

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
Wednesday, November 20, 2019**

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

ATTENDING: Trustees DuRocher, Lezon, Picha, Stull, and Warren
STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Paul Dobersztyn, Head of Member Services Patty Dybala, Head of Technical Services Lou Carlile, Systems Administrator Cynthia Makowski and Marketing Specialist Kathy Gaydos
ALSO ATTENDING: SWAN Representative Aaron Skog and Auditor Brian LeFevre
PUBLIC ATTENDING: Theresa Higgins and Gail Smith

3. Approval of the agenda

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

Director Whitmer stated the agenda may fluctuate depending on the arrival of the auditor for his presentation.

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

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

4. Presentations

- a. Informational Presentation about SWAN Library Consortium

- Lou Carlile introduced Aaron Skog the Executive Director of SWAN Consortium. Mr. Skog has a long library career and has been with SWAN for 10 years.
- Mr. Skog explained SWAN is a consortium of over 97 public libraries with a total collection of over 8.2 million items.
- He reviewed the benefits of membership for cardholders and staff.
- He answered questions about reciprocal borrowing, interlibrary loans, prioritization of local holds and eBook collections.
- Mr. Skog also answered questions about membership fees and grants.
- He explained how fines and replacement fees are handled.
- Mr. Skog explained training is available for staff. SWAN also has brochures and short videos to assist cardholders.

- Mr. Skog stated the window for enrollment in SWAN is now open. Every library has to send SWAN a letter of intent. It is then submitted to the SWAN membership for approval to join the consortium. The next opportunity to join would not be until 2022.
- Director Whitmer stated there are some drawbacks including losing some autonomy, but being a member far outweighs anything the library would lose. For example, the amount of time staff spends processing interlibrary loans is very significant and those staff hours would be used for other activities such as processing increased number of items coming and going via RAILS delivery.
- Trustee DuRocher asked what the recommendation is for the extra staff hours if they become available. Director Whitmer stated this will be considered along with the minimum wage increases. Hours may be cut on some positions, which will help fund the pay increases. Director Whitmer indicated we may need to live with the system for awhile to determine staffing needs.

Theresa Higgins left the meeting at this time.

Mr. Skog left the meeting at this time.

b. Presentation of the FY2019 Audit – Brian LeFevre, Sikich, LLP

- Mr. Brian LeFevre from Sikich, LLC thanked the Board for allowing Sikich to perform the annual audit. He reviewed the audit for the fiscal year ending June 30, 2019.
- Mr. LeFevre explained the Management's Discussion and Analysis where Director Whitmer gave a narrative on how the financial statements are compiled.
- He explained the Independent Auditor's Report is the financial statements prepared by the auditor. He stated there are accounting policies in place to formulate the statements.
- Mr. LeFevre addressed the library's deposits and investments. During the audit the auditor confirms collateral is in place with a third party. All deposits are covered by FDIC and fully collateralized.
- Mr. LeFevre reviewed the assets, fund balances, and the long term debt certificates liability.
- Mr. LeFevre explained the IMRF retirement account and how IMRF determines the yearly rate the Library pays for each qualified employee. He explained IMRF is still a well-funded plan.
- Mr. LeFevre reviewed the Auditor's Communication to the Board of Trustees.
- Mr. LeFevre stated GASB Statement No. 87 Leases – all leases are now treated the same whether the leased equipment is traded in for a newer model or kept.
- Trustee Warren asked about GASB No. 89. Mr. LeFevre explained during the renovation project the library borrowed money and was accruing interest during the construction period. In the past, the

accrued interest would be added to the cost of the capital asset. Now, no accrued interest is added to the capital asset – the cost of the capital assets is only the actual expenses.

- Mr. LeFevre stated Sikich, LLC will provide the electronic filing of the audit to the State Comptroller.
- Trustee Picha thanked Mr. LeFevre for presenting the audit.
- Trustee DuRocher stated she has complete confidence in Sikich and the Library's management.

Mr. LeFevre left the meeting at this time.

5. Public comments – None

6. Correspondence – None

7. Consent Agenda

Trustee Lezon read the Consent Agenda as follows:

- a. Approve Minutes of the October 16, 2019 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for October
- c. Certify Compliance with the Truth in Taxation Act
- d. Adopt Ordinance #19-20-04 Levy Ordinance for Fiscal Year 2019-2020
- e. Approve Notice of Availability of Audit Report for Publication
- f. Adopt Ordinance #19-20-05 Fixing Regular Meetings for 2020
- g. Certify Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- h. Cancel December 18, 2019 Regular Board of Trustees Meeting and Authorize Treasurer to Submit Payments for the Period November 21 – December 18, 2019
- i. Authorize Library Staff to Submit the FY20 Public Library Per Capita Grant Application and FY18 Expenditure Report to the Illinois State Library

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

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

8. Regular Agenda

- a. Approve payments for the period of October 17 – November 20, 2019

MOTION: Trustee Stull moved to pay invoices in the amount of \$202,125.96 for the period of October 17, 2019 through November 20, 2019 including electronic payments and checks #7332-7385. Check #7382 is voided. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer \$425,000.00 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

2. Unfinished Business – none

3. New Business

a. Authorize Staff to Issue a Letter of Intent to join SWAN

Trustee DuRocher asked if any further information needs to be gathered or does the staff have enough information. Paul Dobersztyn stated the staff has all the information they need and their recommendation is that it would be a good decision to join SWAN.

Trustee Picha stated she feels the costs are a moving target. Director Whitmer stated the staff time, services to the public, etc. would outweigh the cost.

Lou Carlile stated the shock of the cost is that no services will really have to be given up. Services and costs currently paid separately will be included in the SWAN fee. Cynthia Makowski stated a second internet connection is needed even if not joining SWAN.

Trustee Picha asked if any libraries have ever withdrawn from SWAN. Mr. Carlile stated Elmhurst Public Library withdrew. As a larger library it was contributing more than it was receiving.

MOTION: Trustee DuRocher moved to authorize staff to issue a letter to SWAN declaring the library's intent to become a member of the SWAN consortium. Trustee Stull seconded.

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

b. Authorize Staff to Close Fifth Third Bank Zero Balance Account

MOTION: Trustee Stull moved to authorize staff to close the Library's Zero Balance Account at Fifth Third Bank. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustees Richardson and Ruzicka

Motion carried

11. Director's Report

Director Whitmer stated the first monthly staff meeting was held on November 14. She asked staff to write down a "Happy Note" if they wanted about another staff member. Staff wrote great things about one another. The comments were posted for the Board to read.

Trustee Picha congratulated the library on the Warrenville in Bloom award.

12. Department Head Reports

Trustee Picha stated the Homelessness Training was great. Mr. Dobersztyn responded all staff have taken the training. Trustee Picha stated she likes the outreach that Mr. Dobersztyn's department is doing.

Trustee DuRocher stated she liked the highlights from both Mr. Dobersztyn and Ms. Dybala about their experience at the Illinois Library Association Conference.

Trustee Warren stated he liked seeing technical courses are now offered in Spanish.

Ms. Makowski reported she has added a retirement notice on the catalog and an update was made making the catalog mobile friendly.

13. President's Report

a. Next meetings or events

Trustee Picha stated the December 18, 2019 board meeting has been cancelled.

14. Treasurer's Report - Trustee Stull reported everything looks good.

15. Secretary's Report - none

16. Committee Reports - none

17. Trustee Comments

- a. Trustee Stull stated the following from her attendance at the Illinois Library Association Conference:
 - One of the things pointed out is your biggest user may not be your library's biggest supporter.
 - If you want to complete a big project such as our renovation project, make it personal to the public and show how necessary it is.
 - Changes are not necessarily seismic.
 - You should know your legislative officials before you need them. Meet them in person before you need to reach out for them to assist you.
 - Attendees tried to clear up the misconceptions of going fine free. They stated they were very skeptical at first with the biggest hurdle being how to replace the lost income.
- b. Trustee Picha as glad to see programs in Spanish.
- c. Trustee Lezon asked if the December 2020 board meeting date should be changed. Trustee Picha replied it could be changed next fall if necessary.

18. Items for information and/or discussion

Director Whitmer stated Trustee Stull submitted a reimbursement for her mileage to the Illinois Library Association Conference. She asked the board for permission to put this item on the January agenda, with payment made to Trustee Stull in January. Consensus of the board is to pay her in January and vote in January.

19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 9:00 p.m. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District