

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Board of Trustees**  
**November 17, 2021**

1. Call to order – Trustee DuRocher called the meeting to order at 7:04 p.m.
2. Roll Call

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

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis,  
Public Services Manager Paul Dobersztyn

STAFF ATTENDING REMOTELY:

Marketing Specialist Kathy Gaydos, Systems Administrator Cynthia Makowski, Cataloging &  
Acquisitions Manager MaryKellie Marquez

3. Approval of the agenda

Director Whitmer removed items 19 and 20 regarding closed session.

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

*Voice vote:*

*Ayes – all*

*Nays – None*

*Motion carried*

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

Trustee Stull read the consent agenda as follows:

- Approve Minutes of the October 20, 2021 Regular Board Meeting
- Receive and file Financial Report for October
- Certify Compliance with the Truth in Taxation Act
- Adopt Ordinance #21-22-03 Levy Ordinance for Fiscal Year 2021-2022

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

*Roll call vote:*

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

*Nays – none*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of October 21–November 17, 2021

*MOTION: Trustee Picha moved to pay invoices in the amount of \$200,958.47 for the period of October 21, 2021 through November 17, 2021 including electronic payments and checks #8500-8547. Checks #8503, 8507 and 8520 are voided. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays - none*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Stull moved to transfer \$200,000.00 from commercial checking account to operating checking account. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

9. Unfinished Business

- a. Review Staff Report on *Serving Our Public 4.0: Standards for Illinois Public Libraries* (Chapters 1-4 and 12) for Per Capita Grant Application

Trustee DuRocher stated she is very appreciative to the staff for their hard work on this document. She was happy to see job descriptions and salary schedule will be revised.

Trustee Stull asked if other libraries offer any non-traditional benefits. Director Whitmer stated she does not know of any benefits offered other than the traditional. The library has access to surveys regarding benefits and the staff will be surveyed as part of this process. She knows the ability to work from home is a benefit but some positions lend themselves to working from home more than other positions.

Paul Dobersztyn stated a four-day work week and flexibility in general is a popular benefit.

Trustee Stull asked if an employee suggestion box would be installed.

Trustee DuRocher stated she feels suggestion boxes are problematic. If a parent or member has a concern and is not willing to put their name on the form you can't really address the issue and feels an employee suggestion box is not effective. You can request a person put their name on the form but that may not happen.

Trustee Stull stated her office just installed an employee suggestion box. The suggestions are reviewed by the managers and is having a positive effect.

Director Whitmer stated she feels a suggestion box means you are open to acting on the suggestions. Usually the suggestion box here has been compliments to the staff with an occasional complaint. She prefers staff communicate suggestions to their managers.

Trustee Picha asked if it would be a physical box or online. Director Whitmer stated there may be both options.

Trustee Stull asked if there is any way to identify the ADA needs in Warrenville. Paul Dobersztyn stated staff assigned to address ADA compliance are exploring community needs and services the library can provide.

## 10. New Business

- a. Authorize library staff to submit the FY22 Public Library Per Capita Grant Application and FY20 Expenditure Report to the Illinois State Library

*Trustee Warren moved to authorize library staff to submit the FY22 Public Library Per Capita Grant Application and FY20 Expenditure Report to the Illinois State Library. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – None*

*Motion carried*

- b. Consider proposal to participate in the Illinois Libraries Present programming consortium and authorize staff to submit interest form and prepare Intergovernmental Agreement

Paul Dobersztyn stated this is pilot program to provide high quality online events that libraries might otherwise not be able to afford. The programs will be presented online and a library may broadcast them live in their meeting room.

Trustee DuRocher asked who is in charge of the programming. Mr. Dobersztyn stated there is a committee of member libraries.

Trustee Stull asked if the programs will be a one time event or be put on YouTube. Mr. Dobersztyn responded that depends on the presenter.

Trustee Picha asked if the fee of \$375.00 covers the six months. Mr. Dobersztyn stated it is for 6 months with at least one program per month with the possibility for more. The fee also includes marketing materials.

Trustee Richardson stated she loves this concept but not to forget the local programmers. Director Whitmer stated the intention is not to replace existing programs.

Trustee Picha asked if the library will be able to elect not to renew at the end of the six months. Director Whitmer stated the specifics for this will be included in the Intergovernmental Agreement.

*MOTION: Trustee Stull moved to authorize staff to submit a membership interest form for Illinois Libraries Present and authorize staff to prepare the required Intergovernmental Agreement for approval at the December 15, 2021 Board Meeting. Trustee Picha seconded.*

*Voice vote:*

*Ayes – all*

*Nays – None*

*Motion carried*

- c. Consider electricity supply contract factors and authorize staff to execute contract

Director Whitmer explained Paul Kalas of Vanguard Energy recommends the library pursue bids prior to the expiration of the contract in May 2022.

After considerable discussion the consensus of the Board is have Director Whitmer invite Mr. Kalas to the December 15 board meeting to answer their questions.

- d. Approve revised Whistleblower Policy

Director Whitmer stated the policy revision adds the provision for an employee to report retaliation to the DuPage County State's Attorney.

*MOTION: Trustee Richardson moved to approve revisions to the Whistleblower Policy. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – None*

*Motion carried*

## 11. Director's Report

Director Whitmer had nothing new to add to her report.

Trustee Picha thanked the staff for their work on the Per Capita Grant and Levy.

## 12. Department Head Reports

Trustee Picha asked if the curbside orders are for materials only or are craft kits included. Director Whitmer stated it is for materials only.

13. President's Report

a. Next meetings or events

Trustee DuRocher stated the next board meeting is on December 15 including the presentation of the audit and possibly Mr. Kalas from Vanguard Energy.

14. Treasurer's Report – everything looks good

15. Secretary's Report – none

16. Committee Reports – none

17. Trustee Comments

- Trustee Picha stated it was nice to see the library mentioned in Hometown Happenings.
- Trustee Picha thanked the Management Team for attending the board meeting either in person or remotely.

18. Items for information and/or discussion – none

19. Adjournment

*MOTION: Trustee Stull moved to adjourn the meeting at 7:53 p.m. Trustee Warren seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,



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