

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, April 17, 2019

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

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

ABSENT: Trustee DuRocher

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

PUBLIC ATTENDING: College of DuPage American Sign Language students Molly Klasen and Mariam Murphy

3. Approval of the Agenda

Trustee Picha removed item #16 – Committee Reports - this will be covered in the closed session.

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

Roll call:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

4. Presentations - none
5. Public comments - none
6. Correspondence

a. FY2019 Illinois Public Library Per Capita Grant

Director Whitmer stated she received the State of Illinois Per Capita award letter in the amount of \$16,938.75. This amount is calculated per resident in the Library District. With the 2020 census coming up it will be very important to encourage everyone to participate.

- b. Director Whitmer stated she received an email from Mr. Barton Faist of the Barton Faist Gallery and Studio. The painting "My Studio" by Ivan Albright is still available and he has lowered the price to \$1.2 million from \$2.5 million. The Board asked Director Whitmer to inform him the Library is not interested.

7. Consent Agenda

Trustee Picha stated a revised page #1 for the financials was distributed since it was printed with the wrong orientation.

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the March 20, 2019 Regular Board of Trustees Meeting
- b. Approve Minutes of the Closed Session of the March 20, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for March
- d. Receive and file draft Minutes of the March 20, 2019 Personnel Committee Meeting
- e. Approve revisions to the Wage Scale including a 1.95% Market Adjustment and Changes to Pay Grade Assignments Effective July 1, 2019.

Due to Trustee Richardson's absence last month Trustee Picha reiterated Trustee Stull's comment that any trustee can vote on the minutes whether they attended the meeting or not. The vote only indicates a set of minutes is included.

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

Roll call:

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

Absent – Trustee DuRocher

Motion carried

8. Regular Agenda

- a. Approve payments for the period of March 21, 2019 – April 17, 2019

MOTION: Trustee Stull moved to pay invoices in the amount of \$43,126.87 for the period of March 21, 2019 – April 17, 2019 including electronic payments and checks #6966 - 7011. Check #7007 is voided. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

9. Unfinished Business – none

10. New Business

- a. Approve Trustee Mileage Reimbursements and Approve Expenditures for LACONI Trustee Banquet

After discussion, the following Trustees will be attending the LACONI Trustee Banquet on May 10: Trustees Picha, Richardson, Ruzicka and Stull. Director Whitmer received an email from Trustee DuRocher stating she would also like to attend.

MOTION: Trustee Lezon moved to approve mileage Reimbursements to Trustee Warren and Stull in the amount of \$16.82 each and approve expenditures for Trustees DuRocher, Picha, Richardson, Ruzicka and Stull to attend the 2019 LACONI Trustee Banquet on May 10, 2019. Trustee Richardson seconded.

Roll call:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

11. Director's Report

- a. Director Whitmer stated the Management Team is currently working on the budget. There was an initial gap of \$55,000 in income but after some careful considerations it is now approximately \$8,000-\$10,000.
- b. Director Whitmer stated she has met with representatives from a lighting company to complete the LED retrofits/replacements. The decision was made to retrofit the sconces above the member services desk because the new fixtures are smaller and wood beneath may be a different color. This will result in a higher price because the Commonwealth Edison reimbursement for replacement is higher than for retrofit. Total project will be approximately \$13,100 with a yearly energy cost savings of \$5,000.

Trustee Picha asked when this work will be completed. Director Whitmer replied she is currently waiting for a response from the lighting company.

- c. Trustee Lezon asked when the street lamp transition to the City of Warrenville will be completed. Director Whitmer stated the City originally planned to do the work this week but cancelled due to weather. It has not been rescheduled.

- d. Director Whitmer stated she is continuing to work with the architects on the signage project. The initial quote for the interior work is \$6,580.00 but some changes have been made that may raise the price slightly.

The outdoor "monument-style" signage price came in much higher than expected at \$38,355. These signs are rectangular and made of the same material as the existing sign located on Manning Avenue. This sign is definitely showing wear and is a problem with children climbing on the letters during the summer concerts. The architects are reviewing questions and comments from Director Whitmer about both quotes at this time.

Trustee Picha would like to see a map indicating where the outdoor signs will be located.

- e. Director Whitmer stated she is suggesting a tiered merit raise system this year. Staff at Pay Grade 6 and lower, if qualified, would receive a 3% increase and staff at Pay Grade 7 and higher, if qualified, would receive a 2% increase. This will help as the Library works towards the \$15 per hour minimum wage increase.

12. Department Head Reports

a. Member Services Report

- Trustee Picha stated self-checkout is at 43%.
- Trustee Picha asked if the number of book discussion books requested by interlibrary loan request is affecting staff. Director Whitmer responded this is one of the reasons she is looking at joining a consortium.

b. Marketing - Trustee Picha stated the marketing numbers continue to rise.

13. Presidents' Report

a. Next meetings or events

Trustee Picha announced the upcoming meetings and events and announced the May 22, 2019 Board Meeting will begin with a Committee of the Whole at 6 p.m. to discuss the budget.

14. Treasurer's Report

Trustee Lezon reported everything looks fine.

15. Secretary's Report

Trustee Stull reported everything looks good.

16. Trustee Comments

Trustee Ruzicka thanked Director Whitmer and Jackie Davis for the Recognition Dinner at Eddie Merlot's on April 7. Trustee Picha heard very good things about the 40th Celebration.

Trustee Richardson stated she is part of the Wheaton Library's Local Author Fest on Saturday, April 27.

17. Items for information and/or discussion - none

18. Closed Session

MOTION: Trustee Stull moved to enter into Closed Session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" at 7:30 p.m. Trustee Warren seconded.

Roll call:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

Returned to open session at 7:57 p.m.

Trustee Picha called roll call:

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

ABSENT: Trustee DuRocher

ALSO ATTENDING: Library Director Sandy Whitmer

19. Discussion/action resulting from the above closed session

Trustee Stull moved to approve a 2% increase for Director Whitmer and \$1,000 continuing education funds to be used in FY2019-20. Trustee Warren seconded.

Roll call:

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

Nays – none

Absent – Trustee DuRocher

Motion carried

20. Adjournment

Trustee Lezon moved to adjourn the meeting at 7:58 pm. Trustee Warren seconded

Voice vote:

Ayes – all

Nays - none

Absent – Trustee DuRocher

Motion carried

Respectfully submitted,



Heather Stull, Secretary

Board of Trustees

Warrenville Public Library District