

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, February 20, 2019

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

2. Roll Call

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

ABSENT: Trustee DuRocher

ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Member Services Patty Dybala, Head of Public Services Leila Heath, and Head of Technical Services Lou Carlile

PUBLIC ATTENDING: Nicole Wagner, Warrentville Resident

3. Approval of the agenda

Trustee Picha moved 7.a. – Approve Minutes of the January 16, 2019 Regular Board of Trustees Meeting to Regular Agenda #8.c.

Trustee Picha removed #19 and #20 – Closed Session and Discussion from Closed Session and moved to #8.d – Review of Closed Session Minutes

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

4. Presentations

a. Employee Recognition - Colleen Szewczyk, 5 years

Director Whitmer shared some comments about Colleen and indicated she has all the qualities to be successful in her position.

Head of Technical Services Lou Carlile stated we are very fortunate to have her.

b. Fine Free Libraries

Member Services Manager Patty Dybala stated the Library is researching going fine free.

Ms. Dybala stated fines not only create stress for members, but also staff. It is especially difficult telling a child they cannot check out items because of

finer on their account. Fines create barriers and she demonstrated how a family of three can accumulate fines in one week totaling over \$78.

Ms. Dybala gave examples of local libraries that have gone fine free. She researched their procedures and policies. She stated these libraries want to focus on providing the materials, services and programs the community needs and wants.

Libraries that go fine free change the conversations they have with their members. The Library is trusting their members to return the materials since these are shared resources for the entire community. Due dates still apply and they still hold the member accountable. Overdue notices and bills are sent and the member is blocked from checking out materials until the billed materials are returned or paid for.

Libraries that have adopted fine free policies did not report any significant changes in the number of overdue materials and have seen an increase in the number of cardholders.

Ms. Dybala gave examples of how going fine free would affect our Library financially and how much time is spent by staff dealing with the extended use fees. She stated there are currently 321 accounts with a balance of over \$10 and these members are blocked from borrowing materials.

Director Whitmer explained fines are only 1% of the budget or approximately \$19,000. The Levy from property taxes increases each year, but those funds are usually used for increases in normal expenses such as salaries and energy costs.

Director Whitmer stated there are new developments in Warrenville in both TIF Districts and non-TIF areas that will generate new tax income. In the non-TIF areas there are two proposed developments with an estimated total value of \$119 million. When fully developed she estimates \$100,000 in annual property taxes should be generated for the Library.

The new Illinois Minimum Wage Law will also have to be considered for its potential impact on the Library's budget.

Trustee Lezon asked about the 3-day grace period. Ms. Dybala replied there is no longer a grace period because members would assume the due date was at the end of the 3-day grace period creating confusion of when the item was actually due.

Trustee Picha asked how often fines are currently waived. Ms. Dybala stated approximately 3-5 times per week.

Trustee Picha asked if any libraries regret going fine free. Ms. Dybala stated she does not know of any.

Trustee Warren stated 25% of cardholders have overdue fees.

Trustee Ruzicka asked if the member would still have to pay for damaged or lost materials. Ms. Dybala answered yes. Ms. Dybala stated accounts go to the debt collection service when the amount due is over \$50. Trustee Picha asked if the same threshold would be used if fines were removed. Ms. Dybala stated the way of notification might have to be revised. Ms. Ruzicka stated sending an account to collection creates a negative image of the Library.

Director Whitmer stated the laws have changed regarding libraries using collection agencies. The accounts can no longer be reported to credit agencies.

Director Whitmer explained how going fine free may allow members to keep items longer, which may negatively affect hold lists and increase wait times especially on popular items.

5. Public comments

Ms. Nicole Wagner stated as a Warrenville resident and professional librarian she supports fine free libraries and thinks this library will eventually succeed with it.

6. Correspondence

Director Whitmer shared the following:

a. Memo from the Library's attorney regarding the Illinois Prevailing Wage Act

Effective June 1, 2019 the Library will no longer have to adopt or publish a prevailing wage ordinance. The Library will still be obligated to pay prevailing wage and include same in any bidding documents. Any contractors working on public projects will file their certified payroll directly with the Illinois Department of Labor.

Memo from the Library Attorney regarding the April 2 Election and the timeline for seating newly elected trustees. Director Whitmer stated the May board meeting date was changed to reflect this timeline.

7. Consent Agenda

a. Receive and file Financial Report for January

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

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

8. Regular Agenda

a. Approve payments for the period of January 17, 2019 – February 20, 2019

MOTION: Trustee Richardson moved to approve payment of invoices in the amount of \$61,764.27 for the period of January 17, 2019 – February 20, 2019 including electronic payments and checks #6873 - #6915. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to approve transfer of \$150,000 from Business NOW Account to Operating Account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

c. Approve Minutes of the January 16, 2019 Regular Board of Trustees Meeting

MOTION: Trustee Stull moved to approve the Minutes of the January 16, 2019 Regular Board of Trustees Meeting. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Abstain – Trustee Richardson

Absent - DuRocher

Motion carried

d. Review of Closed Session Minutes

Director Whitmer stated there are no minutes to be released at this time.

Director Whitmer suggested the following verbatim recordings be destroyed:

- March 15, 2017 Closed Session
- April 19, 2017 Closed Session

MOTION: Trustee Ruzicka moved to approve destruction of verbatim recordings of the March 15, 2017 and April 19, 2017 Closed Sessions. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

9. Unfinished Business

a. Approve Strategic Plan

Director Whitmer stated Sarah Keister Armstrong along with the Management Team did a great job on the Strategic Plan. The Management Team agreed a five-year period is appropriate for this plan.

The Management Team decided to concentrate on improving services to the Hispanic population rather than spreading their attention across multiple audiences. Director Whitmer stated the Library will continue to reach out to underserved populations and with the City considering a proposal for a senior housing project very close to the library, resources may need to shift to address this population in the future.

Once approved by the Board, the Management Team will develop an action plan; assign responsibilities, timelines and resources to the goals. Requests for resources required to fulfill these goals will be included in the budget process.

Trustee Lezon stated she is happy to see customer service training is included for all staff. She stated she requested a book 6 weeks ago and has still not received a call regarding the item. Head of Public Services Leila Heath will look into this.

Trustee Picha asked when the Management Team will have the timeline for the Strategic Plan. Director Whitmer stated it should be available at the May board meeting along with the budget.

Trustee Warren stated the Strategic Plan seems to be reasonable.

Trustee Picha asked Director Whitmer to include review of the Strategic Plan on the 2020 calendar.

MOTION: Trustee Stull moved to approve the Strategic Plan for July 1, 2019 through June 30, 2024. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

10. New Business

- a. Approve Expenditures for Trustee Participation in Chamber of Commerce and Illinois Library Association Events

MOTION: Trustee Stull moved to approve expenditures for Trustee Ruzicka to attend the Western DuPage Chamber of Commerce Annual Dinner; Trustee Warren to attend the ILA Legislative Meet-up; and Trustees Ruzicka, Stull and Warren to attend the ILA Trustee Forum Workshop. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

- b. Natural Gas Supply Program

Director Whitmer stated the energy broker suggested the Library switch from Nicor's Customer Selection Program to Rate 74. He estimates the Rate 74 program will save the Library approximately \$100 annually. This program allows daily meter reads from a cellular connection provided by Nicor.

MOTION: Trustee Richardson moved to authorize staff to work with Vanguard Energy to switch from the Nicor Customer Select program to Rate 74. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent - DuRocher

Motion carried

- c. Electricity Supply Contract

Director Whitmer stated she met with Mr. Kalas from Vanguard Energy in January and Mr. Kalas suggested the Library lock in an additional year (May 2022-May 2023) of electricity while the supply/energy rates are low.

Trustee Warren asked if the renewable energy will remain. Director Whitmer will investigate this.

After discussion, the consensus of the Board is to review this item next year.

11. Director's Report

- Director Whitmer suggested moving the first draft budget review from April to May because of work on the Strategic Plan. A May Committee of the Whole Meeting will begin at 6 p.m. and there is a possibility of the June meeting beginning early at 6:30 p.m.
- Trustee Picha asked what the mid-year evaluation of our current year insurance levels was. Director Whitmer stated the insurance broker just makes sure things are remaining constant.
- Trustee Stull liked where the Library seal has been displayed.
- Trustee Picha asked if putting the strategic plan on poster board and hanging in the staff area would be beneficial for the staff.
- Trustee Lezon thanked the staff for handling the library closings during the inclement weather.

12. Department Head Reports

- Trustee Picha asked why eNews subscriptions had increased so much. Director Whitmer stated the Marketing Department added email addresses of survey participants.
- Trustee Picha asked Lou Carlile if the 1,383 deleted books were from different collections. Mr. Carlile responded they were primarily non-fiction and the books withdrawn depend on the areas being weeded during the month.
- Trustee Picha asked why additional barcode scanners were purchased. Ms. Heath replied each Adult Service and Youth Service staff desk has a scanner to assist when withdrawing items.

13. President's Report

- a. Trustee Picha reported the next meetings and/or events

Trustee Richardson reported the League of Women Voters has scheduled Candidates Night for the evening of the Library's March Board meeting.

14. Treasurer's Report

Trustee Lezon the balance of the Library District Developer Donations is \$8,532.90 as of December 31, 2018. Director Whitmer stated the Board previously agreed to leave the funds with the City until they are needed for a capital project.

15. Secretary's Report

Trustee Stull reported everything looks good.

16. Committee Reports – none

17. Trustee Comments

- Trustee Lezon stated she had been in Nashville and learned about the Dolly Parton Imagination Library. When you register a child they get a free book every month until they are five. Sponsors in each area pay for the books and due to no sponsors in DuPage County the program is not available.
- Trustee Ruzicka stated she attended the Western DuPage annual dinner with Director Whitmer on February 15 and met some interesting people.
- Trustee Warren stated last month he brought a book to the board meeting and someone picked it up. Whoever took the book please return it to Rick's mailbox.

18. Items for information and/or discussion

19. Adjournment

MOTION: Trustee Richardson moved to adjourn the meeting at 8:36 p.m. Trustee Lezon seconded. Voice vote:

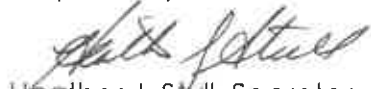
Ayes – all

Nays – none

Absent – Trustee DuRocher

Motion carried

Respectfully submitted,



Heather J. Stull, Secretary
Board of Trustees

Warrenville Public Library District