

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, September 18, 2019, 7:00 p.m.

1. Call to order

Trustee Picha called the meeting to order at 7:10 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson (arrived late), Ruzicka, Stull and Warren

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

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 Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

4. Presentations – None

5. Public Comments – None

6. Correspondence – None

7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the August 21, 2019 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for August
- c. Adopt Ordinance #19-20-03 Budget & Appropriation Ordinance for 2019-2020 Fiscal Year
- d. Adopt Resolution #217 - Resolution to Determine Estimate of Funds Needed for 2019-2020 Fiscal Year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2019-2020 Fiscal Year
- f. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2020 as required by Illinois Public Act 97-0609

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

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

8. Regular Agenda

a. Approve payments for the period of August 22 – September 18, 2019

MOTION: Trustee Stull moved to pay invoices in the amount of \$37,615.80 for the period of August 22, 2019 – September 18, 2019 including electronic payments and checks #7236-7277. Check #7276 is voided. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

b. Approve Transfer of Funds

MOTION: Trustee DuRocher moved to transfer \$135,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Richardson

Motion carried

9. Unfinished Business

a. Approve Trustee Attendance and Expenditures for 2020 Public Library Association Conference

MOTION: Trustee Stull moved to authorize staff to register Trustee Picha for the 2020 Public Library Association Conference and authorize conference-related expenditures of up to \$1,940 each for Trustee Picha and Director Whitmer. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Abstain – Trustee Picha

Absent – Trustee Richardson

Motion carried

10. New Business

a. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Whitmer stated she does not anticipate any changes to the Levy as presented in the board packet. The tax cap is 1.9% above last year's levy extension plus any new growth.

Trustee Richardson arrived at this time (7:17 pm).

The Library submits a levy that exceeds the amount the library expects to receive. The County Clerk reviews and adjusts the request so funds collected from property owners are within the limitations of the tax cap.

- b. Approve Library Closure on Friday, May 8, 2020 for Staff In-Service

MOTION: Trustee Ruzicka moved to approve closure of the Library on Friday, May 8, 2020 for a Staff In-Service. Trustee Warren seconded.

Director Whitmer stated beginning in November there will be monthly staff meetings dealing with different topics such as safety, policy, new products, etc. Director Whitmer sent a survey to all staff asking what topics they would like to have at these meeting, as well as at the In-Service Day. The monthly meeting will not be mandatory but highly encouraged for all staff to attend. They will take place on a different day of the week each month.

Trustee DuRocher asked what the main topic would be for the Staff In-Service Day. Director Whitmer stated she does not know yet. Head of Technical Services Lou Carlile suggested a visit to a special library such as Cantigny, Fermilab or Morton Arboretum for the Staff In-Service Day.

Trustee Warren asked if there has been any discussion regarding obtaining a sharps disposal box. Director Whitmer stated this item could be included in the budget for next fiscal year. Director Whitmer would also like to obtain an automatic external defibrillator. Trustee Warren stated CPR training would also be good. Director Whitmer will check into CPR training for all staff.

Roll call vote:

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

Nays – none

Motion carried

- c. Consideration of Disposition of Certificate of Deposit at Fifth Third Bank

Director Whitmer stated Fifth Third Bank is not able to match the highest rate in the area currently available at NorthStar Credit Union of 1.75% for a one year CD. The highest rate Fifth Third could offer was 1.40% for one year. The Library's Money Market and Commercial Checking Accounts are currently earning 1.60%. Director Whitmer recommends the CD be cashed out and deposited into the Library's Fifth Third Bank Money Market Account.

MOTION: Trustee Ruzicka moved to authorize Library Staff to redeem the Fifth Third Bank Certificate of Deposit and deposit the proceeds in the Fifth Third Bank Money Market Account. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Motion carried

11. Director's Report

- Another successful summer concert series ended on August 29. 9 out of 12 concerts were held with a total attendance of 2,495.
- Hotel Tax Grant Applications have been submitted for the Sunday Music Matinees by Sylvia Thompson and the Concerts on the Commons for next summer by Director Whitmer.
- Peter Baklashev, IT Assistant resigned in August. Cynthia Makowski made an offer to a candidate today.
- Paul Dobersztyn is in the process of interviewing for the part-time Teen Associate position.
- Auditors will complete the field work in October for the audit and will present the audit at the November board meeting.
- Interior signage updates were received. There is one more review to complete. Director Whitmer hopes the project will be completed by the end of the year.
- Sikich is currently working on design aspects of the website. Trustee DuRocher asked if the website would work with the app. Director Whitmer responded it would not; however, the site will be mobile friendly but this will not impact the catalog. The next catalog software update is supposed to make the catalog mobile responsive.
- The Library is investigating joining the SWAN Consortium. They just released their catalog app.
- The Management Team will be focusing on reviewing cannabis in the workplace before January 1, 2020. Jackie Davis attended a Chamber of Commerce meeting and both Jackie and Director Whitmer will be attending a meeting in November at RAILS. Any employer can remain a "drug free workplace", but you must have a policy in place. There are already rules in place for medical marijuana and the Library Use Policy covers the issue of patron behavior.
- Director Whitmer pointed out the article on eBooks and the website for the online petition to urge the public to ask Macmillan Publishers to reverse the proposed embargo on eBooks sold to libraries.

12. Department Head Reports

- Trustee Picha pointed out the Public Services staff is working with Warrenton Youth & Family Services and People's Resource Center in Wheaton.
- Trustee Picha stated self-checkout is up to 45%.

- Director Whitmer stated Head of Member Services Patty Dybala created procedures for registering members at outreach events. One resident was registered for a library card at Summer Daze and 5 temporary cards and 3 full service cards were issued at National Night Out. Director Whitmer will be at Art on the Prairie to register residents for cards.

13. President's Report

Trustee Picha announced the upcoming meetings and events.

14. Treasurer's Report – everything looks good.

15. Secretary's Report – everything looks good.

16. Committee Reports – none

17. Trustee Comments

Trustee DuRocher stated she recently attended a downtown Elgin farmers market. The library had a bicycle with a box attached containing approximately 30 items available for check out on the spot.

18. Items for information and/or discussion

a. FY20 Per Capita Grant Requirements

Trustee Picha explained the items on Page 51 are for the FY20 Per Capita Grant requirements. Director Whitmer has indicated which items are the responsibility of staff or Trustees and has outlined a timeline for remaining items.

19. Adjournment

MOTION: Trustee Stull moved to adjourn the meeting at 7:59 p.m. Trustee DuRocher seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District