, Kathy Gaydos, Therese Higgins, Julie Jesernik, Cynthia Makowski, Jen Moore, Jaime Perpich, Gail Smith, Kathy Strickland, Mary Thomas

PUBLIC ATTENDING: Ellen Bales and Sharon Goodman

3. Approval of the agenda
 - a. Trustee Picha removed Item #19 – Closed Session and Item #20 – Discussion/action resulting from the above closed session from the agenda.
 - b. Trustee DuRocher asked to have #7.h. Approve Working Budget for Fiscal Year 2021 moved to Regular Agenda for discussion. Trustee Picha stated it will become Item 8.a.

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

Roll call vote:

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

Nays – None

Absent – Trustee Ruzicka

Motion carried

4. Presentations – none

5. Public comments

Director Whitmer stated she received one comment prior to the start of the meeting from Jen Moore, Adult Services Librarian:

"I saw the note in the agenda about discussing returning to in-person board meetings in the future, and since I've seen this confusion crop up in a few other places, I have decided to be the person carrying this reminder around to everyone: the CDC has recommended masks in addition to small gatherings and social distancing of at least 6 feet apart, not masks or six feet of distance." She also included a link to the CDC.

6. Correspondence

a. Email from resident Betsy Dudak

The Board discussed an email from Warrenville resident Betsy Dudak. The email asked the Board to consider how the library might accomplish more inclusivity.

Trustee DuRocher stated she very much appreciates Betsy's comments to the Library which start and end with a grateful tone and brings up some important points. She stated accessibility is certainly something the library is working on and asked what issues the management team is currently addressing.

Director Whitmer stated the team has not discussed this letter yet, however, the Library has addressed these subjects in the past. Last year one of the Spanish speaking librarians was promoted to full time to conduct outreach to the Latino community. Due to the pandemic, outreach has been cut short and this will be a fact finding year with the organizations Ms. Dudak mentioned. The Library has never been able to connect with the population she is addressing and gaining access to the schools is not as easy as it would seem.

Director Whitmer stated using the Summerlakes clubhouse is not feasible as it is not ADA accessible. Trustee Stull stated having been at Summerlakes clubhouse there are only stairs, not a ramp.

Trustee DuRocher stated there is a need to make the library accessible and inclusive to all. Director Whitmer stated she will discuss this with the Management Team and if additional resources are needed the Board may have to find additional funds to make this possible. These discussions usually take place when preparing for next fiscal year's budget beginning in February. Director Whitmer suggested the Board bring this to her attention next year and the Management Team can certainly suggest other means to connect with this population.

Director Whitmer stated just before COVID-19 Youth Services Librarian Diana Abraham had been introduced to an individual who might help us connect with this underserved group. She also contacted local businesses and had been working to establish a reading space at the laundromat, but it fell through with the owner of the business.

Trustee Lezon suggested obtaining Little Free Libraries and installing them around town. Director Whitmer stated the Library donated a Little Free Library to Johnson School. It was vandalized, the school removed it and it was reinstalled. Director Whitmer is unsure if the library is still at the school.

Trustee Warren was happy with the letter talking about the potential of having an outreach program. He suggested investigating if Summerlakes, Warrenville Youth and Family Services, Johnson School or the Park District would donate a space in their building for books.

Trustee Warren stated he is upset Ms. Dudak thinks the Library is embedding inequities and accusing the Library of passive institutionalized racism. He takes exception to that comment.

Trustee Richardson indicated she didn't get that impression from the letter. Trustee DuRocher suggested that we can do better in this area and noted that although what Trustee Warren inferred was not explicitly stated, the Board should be open to the possibility that was the message intended.

Trustee Picha stated this can be an agenda item on next month's agenda or Director Whitmer can discuss it with the Management Team.

Director Whitmer stated the Library does need to continue to pursue opportunities and agreed with Trustee DuRocher's statement that we can do better.

Trustee Picha suggested the Board think about this and send suggestions to Director Whitmer.

- b. Per Capita Grant Award Letter from Illinois Secretary of State Jesse White
Director Whitmer reported the Per Capita Grant Award letter has been received from Illinois Secretary of State Jesse White in the amount of \$16,938.75.

Trustee Warren stated he liked Mr. White's comment "libraries are truly the cornerstones of our communities". He suggested the library consider naming the vending machine area "Cornerstone Café."

7. Consent Agenda

Trustee Lezon read the amended consent agenda as follows:

- a. Approve Minutes of the May 20, 2020 Committee of the Whole Meeting of the Board of Trustees
- b. Approve Minutes of the May 20, 2020 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for May
- d. Approve payment of invoices in the amount of \$64,997.19 for the period of May 21, 2020 – June 17, 2020 including electronic payments and checks 7662 – 7717
- e. Approve transfer of \$100,000 from commercial checking account to operating checking account
- f. Extend the Resolution Delegating Authority to Make Decisions, adopted as R-217 on April 15, 2020, through the next meeting of the Board of Trustees
- g. Repeal July 1, 2020 Wage Scale and Pay Grade Assignments and revert to July 1, 2019 Wage Scale and Pay Grade Assignments
- h. Authorize Preparation of Tentative Budget & Appropriation Ordinance

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

Roll call vote:

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

Nays – None

Absent – Trustee Ruzicka

Motion carried

8. Regular Agenda

a. Approve Working Budget for Fiscal Year 2021

MOTION: Trustee DuRocher moved to approve the Working Budget for Fiscal Year 2021. Trustee Richardson seconded.

DISCUSSION:

Trustee DuRocher wanted to clarify the \$50,000+ surplus in the final budget versus the draft that had a deficit. She asked if this is due in part to the salary freeze.

Director Whitmer stated the surplus was realized through both employee salaries and IMRF costs because of the wage freeze through January.

The budget surplus is also due to requesting developer donations from the City to be used for payment of the debt certificate payment.

Trustee DuRocher asked if the \$50,000 needs to be moved to the Special Reserve Fund. Director Whitmer stated the money should remain in the Corporate Fund, as it will be needed next year for the debt certificate and other expenses.

Trustee Stull asked if further savings will be realized by cutting back on programming, trustee miscellaneous, annual appreciation dinner, etc. Director Whitmer stated savings definitely might be seen in other line items.

Roll call vote:

Ayes - Trustees DuRocher, Lezon, Picha, Richardson, Stull, Warren

Nays – None

Absent – Trustee Ruzicka

Motion carried

10. New Business

a. Approve RAILS Catalog Membership Grant Agreement

MOTION: Trustee Warren moved to approve RAILS Catalog Membership Grant Agreement. Trustee Richardson seconded.

Roll Call vote:

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

Nays –

Absent – Trustee Ruzicka

Motion carries

- b. Approve staff recommendation to institute policy revisions necessary to become a fine free library effective July 1, 2020

MOTION: Trustee Warren moved to approve staff recommendation to institute policy revisions necessary to become a fine free library effective July 1, 2020, including revisions to the following policies:

Policy No. 210 – Library Cards

Policy No. 211 – Loan Periods, Limits, Renewals & Holds

Policy No. 212 – Fine Free Library

Policy No. 213 – Recovery of Overdue Materials & Outstanding Fees,

Policy No. 214 – Lost, Damaged & Incomplete Materials,

Policy No. 215 – Circulation of In-Library Use Equipment and

Policy No. 520 – Interlibrary Loan

Trustee Richardson seconded.

Trustee DuRocher stated she is so happy to be doing this and this is the direction the Library needs to go for inclusivity.

Trustee Warren stated this has been in the works for about a year.

Trustees thanked Jaime Perpich for all her work on this project. Director Whitmer stated Jaime Perpich did all of the legwork, editing the policies, and researched the SWAN Consortium policies to be in line with SWAN when we join in December.

Trustee DuRocher asked how members will be informed of this. Director Whitmer stated it will go out in the eNewsletter and website. Kathy Gaydos is working on another postcard but no big launch or celebration has been planned at this time.

Roll Call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carries

- c. Approve Temporary COVID-19 FMLA Leave Expansion and Emergency Paid Sick Leave Policy

MOTION: Trustee Stull moved to approve Temporary COVID-19 Leave Expansion and Emergency Paid Sick Leave Policy with an effective date of March 16, 2020 and a sunset date of December 31, 2020. Trustee Warren seconded.

Roll Call vote:

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

Nays - none

Absent – Trustee Ruzicka

Motion carries

d. Approve Temporary COVID-19 Employee Expense Reimbursement Policy

MOTION: Trustee Stull moved to approve Temporary COVID-19 Employee Expense Reimbursement Policy with an effective date of March 16, 2020 and a sunset date of December 31, 2020. Trustee Lezon seconded.

Roll Call vote:

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

Nays – none

Absent – Trustee Ruzicka

Motion carries

e. Approve Director's Recommendation for Employee Compensation Beginning June 29, 2020

MOTION: Trustee Warren moved beginning June 29, 2020, pay employees their regular rates of pay for actual hours worked and require employees to use accrued paid time off for regular hours not worked. Trustee Lezon seconded.

Trustee DuRocher stated employees will be receiving full payment but if they do not have enough hours they would have to take the additional hours from their paid time off and she asked how the employees feel about this.

Director Whitmer stated she sent the information out last week and only one employee had a question. The employee asked how time would be applied and if she could preserve some of her paid time off.

Trustee DuRocher asked if employees want to retain some time off do they have the option to not use paid time off to make their hours whole. Director Whitmer stated this is not an option.

Director Whitmer explained many employees have maxed out their paid time off and currently there is approximately \$50,000 in fiscal liability on the books for paid time off and over \$100,000 for sick leave. She stated she does not anticipate a staff member using up all their paid time off unless they have already used most of it. Staff have cancelled their time off during the pandemic and many of the staff have cancelled vacation and taken time back into their vacation bank.

Trustee DuRocher asked if this policy will be indefinite and what happens if a sick child or parent needs care. Director Whitmer replied there is Families First Coronavirus Relief Act if they qualify and Expanded Family Medical Leave for Coronavirus, however, you have to qualify for paid time off. There is also Family Medical Leave Act, however, not all employees qualify. Director Whitmer stated the goal is to have all employees working their regular hours.

Trustee Warren asked if overtime hours will be needed once the library is back fully operating. Director Whitmer stated the budget does not include overtime funds. The Board would need to visit this issue at that time and act to accommodate overtime pay. Director Whitmer expects staff to be at their full hours in the building within the next 1-2 months.

f. Location of future meetings during Coronavirus Pandemic

- Trustee Picha stated this item is for discussion only and it is important to remember Jen Moore's public comment about masks being used at this point.
- Trustee Stull stated as the Library's Open Meetings Officer she does not know if the audio recorder will be strong enough to pick up all conversation sitting 6' apart with masks on. She is also concerned there will not be enough room to accommodate guests.
- Trustee Picha stated Governor Pritzker may be making another announcement on June 26 regarding open meetings.
- Trustee DuRocher stated trustees sit a good distance from each other now the way the room is set up. She is worried the masks may become inhibitive.
- Trustee Lezon stated it is common knowledge you need to wear a mask and be 6' apart and she has no problem meeting at the library.
- Trustee Stull wants the staff to test the audio recorder at 6' apart wearing masks. Director Whitmer stated the staff would test it.
- Director Whitmer stated Trustee Stull has legitimate concerns there may not be room to accommodate guests. The Board could still use some form of broadcasting. Trustee Richardson stated she will not be comfortable attending in person.
- Trustee Picha stated the Board could have a hybrid meeting where some are in the building and others join through zoom. Trustee Stull stated there are only certain reasons persons can meet remotely.
- The Board also suggested a self-assessment for COVID-19 symptoms be implemented for persons attending an in-library meeting.
- Director Whitmer stated when the state moves into Phase 4 gathering of up to 50 could be held. She would have to contact the Library's attorney to make sure how to conduct the meeting. Currently, she would like to know how comfortable the Board is coming back to the building for a meeting.

11. Director's Report

- Director Whitmer stated the last two weeks have been exciting with items being returned. Items are quarantined for 7 days and not checked in until the 8th day. No fees are being charged.
- A soft launch was held this week for members to pick up holds that were in the system prior to the pandemic.
- Computer service may be the first service offered allowing members in the building. Trustee Warren asked how keyboards and mice will be protected. Director Whitmer stated Cynthia has purchased extra keyboards and mice. A member will be issued a keyboard and a mouse and when they are done they will be deposited into a bin for sanitization later.
- eNews was sent out today with information on curbside services.
- July concerts are cancelled and mostly liked August concerts will be cancelled. Even if Illinois moves into Phase 4 the Library does not have the

resources or manpower to enforce the limits on number of people gathering to watch the concert. June concerts are rescheduled for September.

- Director Whitmer and Cynthia Makowski are moving forward with the SWAN membership. They are attending virtual weekly meetings. Paul Dobersztyn and Jaime Perpich will join upcoming meetings for the next phase of the project.
- Trustee DuRocher asked if Hoopla is experiencing downloading issues. Director Whitmer asked Librarian Jen Moore to answer this question. Jen reported she has been receiving routine emails from Hoopla this past week about technical issues. The issues could be to excessive downloading. Paul Dobersztyn stated he also had technical difficulties and concurred with Ms. Moore's assessment. There is a possibility this is occurring more often for individuals who are "streaming" content instead of "downloading" content.
- Trustee Picha stated her neighbors comment on the postcards the Library sent out and Kathy Gaydos must be very busy as the marketing report is getting larger every month.
- Trustee Picha thanked Cynthia Makowski for keeping everyone connected and working remotely.

12. Department Head Reports – no questions

13. President's Report

a. Next meetings or events

Trustee Picha reported the upcoming meetings and future agenda items.

14. Treasurer's Report – Trustee Stull stated the Library has received approximately \$982,600 or 51% of the 2020 real estate taxes.

Trustee Stull stated she feels the library staff is doing the best they can with being inclusive right now and sometimes the public does not know about the discussion held by the Board or what management and staff are doing. She appreciates Ms. Dudak's letter.

15. Secretary's Report – Trustee Lezon reported everything looks good.

16. Committee Reports

Trustee Picha suggested the Personnel Committee schedule a meeting to review the Director's goals and evaluation.

17. Trustee Comments

Trustee Picha thanked library staff for getting the library up and running. She also thanked Sandy Whitmer for being a great leader in an uncertain time.

Trustee Lezon stated the Warrenville Park District conducted a survey on how the community feels about the Park District starting to offer services. She wondered if the Library had done anything similar. Director Whitmer stated the Library has

not, but she will reach out to the Park District to see if they will share their results with her.

Director Whitmer stated a member survey went out through eNews and social media outlets with only 33 responses received.

Trustee Warren asked if there has been any surge in Lynda.com usage. Director Whitmer stated she currently does not have that information but the end of the year statistics will be collected next month and staff may be able to report on database use.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Warren moved to adjourn at 8:33 p.m. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Ruzicka

Motion carried

Respectfully submitted,

/s/

Sandy Lezon, Secretary

Board of Trustees

Warrenville Public Library District