

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, March 16, 2022

1. Call to order – Trustee DuRocher called the meeting to order at 7:02 p.m.
2. Roll Call – Trustee DuRocher called roll call

ATTENDING: Trustees DuRocher, Lezon, Richardson, Ruzicka (arrived at 7:08 p.m.), Stull, Warren

ABSENT: Trustee Picha

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Head of Public Services Paul Dobersztyn, Member Services Manager Jaime Perpich

STAFF ATTENDING REMOTELY: Marketing Specialist Kathy Gaydos

No requests for remote attendance and participation were received.

3. Approval of the agenda

Trustee DuRocher removed items 10.d. – Selection of Alternate Trustee as backup to attend Public Library Association Conference and #19 and #20 pertaining to a closed session.

Director Whitmer added 18.a. - Consideration of a letter of support for the City of Warrentville's ComEd Green Region Grant for the Trailhead Project

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Picha and Ruzicka

Motion carried

4. Presentations

- a. Overview of Aspen Catalog Features

Public Services Manager Paul Dobersztyn and Member Services Manager Jaime Perpich gave an overview of the Aspen Catalog features which went live on March 14. Enterprise, the old catalog will be available until the end of April.

Mr. Dobersztyn and Ms. Perpich demonstrated different features of the new catalog.

Trustee Ruzicka arrived at 7:08 p.m.

5. Public comments – none
6. Correspondence
 - a. Illinois State Library Letter re: District Board Changes

Director Whitmer stated the Office of the Secretary of State specifically asked for this letter to be shared with the Board. It is a reminder that public library districts are statutorily required to inform the Illinois State Librarian of board member changes and vacancies.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the February 16, 2022 Regular Board Meeting
- b. Receive and file Financial Report for February
- c. Approve Non-resident Library Card Participation for FY23 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

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

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Richardson, Ruzicka, Stull, Warren

Nays – none

Absent – Trustee Picha

Motion carried

8. Regular Agenda

- a. Approve payments for the period of February 17–March 16, 2022

MOTION: Trustee Ruzicka moved to pay invoices in the amount of \$45,892.47 for the period of February 17, 2022 through March 16, 2022 including electronic payments and checks #8686 – 8728. Check #8717 is voided. Trustee Richardson seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Richardson, Ruzicka, Stull, Warren

Nays – none

Absent – Trustee Picha

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to transfer \$175,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Richardson, Ruzicka, Stull, Warren

Nays – none
Absent – Trustee Picha
Motion carried

9. Unfinished Business – none

10. New Business

a. Review Illinois Public Library Standards Activities and Library Strategic Priorities for FY23

Director Whitmer stated this document is primarily information for the Board indicating which activities the staff will be working on in 2022. Some of these activities will be reflected in the budget.

Items to be completed in 2022 were also highlighted in the Strategic Plan. Trustee DuRocher stated the Strategic Plan is a dynamic document and would like the Board to be informed on how the library plans to improve services to the Hispanic community.

Trustee Warren questioned how the library will convene regular meetings for local organizations to share information about events and services. Director Whitmer stated the goal is to connect local Warrentonville organizations such as Warrentonville Youth and Family Services, Lions Club, Kiwanis, etc. Director Whitmer stated the library could act as the facilitator.

The Strategic Plan is planned through 2024 and some of these items may not be fulfilled in 2022.

Director Whitmer stated the library will want to begin the process for a new Strategic Plan after July 1, 2023.

b. Approve Revisions to Policy No. 310 – Hours of Operation

MOTION: Trustee Ruzicka moved to approve revisions to Policy No. 310 - Hours of Operation. Trustee Warren seconded.

Director Whitmer explained the policy approved in January was the Employee Handbook holiday policy. Library Policy No. 310 – Hours of Operation needs to be updated to reflect the changes made in the Employee Handbook.

Roll call vote:

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

Nays – Trustee Lezon

Absent – Trustee Picha

Motion carried

Trustee Richardson stated she is upset the library is not closed to honor black Americans.

Director Whitmer stated holidays for 2022 were reviewed at the January board meeting and trustees were asked about additional holidays such as Martin Luther King's birthday and Juneteenth. The Board did not approve any additional days. Trustee DuRocher stated students would be off on Martin Luther King's birthday and they may want to use the library.

10.c. Consideration of Proposals for Exterior Doors

MOTION: Trustee Stull moved to accept Shales McNutt Construction's proposal for replacement of exterior and basement hollow metal doors in the amount of \$8,992.00. Trustee Ruzicka seconded.

Trustee DuRocher stated Director Whitmer suggested these doors be replaced this fiscal year due to safety issues. Funds are included in this year's budget to cover this cost. Funds for the aluminum and glass entry doors will be included in the FY23 budget.

Trustee Warren asked if the doors will have automatic openers. Director Whitmer stated they will not. These doors are used by staff for entry to the building and deliveries and will have a hold open feature for deliveries. If the building needs to be made accessible to a staff person there would be other ways for accommodation.

After considerable discussion the consensus of the Board is to investigate automatic openers on staff entry and other doors when the need arises. Director Whitmer stated there are organizations that will come and give the library proposals to make the building fully accessible.

Roll call vote:

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

Nays – none

Absent – Trustee Picha

Motion carried

11. Director's Report

- Director Whitmer did not have any further comments.
- Paul Dobersztyn and Jaime Perpich stated the current mask recommendation is going well. Most of the staff continues to wear a mask while on the public floor.

12. Department Head Reports

Trustee DuRocher thanked Jaime Perpich and Paul Dobersztyn for their work on the Aspen changeover.

Public Services

- Paul Dobersztyn stated the library received the concert grant from the City of Warrenville.
- Paul Dobersztyn stated the summer reading program is titled "Read Beyond the Beaten Path".
- Trustee Stull asked if any more scout tours are scheduled. Mr. Dobersztyn stated there are not any currently, but the staff would be more than willing to accommodate other groups.
- Youth Services have classroom tours scheduled for Able Academy and Agape.
- College of DuPage Library Technical Assistant students are touring the library on March 17.
- Trustee Warren asked what Beanstack is. Mr. Dobersztyn stated it is software to track a member's progress for reading programs.

Member Services

- Jaime stated Member Services Specialist Jorge Arias has now been employed for over a month and loves working here and reaching out to the members.

Marketing

- Kathy Gaydos stated she was contacted by the City of Warrenville to participate in the annual Bike Rodeo on May 21. She is coordinating the library's participation.
- She and Jaime Perpich will conduct meet and greet, with refreshments, at Everton Flats and Preserve at Cantera in the future. They will be able to register residents for library cards at that time.

13. President's Report

- Trustee DuRocher stated the Economic Interest Statements need to be submitted, however, no new information has been received from the Library's attorney regarding the filing. She stated that if you filled this out in the past with "no" or "n/a", based on her husband's experience filling out the form, it is about the same.

Trustee Lezon stated it is much more detailed and asked who can see the completed form. Director Whitmer stated once you submit your response, anyone can review it on the DuPage County website.

Director Whitmer stated the County is just fulfilling the requirements of the law and you should let your state legislators know your concerns about the changes.

- Trustees DuRocher, Picha, Ruzicka and Warren need to complete the Open Meetings Act training and turn the certificate into Director Whitmer.
- Illinois Library Association Spring Forums will continue to be virtual. Trustees should inform Director Whitmer if they want to participate.

11. Treasurer's Report – Trustee Lezon stated everything looks good.
12. Secretary's Report – Trustee Stull stated everything looks good
13. Committee Reports – Personnel Committee (Director's Evaluation)

Trustee Warren will send the evaluation form link to trustees. They are to be returned by April 1.

Trustee DuRocher stated comments are especially helpful. If you select "Needs Improvement" or "Exceeds Expectations" you should comment on the reason why.

14. Trustee Comments

- Trustee DuRocher stated it was March Madness at Four Winds School and she dyed her hair blue for the Artistic Hair Day.

15. Items for information and/or discussion

Director Whitmer stated she composed a letter in support of the City of Warrenville's application to the ComEd Green Region program for the Trailhead project. They are applying for a \$10,000 grant.

The Board agreed Director Whitmer and Trustee DuRocher should sign the letter.

Trustee DuRocher stated she attended the Warrenville IDEC meeting on March 15. The Park District is hosting a multicultural festival on June 11th and she suggests the library consider participating in the event.

16. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 8:19 p.m. Trustee Stull seconded.

Voice vote:

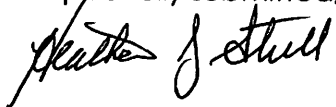
Ayes – all

Nays – none

Absent – Trustee Picha

Motion carried

Respectfully submitted,



Heather Stull, Secretary
Board of Trustees
Warrenville Public Library District