

**WARRENVILLE PUBLIC LIBRARY DISTRICT
MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING
WEDNESDAY, JULY 17, 2019**

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

ATTENDING: Trustees DuRocher, Lezon, Picha, Ruzicka and Warren

ABSENT: Trustees Richardson and Stull

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 Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Stull and Richardson

Motion carried

4. Presentations - none
5. Public comments – none
6. Correspondence – Director Whitmer passed around a memo from the Library's attorney indicating the new hourly rate for services.
7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the June 19, 2019 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for June
- c. Adopt Ordinance #19-20-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2019-2020
- d. Approve Notice of Public Hearing on Budget & Appropriation Ordinance
- e. Adopt Ordinance #19-20-02 – Ordinance Determining to Levy an Additional Tax of .02% for Fiscal Year 2019-2020

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

Roll call vote:

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

Nays – none

Absent – Trustees Stull and Richardson

Motion carried

8. Regular Agenda

a. Approve payments for the period of June 20, 2019 – July 17, 2019

MOTION: Trustee DuRocher moved to pay invoices in the amount of \$80,511.34 for the period of June 20, 2019 – July 17, 2019 including electronic payments and checks #7119, 7120, 7128-7183. Checks #7166, 7167, 7168 and 7174 are voided. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Stull and Richardson

Motion carried

b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to transfer \$160,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Stull and Richardson

Motion carried

9. Unfinished Business - none

10. New Business

a. Appoint Two Trustees to Review Secretary's Records for FY19

Trustee Picha stated two Trustees need to review the Secretary's records for FY18-19. Trustee Ruzicka and Warren volunteered. They will meet at 6:30 pm on August 21, 2019 to review the documents.

Motion: Trustee Lezon moved to appoint Trustees Ruzicka and Warren to review the Secretary's records for fiscal year 2018-19. Trustee DuRocher seconded.

Roll call:

Ayes – all

Nays – none

Absent – Trustees Richardson and Stull

Motion carried

b. Consideration of Trustee Attendance at Illinois Library Association Annual Conference and Public Library Association Conference

Director Whitmer stated the budget includes funds for two trustees to attend Trustee Day at Illinois Library Association Annual Conference in Tinley Park on October 24. Director Whitmer stated this needs to be voted on at the August board meeting. After discussion, Trustees Ruzicka will attend and Trustee Warren will check his availability and inform Director Whitmer next month if he can attend.

Director Whitmer stated Patty Dybala, Head of Member Services, also plans to attend to hear the presentation on "going fine free." Trustee Picha stated she would like a trustee to attend the presentation on the challenges of poverty and homelessness.

Director Whitmer stated the Public Library Conference is February 25 – February 29, 2020 in Nashville. The budget includes funds for one trustee to attend. Director Whitmer stated the housing options open up in September and from her previous experience, you are most likely to get your first choice of hotel room when registration opens.

Trustee Lezon stated she would like to attend PLA. Trustee Picha stated neither Trustee Richardson or Ruzicka have attended PLA. Trustee Ruzicka is also interested and will check on her availability and report in August. Director Whitmer will reach out to Trustee Richardson to see if she would like to attend.

11. Director's Report

- Director Whitmer stated Summer Reading is going pretty well. Youth Services will definitely hit their group goal but not sure about the teens and adults. She will give an update in August.
- Three of the four June concerts were cancelled due to inclement weather. The July 10 concert had over 375 in attendance.
- Director Whitmer continues to work with Fifth Third Bank on the unanticipated hiccups because of the transition from MB Financial Bank. They are currently addressing online account functions and transitioning the collateral. She has shared the collateral options with the auditor to ensure the collateral meets internal policy and statutory requirements.

- Trustee DuRocher asked what the Trailhead Design workgroup is. Director Whitmer stated they are a group working on a re-design of the area from the gazebo to the Butterfield and Batavia Roads intersection. They plan to add plumbed restrooms, seating areas, a bike repair station and other amenities.
- Trustee DuRocher asked what the Library Director's Gathering is. Director Whitmer stated directors meet to discuss the challenges they are facing and exchange ideas.
- Two new employees Julie Jesernik, Youth Services Librarian, and Paul Doberstzyn, Public Services Manager will attend the August board meeting. They will also be working at the Library's Summer Daze and National Night Out booths.
- Trustee Picha asked why there is such a drop in adult program attendance from last year. Director Whitmer stated it is due to the cancelled concerts.

12. Department Head Reports

Trustee Picha stated self-checkout is up from 44% to 47%.

13. President's Report

Trustee Picha reported the next meetings and events.

Trustee Picha stated she has asked Director Whitmer to consider skipping the July board meeting. Director Whitmer stated this would change the Library's financial calendar. Another consideration would be to postpone items from December to January and cancel the December board meeting. The Board will discuss further when considering next year's meeting schedule.

14. Treasurer's Report – no report

15. Secretary's Report – Trustee Lezon stated everything looks good.

16. Committee Reports - none

17. Trustee Comments

- Trustee DuRocher stated she would like to know how the parade went. Director Whitmer stated Lou Carlile will be at the August board meeting to report on the parade.
- Trustee Picha thanked Gail Smith for all her efforts on the parade and Lou Carlile for organizing the parade.

18. Items and/or discussion - none

19. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 7:29 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Richardson and Stull

Respectfully submitted,

A handwritten signature in cursive script that reads "Sandy Lezon".

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District