

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, May 18, 2022, 7:00 p.m.

1. Call to order – Trustee DuRocher called the meeting to order at 7:01 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren

ABSENT: Trustee Lezon

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, Acquisitions and Cataloging Manager MaryKellie Marquez

a. Approve Remote Attendance and Participation – No requests for remote attendance and participation were received

3. Approval of the agenda

Trustee DuRocher removed Items #19 – Closed Session and #20 – Discussion/action resulting from the above closed session.

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

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

4. Presentations

a. Libraries of Illinois Risk Agency - Trevor Smith and Michael McHugh from Gallagher Insurance

Trevor Smith and Michael McHugh of Gallagher Insurance presented information about Libraries of Illinois Risk Agency (LIRA).

Michael McHugh explained that LIRA has provided an alternative way for Illinois Libraries to purchase their property, liability and workers compensation insurance by providing a platform to group purchase and pool their insurance.

He explained how LIRA began with 10 years ago with 22 libraries and now has 59 libraries.

Mr. Smith explained the benefits and how the premium is distributed and how claims are paid out.

Mr. Smith explained a few of their loss control solutions.

Director Whitmer stated the library would be moving to a group with a risk management component. The Board Treasurer will need to be bonded separately and that cost is not included in the quote.

Director Whitmer will make a recommendation at the June Board Meeting.

5. Public comments – none
6. Correspondence

Director Whitmer shared two emails she received from members – one thanking the library for being a wonderful place for her family to visit and one requesting the removal of the IPADs from the children's section.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the April 20, 2022 Committee of the Whole Meeting
- b. Approve Minutes of the April 20, 2022 Regular Board Meeting
- c. Approve Minutes of the April 20, 2022 Regular Board Meeting Closed Session
- d. Receive and file Financial Report for April

MOTION: Trustee Picha moved to approve the consent agenda as read. Trustee Richardson seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

8. Regular Agenda

- a. Approve payments for the period of April 21–May 18, 2022

MOTION: Trustee Picha moved to pay invoices in the amount of \$51,939.85 for the period of April 21, 2022 through May 18, 2022 including electronic payments and checks #8785 – 8831. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to transfer \$150,000 from commercial checking account to operating checking account. Trustee Richardson seconded.

Roll call vote:

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Ayes – Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren
Nays – none
Absent – Trustee Lezon
Motion carried

9. Unfinished Business – none

10. New Business

- a. Authorize staff to vote in favor of the requested amendment to the *Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC")*

Director Whitmer explained as it is currently written the IGA requires 100% of the membership to vote unanimously to make any revisions to the document. The requested amendment would require 2/3 vote of the membership to make changes to the IGA.

MOTION: Trustee Warren moved to authorize staff to vote in favor of the requested amendment to the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control ("LIMRiCC"). Trustee Picha seconded.

Roll call vote:

*Ayes – Trustees DuRocher, Picha, Richardson, Ruzicka, Stull, Warren
Nays – none
Absent – Trustee Lezon
Motion carried*

- b. Authorize library's authorized IMRF agent to request an Early Retirement Incentive cost estimate

Trustee DuRocher stated she has done research on this item which has to be offered to everyone. She feels it is a blackhole to be looking into. Trustee Picha asked if there is any cost to the library to have the cost estimate completed. Director Whitmer stated there is no cost involved.

MOTION: Trustee Stull moved to authorize the library's authorized Illinois Municipal Retirement Fund agent to request an Early Retirement Incentive cost estimate. Trustee Ruzicka seconded.

Voice vote:

*Ayes – Trustees Picha, Richardson, Ruzicka, Stull, Warren
Nays – none
Abstain – Trustee DuRocher
Absent – Trustee Lezon
Motion carried*

11. Director's Report

- Director Whitmer stated she hosted two in-person meetings in April - Public Library Directors gathering and Warrenville Intergovernmental Meeting
- The Fifth Third Money Market account was closed.
- Member Services Manager Jaime Perpich submitted her resignation earlier in May. Director Whitmer stated she will be posting the position in the near future along with the vacant part time shelver position.
- Director Whitmer stated the Attorney General's website is working for trustees to complete their OMA training.

Trustee Stull asked what the DuPage Library and Information Technology (LTA) Program Advisory Committee Meeting is. Director Whitmer stated the LTA is a two-year course for a Library Technical Assistant Certificate. Employee Gail Smith is currently enrolled in the program. Director Whitmer stated she is on the Advisory Committee Meeting which reviews curriculum and other program details. She also reviews student portfolios. Each student is also required to complete a 75 hour practicum.

12. Department Head Reports

- Kathy Gaydos stated she had distributed information to each trustee regarding the July 3 parade and asked if any trustee would like to participate. Trustee Picha stated she would if she can ride in the car. Trustees were asked to email Ms. Gaydos by June 15 if they will participate.
- Kathy Gaydos stated she and Member Services Specialist Mary Thomas held a Meet & Greet event at Everton Flats on April 9. They offered free coffee, donuts, marketing brochures and giveaways. They spoke with 15 people and issued 10 new library cards. On May 10 they visited The Preserve at Cantera and issued 21 cards.
- Trustee DuRocher asked if the library offers services to The Warrenville Horizons. Director Whitmer stated the library does not, however, Adult Services Manager Paul Dobersztyn and his staff are looking into reinstating the home delivery services that were halted due to COVID.
- Trustee Picha asked if curbside services would be considered again in the winter months. Director Whitmer stated she does not think so, however, the United States Postal Service may be offering a local one-day delivery service which might be a solution.
- Trustee Picha thanked Gail Smith for her hard work on the National Library Week staff treats.
- Mr. Dobersztyn stated youth services staff will be visiting the schools soon to promote summer reading.
- Paul Dobersztyn stated that he and MaryKellie Marquez manned a booth at the Bike Rodeo on May 14.

13. President's Report

- Next meeting - regular board meeting on June 15 at 7 p.m.

14. Treasurer's Report

Director Whitmer stated the library has received TIF reimbursements for the 2020 levy year from the City of Warrenville for TIF-assisted residential development. The funds were higher than expected.

15. Secretary's Report – everything looks good.

16. Committee Reports – none

17. Trustee Comments

Trustee Stull stated she attended "Streamlining the Budget Process" an ILA trustee workshop on May 14. She experienced some technical difficulties so will have to finish watching the webinar and will have a report next month.

Trustee Stull stated she will be attending ATLAS Trustee Day 2022 on May 21.

Trustee Picha stated it is great to see the Management Team in attendance at the board meetings and thanked them for everything they do.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Picha moved to adjourn the meeting 8:10 p.m. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Lezon

Motion carried

Respectfully submitted,



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