

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Board of Trustees Meeting
December 15, 2021

1. Call to Order – Trustee DuRocher called the meeting to order at 6:34 p.m.
2. Roll Call

ATTENDING: Trustees DuRocher, Lezon (arrived at 6:38 pm) Picha, Ruzicka, Stull, Warren (arrived at 6:51 pm)

ATTENDING REMOTELY: Trustee Richardson

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

STAFF ATTENDING REMOTELY: Marketing Specialist Kathy Gaydos, Acquisitions & Cataloging Manager Mary Kellie Marquez, Systems Administrator Cynthia Hinson

Trustee DuRocher asked the Board to allow Trustee Richardson to attend and participate remotely.

MOTION: Trustee Picha moved to allow Trustee Richardson to attend and participate remotely per the established policy. Trustee Ruzicka seconded.

Voice vote:

Ayes – all (Trustees DuRocher, Picha, Ruzicka, Stull)

Nays – none

Absent – Trustee Lezon and Warren

Motion carried

3. Approval of the agenda

Trustee DuRocher removed Items #18 and #19 pertaining to a closed session.

Trustee Stull asked to have Item #7.e removed from the Consent Agenda and added to the Regular Agenda as Item #8.c.

Director Whitmer switched Presentation items b. and c. to allow the Informational Presentation on electric supply to follow the audit presentation.

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

Roll call vote:

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

Nays – None

Absent – Trustees Lezon and Warren

Motion carried

Trustee Lezon arrived at 6:38 p.m.

4. Presentations

a. Presentation of the FY2021 Audit – Brian LeFevre, Sikich LLC

- Mr. Brian LeFevre from Sikich, LLC thanked the Board for allowing Sikich to perform the annual audit. He reviewed the audit for the fiscal year ending June 30, 2021.
- Mr. LeFevre explained the Management Discussion and Analysis is the executive summary of the audit and is written by the Library Director.
- He explained the Independent Auditor's Report is the financial statements prepared by the auditor.
- Mr. LeFevre explained the Statement of Activities and the Governmental Funds pages.
- The notes to the financial statements gives details to the policies in place for the audit.
- He explained the Deposits and Investments and how the funds are collateralized.
- He stated expenses were down, which is typical of the past year due to the pandemic and shutdowns, etc.
- He reviewed the Library's retirement account with Illinois Municipal Retirement Fund (IMRF). He explained the total pension liability, fiduciary net position and net pension liability. The library is currently just under 90% funded.
- Mr. LeFevre stated the second document is the Auditor's Communication to the Board of Trustees. This document communicates pending GASB requirements to the Board, adjusting journal entries and recommendations for improvement.
- There were no new accounting policies affecting the Library this year.
- Mr. LeFevre stated a few disbursements written in June meant for the next fiscal year cleared in June, resulting in some journal entries. The library has been advised to not hold checks to mail until the new fiscal year.
- Mr. LeFevre stated the audit went smoothly and the staff is very professional and easy to work with.

Trustee DuRocher asked if the library needs to move away from cash-basis method of accounting. Mr. LeFevre stated this is something the District could consider, but it isn't necessary because of the deficiencies reported this year. The District would need to determine if the financial information would be better presented under the accrual method. About one-half of libraries Sikich works with have audits done on accrual basis. The audit costs more, there is more work associated with preparation for the audit.

Trustee Warren asked if something like Microsoft 365 would be considered when reviewing GASB Statement No. 96, Subscription-based Information Technology Arrangements. Mr. LeFevre indicated this is a possibility and will be reviewed next year.

Trustee DuRocher thanked Mr. LeFevre for attending and presenting the audit.

Trustee Warren arrived at 6:51 p.m.

- b. Informational presentation on electric supply renewal contract – Paul Kalas, Vanguard Energy

Mr. Kalas, of Vanguard Energy Services explained his company's relationship to the Illinois Gas Cooperative. He explained how the cooperative was formed in the 1980's and its purpose.

Mr. Kalas reviewed the electric supply options available to the Library for the next contract term. Mr. Kalas pointed out that renewable green energy is only a fraction higher in cost.

Duncan Jones left the meeting at 7:04 p.m.

If the library chooses to renew their contract, Mr. Kalas recommends the library remain with Direct Energy or sign with Constellation. The current agreement was signed in 2018 and expires in May 2022.

The trustees discussed their preferred terms.

Mr. Kalas stated Vanguard can assist with any energy related projects.

Mr. Kalas left the meeting at 7:50 p.m.

- c. Employee Recognition – Cynthia Makowski

Trustee DuRocher stated she remembered when she was hired and has done a wonderful job.

Cynthia Makowski acknowledged Sandy Whitmer's daily leadership. She thanked everyone on the board for their service to the library and the role the library has in the community. She feels the library has helped to make Warrenville a great place to raise a family.

The Board thanked Cynthia for her dedication and hard work.

Director Whitmer gave a recap of highlights of Cynthia's career.

Director Whitmer stated the staff and community are thankful for her contributions and she has left the library in a better place than when she began.

7. Consent Agenda

Trustee Stull read the amended consent agenda as follows:

- a. Approve Minutes of the November 17, 2021 Truth in Taxation Public Hearing
- b. Approve Minutes of the November 17, 2021 Regular Board Meeting
- c. Receive and file Financial Report for November
- d. Certify Statement of Economic Interest List and Authorize Submission+ of Information to DuPage County
- e. Adopt Resolution R-222 – Resolution Transferring Funds to the Special Reserve Fund
- f. Adopt Resolution R-223 – Resolution Confirming Library District's Participation in Illinois Libraries Present: Joint Purchasing of Library Programming, Events and Services

MOTION: Trustee Warren moved to approve the Consent Agenda as amended. Trustee Picha 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 November 18 – December 15, 2021

MOTION: Trustee Stull moved to approve payments in the amount of \$49,416.74 for the period of November 18, 2021 through December 15, 2021 including electronic payments and checks #8548 – 8594. Checks #8580, 8589 and 8591 are voided. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

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

Nays – None

Motion carried

- c. Adopt Ordinance #21-22-04 Ordinance Fixing Regular Meetings for 2022

MOTION: Trustee Stull moved to Adopt Ordinance #21-22-04 Ordinance Fixing Regular Meetings for 2022. Trustee Warren seconded.

DISCUSSION:

Trustee Stull suggested moving the date of the December 21, 2022 board meeting to an earlier date since it is very close to the holidays. Trustee Lezon stated December 21 is also the Winter Solstice.

Trustee DuRocher asked if the meeting could be moved to the week before. Director Whitmer stated action would need to be taken at that meeting for the Treasurer to approve and authorize payment of bills during that month and then ratify the payments in January.

The meeting could still be cancelled in November 2022 if the Board chooses.

AMENDED MOTION: Trustee Stull amended the motion to read:

Trustee Stull moved to amend her motion to Adopt Ordinance #21-22-04 Ordinance Fixing Regular Meetings for 2022 with the amendment for the December 2022 meeting to be held on December 14, 2022 instead of December 21, 2022. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Motion carried

9. Unfinished Business

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

After discussion, it was the consensus of the Board to authorize Director Whitmer to execute an electric supply contract for a five-year term inclusive for e-certified energy.

MOTION: Trustee Stull moved to authorize Library staff to execute an electric supply contract for five years with Direct Energy inclusive of 100% e-certified green energy. Trustee Lezon seconded.

Roll call vote:

Ayes - DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

Nays - none

Motion carried

10. New Business – None

11. Director's Report

Director Whitmer stated she distributed two items to each trustee before the meeting began:

- a. A memo for the first three programs from the Illinois Present Programs. There is a conflict with the February program as it is also the February board meeting. The computer lab may be an optional space whether for the board meeting or the program depending on how many register.
- b. Article from the Chicago Tribune regarding school libraries and books being challenged and if they should be included in school libraries. She thought it was a great introduction on what school librarians do. She stated parents are responsible for monitoring what their children are checking out from Warrenville Public Library District and there is a process if someone wants to challenge a book we own. She suggested the trustees review the library's Collection Development Policy on the library website.

Trustee Picha asked what type of business Smart Procurement is. Director Whitmer stated they are a for profit company that uploads purchase information to a database which companies can access if they want to do business with us. They request our purchasing records every quarter.

Trustee Picha asked why the visitor count was so much lower in November than October. Director Whitmer does not really know we were not very busy.

Trustee Warren stated his wife likes the hold option but wasn't sure if the hold and curbside are the same service. Member Services Jaime Perpich explained how a curbside item is handled and if an item is put on hold you come in and pick up the book inside the library.

12. Department Head Reports

- o Trustee DuRocher thanked Paul for the Leadership Cohort Recap.
- o Trustee Picha stated she liked MaryKellie Marquez's comment about surviving a week without Assistant to the Director Jackie Davis.
- o Trustee DuRocher asked about the new resident card pilot. Jaime stated the program will not continue, however she, Kathy Gaydos and Paul Dobersztyn are working on other ways to reach new residents.
- o Trustee Picha stated self checkouts are up to 70%.
- o Trustee Picha asked what the plan is for hiring a new graphic designer. Director Whitmer stated she does not have any plans at this time for this position.
- o Trustee Picha asked about the status of Diane Cabrera, part-time IT Project Assistant. Director Whitmer stated she was hired as a temporary employee for special projects and her last day is December 26.
- o Trustee DuRocher stated she attended the December 14 program and the audio on zoom was terrible. Paul Dobersztyn will investigate.

13. President's Report

Trustee DuRocher reported the next meetings and events:

Next board meeting is on January 19, 2022 at 7 p.m.

Director Whitmer asked if any Trustees wanted to attend the Illinois Library Association's Legislative Meet-up on January 24, 2022. Trustee Warren stated he would like to attend.

14. Treasurer's Report – Trustee Lezon reported everything looks good.
15. Secretary's Report – Trustee Stull reported everything looks good and she thanked the staff for decorating the Holly Days Christmas Tree.
16. Committee Reports – none
17. Trustee comments – none
18. Items for information and/or discussion – none
19. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 8:38 p.m. Trustee Ruzicka seconded.

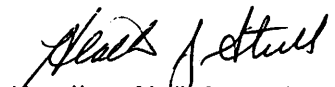
Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



Heather Stull, Secretary

Board of Trustees

Warrenville Public Library District