

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, September 20, 2023

1. Call to order – Trustee DuRocher called the meeting to order at 7:06 p.m.
2. Roll Call –

ATTENDING: Trustees DuRocher, Picha, Lezon, Richardson, Schmidt, Stull, Warren

ALSO ATTENDING: Library Director Stuhlmann, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing and Communications Manager Kathy Gaydos, Acquisitions and Cataloging Manager MaryKellie Marquez, Members Services Manager Laurie Rex, IT Manager Duncan Jones

3. Approval of the agenda

Trustee DuRocher removed #20 – Closed Session

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

Voice vote:

Ayes – all

Nays – none

Motion carried

4. Presentations - Paul Dobersztyn

Mr. Dobersztyn explained the library's on-demand eMedia services including Hoopla, OverDrive and Libby.

Mr. Dobersztyn stated every time an eMedia item in Hoopla is checked out the library is charged. The library has capped items at \$3.99 so anything costing less than \$3.99 is available to checkout. Trustee DuRocher asked what the cost of new items is and Mr. Dobersztyn replied some are over \$3.99 so are not available.

He displayed a report of circulation by format and user demographic.

Trustee DuRocher asked if there is a way to decrease the wait time for materials. Director Stuhlmann replied libraries put money in a holds manager and once 10 holds are placed on an item it triggers the purchase of another copy.

Mr. Dobersztyn showed cost per month since September 2022 and explained possible price saving measures.

Adult fiction and nonfiction are the majority of purchases. Trustee Warren asked how automatic renewals are handled. Mr. Dobersztyn stated there are no automatic renewals in Hoopla but you can check it out again with another charge. In Libby you can renew the item if no one is waiting for it, but if there are holds you cannot renew it.

Trustee Picha asked what would be the easiest way to save money. Mr. Dobersztyn stated the price per item could be lowered to \$2.99 and items capped at 7 checkouts per month.

Trustee DuRocher thanked Mr. Dobersztyn for his presentation and asked that he give the board updates when available.

5. Public Comments – none
6. Correspondence – none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the August 16, 2023 Regular Board Meeting
- b. Receive and file Financial Report for August 2023
- c. Adopt Ordinance #23-24-02 Budget & Appropriation Ordinance for 2023-2024 Fiscal Year and Certificate of Authenticity.
- d. Adopt Resolution #227 – Resolution to Determine Estimate of Funds Needed for 2023-2024 Fiscal Year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2023-2024 Fiscal Year
- f. Adopt Ordinance #23-24-03 Approving Resolutions of Amendment and Amended Intergovernmental Agreement with LIMRiCC

MOTION: Trustee Warren moved to approve the consent as read. Trustee Schmidt seconded. Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – none

Motion carried

8. Regular Agenda

- a. Approve payments for the period of August 17- September 20, 2023

MOTION: Trustee Picha moved to approve payments in the amount of \$51,380.11 for the period of August 17, 2023 through September 20, 2023 including electronic payments and checks #9554 through #9600. Trustee Stull seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren

Nays – none
Absent – none
Motion carried

- b. Approve transfer of funds

MOTION: Trustee Picha moved to transfer \$160,000 from commercial checking account to operating checking account. Trustee Stull seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – none

Motion carried

10. Unfinished Business – None

11. New Business

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

Director Stuhlmann explained how the Property Tax Extension Limitation Law (PTELL) reflects an increase of the lower of either 5% or whatever the CPI (Consumer Price Index) rate is. Usually, the CPI rate is the lower number, but this year the CPI is over 5%, so our cap will be 5%. The levy is submitted at a rate higher than the PTELL cap to make sure the library captures any "new construction" in the EAV.

There were no questions from the Board.

- b. Approve revisions to Policy #310 – Hours of Operation

Director Stuhlmann explained that he added "Day before Independence Day at 4 pm". This seems to be an annual event with staff participating and felt the policy should be updated to reflect this closure.

MOTION: Trustee Stull moved to approve the revised Policy #310 – Hours of Operation as presented. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – none

Motion carried

c. Approve revisions to Employee Handbook section on "Floating Holidays"

Director Stuhlmann explained this was a new policy introduced beginning January 1, 2023. Staff are very grateful for the added benefit, however, the guidelines were restrictive. The guidelines have been revised to give staff more options in taking the holidays.

Wording as added to make the benefit prorated for new employees based on their start date.

MOTION: Trustee Stull moved to approve the revised Employee Handbook section on Floating Holidays as presented. Trustee Warren seconded.

Voice vote:

Ayes – All

Nays – none

Absent – none

Motion carried

12. Director's Report – Director Stuhlmann stated the following:

- Kathy Gaydos and David Cassara are working on a logo refresh/redesign project. Ms. Gaydos plans to conduct a brief three question survey of the community to obtain some input that might help shape the design direction. Completion is expected in spring of 2024.
- Trustee DuRocher stated she is excited to hear the logo will be refreshed.
- Director Stuhlmann gave a shout out to Gail Smith in Acquisitions & Cataloging for her presentation on processing library materials at this year's SWAN Expo. SWAN staff could not say enough great things about her presentation.
- Paridhi Joshi began work on September 8 as the newest Member Services Assistant.
- Diana is going to host a kiosk/table in October for the IDEC survey.
- Trustee Schmidt stated she had a two hour new trustee orientation session conducted by Director Stuhlmann, which was very informative.

13. Department Head Reports

- Trustee Picha stated she is glad we are continuing the food drive.
- Trustee DuRocher stated she is proud of all the things being done at the library and we have an excellent staff.
- Director Stuhlmann thanked Paul Dobersztyn for writing the summer concert grant.
- Trustee DuRocher asked if Paul is considering an earlier start time for the concerts. Paul stated a lot of people liked the 6 pm start and will consider it for all concerts for next year.

14. President's Report
 - a. Next meetings or events – Trustee DuRocher announced the following meetings:
 - Wednesday, October 18, 2023 at 6 p.m.
Decennial Committee on Local Government Efficiency
 - Wednesday, October 18, 2023 at 7 p.m.
Regular Board of Trustees Meeting
 - Wednesday, November 15, 2023 at 7 p.m.
Truth in Taxation Public Hearing
 - Wednesday, November 15, 2023 at 7 p.m.
Regular Board of Trustees Meeting
15. Treasurer's Report

Trustee Lezon stated as of September 8, 2023 the DuPage County Treasurer has distributed \$2,004,983 to the library in property taxes. This represents 92.3% of the budgeted property tax income of \$2,171,305.
16. Secretary's Report – Trustee Stull stated she is grateful we did not have any bomb threats as other libraries in the area did.

She stated Director Stuhlmann reviewed procedures with the staff in the event the library received a bomb threat.
17. Committee Reports - none
18. Trustee Comments
19. Items for information and/or discussion - none
20. Adjournment

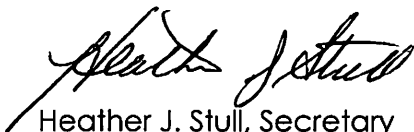
MOTION: Trustee Schmidt moved to adjourn the meeting at 8:12 p.m. Trustee Lezon seconded.

Voice vote: All ayes

Nays - none

Motion carried

Respectfully submitted,



Heather J. Stull, Secretary
Secretary
Board of Trustees
Warrenville Public Library District