

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the**  
**Regular Meeting of the Board of Trustees**  
**February 16, 2022**

1. Call to order – Trustee DuRocher called the meeting to order at 7:01 p.m.
2. Roll Call  
ATTENDING: Trustees DuRocher, Picha, Richardson (arrived at 7:03 p.m.) Ruzicka, Stull, Warren  
ABSENT: Trustee Lezon  
STAFF ATTENDING: Library Director Sandy Whitmer and IT Assistant Duncan Jones (left at 7:33 p.m.)  
STAFF ATTENDING REMOTELY: Marketing Specialist Kathy Gaydos, Acquisitions & Cataloging Manager MaryKellie Marquez, Member Services Manager Jaime Perpich

No requests for remote attendance and participation were received.

3. Approval of the agenda

Trustee DuRocher removed items #19 and #20 – pertaining to a closed session

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Lezon and Richardson*

*Motion carried*

Trustee Richardson arrived at 7:03 p.m.

4. Presentations – none
5. Public comments – none
6. Correspondence – none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the January 19, 2022 Regular Board Meeting
- b. Receive and file Financial Report for January
- c. Approve budgeted PLA Conference expenditures of up to \$2,500 for Trustee Richardson
- d. Release Closed Session Minutes from the following Regular Board Meetings: April 18, 2007 (#3); May 16, 2007 (#1); January 16, 2008; December 17, 2008 (#1); January 20, 2010; February 17, 2010 (#1); April 21, 2010 (#2); March 16, 2011; May 18, 2011; March 21, 2012 (#2); June 20, 2012; May 15, 2013 (#2); May 21, 2014; May 27, 2015 (#2); May 18, 2016;

April 19, 2017; April 18, 2018; April 17, 2019; and Release Closed Session Minutes from the following Special Board Meetings: April 30, 2008 and April 25, 2009; and Release Closed Session Minutes from the following Personnel Committee Meetings: April 11, 2007; May 9, 2007; May 6, 2008; April 26, 2010; June 7, 2012; May 15, 2013; May 19, 2015

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

*Roll call vote:*

*Ayes – Trustees DuRocher, Picha, Ruzicka, Stull, Warren*

*Abstain – Trustee Richardson*

*Absent – Trustee Lezon*

*Nays – none*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of January 20–February 16, 2022

*MOTION: Trustee Picha moved to pay invoices in the amount of \$49,516.80 for the period of January 20, 2022 through February 16, 2022 including electronic payments and checks #8642-8685. Checks #8651, 8652 and 8655 are voided. Trustee Stull seconded. Roll call vote:*

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

*Absent – Trustee Lezon*

*Nays – none*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Picha moved to transfer \$125,000 from commercial checking account to operating checking account. Trustee Warren seconded.*

*Roll call vote:*

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

*Absent – Trustee Lezon*

*Nays – none*

*Motion carried*

9. Unfinished Business – none

10. New Business

- a. Approve Revisions to Employee Handbook – Revise Section 5.10 Family and Medical Leave of Absence and Eliminate Section 5.11 Unpaid Leave of Absence

In January, Director Whitmer brought to the Board's attention the need to make revisions to the current unpaid leave of absence policy. Upon further consideration, Director Whitmer concluded the library's goal is to provide access to the provisions of the federal Family and Medical Leave

Act to all employees. Director Whitmer recommends the FMLA section of the employee handbook be updated to include:

- Access to FMLA for all employees (waive federal eligibility criteria of 12 months employment and 1,250 hours in previous 12 months).
- Require employees to pay their share of insurance costs during an unpaid leave.
- Employment benefits such as paid time off, annual leave and sick leave will not accrue during unpaid leave.
- Holiday pay will not be granted during unpaid leave.
- When leave is needed for planned medical treatment, employee should attempt to schedule treatment when not unduly burdensome to our operations.
- A section addressing improper use of leave.

Director Whitmer stated there could be a budgetary impact to the library since full-time employees can accrue up to one year of sick leave making them eligible to have the entire 12 weeks paid. Their salary is included in the budget, however, there could be extra expenses due to staff covering those shifts and/or hiring a temporary employee to fill that position.

Trustee Stull asked for clarification regarding the notice of leave for a medical treatment. Director Whitmer stated an example would be a Youth Services Librarian needing intermittent leave who hosts a weekly story time on Monday mornings. We would expect that person to try to avoid scheduling medical appointments on a Monday morning.

Trustee Warren stated this policy is very generous and forward looking. He asked if there would be a line item in the budget to be able to track this expense. Director Whitmer will investigate that option.

Director Whitmer explained the person taking the leave would be using either paid sick, annual leave or paid time off that they have accrued. Once accrued time is used up the balance of FMLA time would be unpaid.

*MOTION: Trustee Stull moved to approve revisions to Employee Handbook – Revise Section 5.10 Family and Medical Leave of Absence and Eliminate Section 5.11 Unpaid Leave of Absence. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Absent – Trustee Lezon*

*Nays – none*

*Motion carried*

#### b. COVID-19 Mitigation Protocols

Proposed COVID-19 Mitigation Protocols were distributed to the Board at the meeting recommending, not requiring masks be worn at all times. This change is expected to go into effect when Governor Pritzker lifts the indoor mask mandate.

Director Whitmer stated the new COVID-19 mitigation protocols will be posted at both entrances and on the library's website. The current mask required signs will be replaced with a sign stating mask recommended. Kathy Gaydos may issue a special edition of the library eNews.

Trustee Stull asked if this new protocol is consistent with the City and Park District. Director Whitmer stated it is her understanding they will also be recommending masks.

Director Whitmer stated the employees will have the option to wear a mask or not. If they chose to not wear a mask they will be required to have a mask on their person at all times and offer to wear a mask when working in close proximity to anyone who prefers to wear a mask.

After discussion, the Board is in agreement with these proposed COVID-19 Mitigation Protocols.

Director Whitmer reminded the Board that things may change between today and the end of the indoor mask mandate. She will continue to monitor information and change this plan as appropriate.

#### 11. Director's Report

- Trustee DuRocher asked if the library had worked with Libraries of Illinois Risk Agency before. Director Whitmer stated no and explained they are a group insurance pool. The Library is a participant in LIMRICC, a pool for health insurance and unemployment insurance.
- Director Whitmer stated Pat Stockner, the original Library Director, passed away last month. She shared some history of her career.
- Director Whitmer reminded the Personnel Committee she will be distributing her self-evaluation form and the evaluation forms for the Trustees to fill out in March.
- In this year's budget there is \$10,000 for door replacement. Jackie Davis and Ly Tran reached out to Shales McNutt Construction and received a bid in the amount of \$18,420.00 for the upper and lower entrance doors.

More importantly, the delivery entrance door on Stafford Place needs to be replaced. It has bulged and is very difficult to shut. Priority is to have this door replaced. A bid for this door and the lower level employee entrance should also be available at the March board meeting.

There are funds in the special reserve fund for the replacement. Trustee DuRocher asked if we should ask Shales McNutt if the costs of the materials might come down in the near future. Trustee Picha stated she feels that the staff entrance door should be replaced.

Director Whitmer stated the weight of the new doors may not be much less than the current doors.

Trustee Warren asked if the glass will be a tempered safety glass. Director Whitmer stated the proposed doors are aluminum frame with glass. Staff will confirm type of glass when final specifications are selected.

- Director Whitmer stated the Economic Interest Statements questions have changed. She received an email from the Illinois Library Association (ILA) regarding this. You are to list assets, some personal items are excluded, but assets worth more than \$10,000 are to be listed. ILA has stated this could impact the library negatively in getting citizens to run for the board.

Director Whitmer will reach out to the library's attorney for advice. She recommends trustees wait to file until more information is available.

- Trustee DuRocher asked what ASPEN is. Director Whitmer stated it is a new version of the library's online catalog. The new version should be up and running to the public on March 14.

Trustee DuRocher asked if the new catalog will look differently. Director Whitmer stated Paul Dobersztyn will give a review of the new catalog at next month's meeting. Trustee Stull asked if this is due to being part of SWAN. Director Whitmer stated yes. The new catalog will have enhanced features

Duncan Jones left the meeting at this time (7:30 p.m.)

## 12. Department Head Reports

- Trustee DuRocher stated in Paul Dobersztyn's report she is happy to see that Diana Abraham is working with SCARCE to offer books at the local laundromat.

Diana Abraham, Library employee attending virtually as a resident, responded "it is literacy at the laundromat". Director Whitmer asked if there is any signage at the laundromat indicating the library is part of that – Diana replied "no".

- Trustee Stull asked if the library has a snowplow/salting service. Director Whitmer stated we have a new contractor this year who does salt, shovel and plow. There are times when staff may have to salt before the contractor arrives. They do not plow where vehicles are located. Director Whitmer sent letters to the new houses on Stafford Place asking them to not park in the library spaces on snowy days.
- Trustee DuRocher stated she did not know about the record-breaking deliveries with RAILS and thanked the Member Services Department for their work on these. Director Whitmer stated the statistical report now shows a full 12 months in SWAN and indicates how many more items are both received and sent out to other libraries now.
- Trustee Picha is happy to see that curbside services continue and likes the cross-training taking place in Member Services.
- Director Whitmer reported Jaime Perpich hired Jorge Arias as a Member Services Specialist. Trustee Picha asked if the new hire is bi-lingual. Director Whitmer stated yes.

- Imaan Ali resigned as a Collection Support Specialist. He obtained a position more aligned with his professional goals.
- Trustee DuRocher thanked Kathy Gaydos for the Spring 2022 edition of Reading Matters.

13. President's Report -Trustee DuRocher stated next month the board meeting is on March 16.
14. Treasurer's Report – Director Whitmer stated everything looks good.
15. Secretary's Report – Trustee Stull reported everything looks good.
16. Committee Reports - none
17. Trustee Comments

Trustee Warren shared an article from the Daily Herald on how DuPage County communities are supporting pollinators. The article lists ideas which the library may be able to draw upon. The library joined the DuPage Monarch Project last year. Director Whitmer stated she believes Warrenville in Bloom has joined this group and we are the only community to have a library district in the group. Trustee Warren asked if he should continue to obtain the seeds from DuPage County. Director Whitmer stated he should as they were very well received last year.

Trustee Ruzicka asked if Duncan Jones was settling into his new role. Director Whitmer stated she meets with Duncan every week to review items.

18. Items for information and/or discussion - none
19. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 7:55 p.m. Trustee Stull seconded.*

*Voice call vote:*

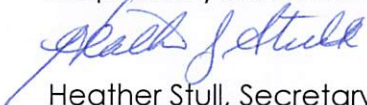
*Ayes – all*

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

Respectfully submitted,



Heather Stull, Secretary  
Board of Trustees  
Warrenville Public Library District