

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
Wednesday, October 16, 2019**

1. Call to order – Trustee Picha called the meeting to order at 7:01 p.m.

Trustee Picha appointed Trustee DuRocher as Secretary Pro-Tem in Trustee Lezon's absence.

2. Roll Call

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

ABSENT: Trustees Lezon

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Technical Services Lou Carlile, Technical Services Assistant Therese Higgins and Teen Services Associate Mandy Wilson

ALSO ATTENDING: Resident Gail Smith

3. Approval of the agenda

Trustee Picha removed items #19 – Closed Session and #20 – Discussion/action resulting from the above closed session.

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

Roll call vote:

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

Nays – none

Absent – Trustees Lezon

Motion carried

4. Presentations

- a. Employee Recognition – Therese Higgins

Head of Technical Services Lou Carlile introduced Therese Higgins, Technical Services Assistant. Therese was originally hired by Patty Dybala as a Page and then transitioned to the Technical Services Assistant position.

Therese also serves on the Staff Recognition Committee and helps plan staff luncheons.

Therese stated she loves working at the Library.

Director Whitmer presented Therese with a 5-year certificate.

Trustee Picha thanked Therese for all her hard work at the Library.

b. Employee Introduction – Mandy Wilson

Director Whitmer introduced Mandy Wilson, Teen Services Associate. Mandy began employment on October 9, 2019. Mandy stated she enjoys planning events for the teen members.

Trustee Picha asked why she was interested in working for a library. Mandy replied her experience has been in retail and customer service. When she read the job posting, she thought the job would enable her to help people in a very enriching way.

Therese Higgins left the meeting at this time.

5. Public Comments

Gail Smith said "hi" and hoped everyone has a fantastic evening.

6. Correspondence – none

7. Consent Agenda

Trustee DuRocher read the consent agenda as follows:

- a. Approve Minutes of the September 18, 2019 Budget & Appropriation Public Hearing
- b. Approve Minutes of the September 18, 2019 Regular Board of Trustees Meeting
- c. Receive and file Financial Report for September

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

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

8. Regular Agenda

- a. Approve payments for the period of September 19 – October 16, 2019

MOTION: Trustee Stull moved to pay invoices in the amount of \$41,642.15 for the period of September 19, 2019 – October 16, 2019 including electronic payments and checks #7278 - #7331. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

b. Approve transfer of funds

MOTION: Trustee DuRocher moved to transfer \$110,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

9. Approve Trustee Attendance at Illinois Library Association Conference

Director Whitmer stated Trustee Warren is unable to attend the ILA Conference. Trustee Stull will attend in his place.

MOTION: Trustee Ruzicka moved to authorize Trustee Stull to attend the Illinois Library Association Conference in place of Trustee Warren. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Picha, Richardson, Ruzicka and Warren

Nays – none

Abstain – Trustee Stull

Absent – Trustee Lezon

Motion carried

10. New Business

a. Authorize Execution of Third Party Custodian Agreement with Fifth Third Bank and Bank of New York, Certificate of Authorized Persons and Schedule of Eligible Collateral

MOTION: Trustee Stull moved to authorize Trustee Picha to execute the Third Party Custodian Agreement with Fifth Third Bank and Bank of New York, the Certificate of Authorized Persons and Schedule of Eligible Collateral. Trustee Ruzicka seconded.

Roll call vote:

Ayes – Trustees DuRocher, Richardson, Ruzicka, Stull and Warren

Nays – none

Abstain – Trustee Picha

Absent – Trustee Lezon

Motion carried

11. Director's Report

- The Library submitted its first request for TIF Reimbursement to the City of Warrenville for just over \$4,300.00. This amount is based on the number of occupancy permits issued to new residences in the TIF Districts, the estimated number of residents eligible for a library card and the statutory maximum reimbursement of \$120 per person. Library staff met with City staff today to discuss the request. The City is working with their TIF Attorney and will keep the Library informed on progress.

Trustee Picha asked about the other TIF District and a timeline to obtain funds. Director Whitmer stated the TIF attorney stated the City could not distribute any TIF money to the Library until the City has received distribution of funds for the TIF District.

- The Library received a \$500 grant from the Public Library Association to be used to communicate information about the upcoming Open Enrollment period for health insurance (November 1 – December 15). Director Whitmer is working closely with the DuPage County Health Department to communicate the benefits of the program and to connect interested persons to agencies that can assist with enrollment. The Library will be using social media to boost information and Director Whitmer is creating an information board in the lobby area outside the public restrooms.

Once open enrollment is completed, the information board will be used to display information on the 2020 Census.

Trustee Stull asked if there is any grant money to promote the census. Director Whitmer stated she submitted information to RAILS for a grant but no news has been received as of today. There is a very short timeline for responding to this grant, if it is awarded to RAILS, to request the funds.

- The Library's Dental PPO, Vision and Life insurance had no increase in premium for 2020. Dental HMO increased 10% but no employees are enrolled in this plan. Blue Cross Blue Shield medical plans increased 5%. Director Whitmer indicated employee insurance expenditures should come in under budget.
- Curt Stacey began employment on September 27 as the part-time I.T. Assistant.
- There were many building challenges during the past month. This week a boiler pump failed and has been repaired.

12. Department Head Reports

- Trustee Picha stated she loved the Peace Crane project.
- Lou Carlile has been working with Aaron Skog from SWAN regarding joining the consortium. The Library needs to state our intent in November if we want to join the consortium otherwise we cannot join until 2022. The Management Team will be in attendance at the November board meeting and Mr. Skog has also been asked to attend.

Trustee DuRocher asked if there is any chance we would not be accepted into the consortium. Lou Carlile stated they stagger the addition of libraries due to the work involved and are limiting the number that can join during a cycle.

Trustee Picha asked how much the fee is. Director Whitmer stated the fee is based on the library's levy. The total cost will be approximately \$30,000, which will be included in next fiscal year's budget. There is a grant through RAILS to help offset the initial cost. Mr. Carlile stated some savings will be realized from items we are currently paying for that will be included in the consortium.

Trustee DuRocher asked if the downloadable collection will be expanded as part of consortium membership. Director Whitmer stated it will not.

13. President's Reports

a. Next meetings or events

Trustee Picha stated there is a tentative Committee of the Whole Meeting at 6:30 p.m. on November 20, 2019 to present the audit. Director Whitmer will confirm with the auditor and let the Board know.

The Truth in Taxation Public Hearing is at 7 p.m. with the regular board meeting following.

No Trustee plans to attend the Community Unit School District 200 Local Government Breakfast on November 1.

14. Treasurer's Report

Trustee Stull reported the developer donation balance was \$11,298.72 on June 30, 2019 and the September 30, 2019 balance is \$104,792.40. She reported the July – September contribution amounts and what developments they were received from.

Director Whitmer stated it was the intention of the Board to allow developer donations to accumulate to be used for future renovation of the lower level. Trustee DuRocher asked how much the renovation for the lower level would be. Director Whitmer stated it would be approximately \$1 - \$1.5 million and would include closing off the "atrium" by adding floor space in that area.

The Library has received just over 96% of the property tax income for the current fiscal year.

15. Secretary's Report – none

16. Committee Reports – none

17. Trustee Comments

- a. Trustee DuRocher stated it was great to see the League of Women Voters at the Library on October 15. Director Whitmer stated they registered one person.

18. Items for information and/or discussion

- a. FY20 Per Capita Grant Requirements

Director Whitmer stated she gave the Board wrong information last month (additional information requires review). She summarized the chapters the Board needs to review.

Review Services provided by Digital Public Library of America and Illinois Digital Archives

Digital Public Library of America

- This organization partners with cultural institutions to share information digitally. Anyone can search the online archives.

Illinois Digital Archives (IDA)

- Illinois has its own online archives of digitized materials.

Created in 2000 this is a repository for the digital collections of the Illinois State Library and other libraries and cultural institutions in Illinois.

Review Chapters 11 through Appendices of "Trustee Facts File, Third Edition"

Trustees had no questions on the summaries.

Trustee Picha thanked Director Whitmer for organizing all this information.

19. Adjournment

MOTION: Trustee Richardson moved to adjourn the meeting at 7:48 p.m. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Lezon

Motion carried

Respectfully submitted,



Barbara DuRocher, Secretary Pro-Tem
Board of Trustees
Warrenville Public Library District