

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Library Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Wednesday, July 20, 2022**

1. Call to Order – Trustee DuRocher called the meeting to order at 7:02 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, Marketing Specialist Kathy Gaydos

ATTENDING REMOTELY: 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 #19- Closed Session and #20 – relating to a closed session.

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

4. Presentations – Staff Anniversary Recognitions

Director Whitmer introduced Member Service Specialists Kathy Strickland and Mary Thomas who are celebrating 5-year anniversaries.

Director Whitmer stated along with all their duties at the Member Services Desk Mary Thomas has recently accompanied Marketing Specialist Kathy Gaydos on some marketing events and Kathy Strickland is one of the proofreaders for the marketing department.

Director Whitmer stated in the absence of a permanent manager for the department they have kept the Member Services desk running smoothly.

The Board thanked them for their service.

5. Public comments - none

## 6. Correspondence

- a. Per Capita Grant Award Letter from Illinois Secretary of State Jesse White

Director Whitmer shared the Per Capita Grant Award letter. The amount awarded was \$20,791.60.

- b. Attorney Memo Re: Committees on Local Government Efficiency

Trustee DuRocher stated according to Public Act 102-1088 the library will need to create a committee on local government efficiency by June 2023 which will include all trustees, the library director and two residents.

- c. Attorney Memo re: Filing Trustee Vacancies

Trustee DuRocher stated Public Act 102-0977 states a trustee vacancy must be filled within 90 days after a vacancy is declared.

- d. Attorney Memo re: Appointing a Treasurer

Trustee DuRocher stated Public Act 102-0977 states the library can appoint a non-Trustee to serve as Treasurer and compensate the Treasurer.

## 7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- b. Approve Minutes of the June 15, 2022 Regular Board Meeting
- a. Approve Minutes of the June 15, 2022 Regular Board Meeting Closed Session
- c. Receive and file Financial Report for June
- d. Adopt Ordinance #22-23-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2022-2023 and Approve Notice of Public Hearing on Budget & Appropriation Ordinance

*MOTION: Trustee Warren moved to approve the consent agenda as read. Trustee Lezon 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 June 16, 2022 – July 20, 2022

*MOTION: Trustee Stull moved to approve invoices in the amount of \$84,966.17 for the period of June 16, 2022 through July 20, 2022 including electronic payments and checks #8873 – 8926. Check #8874 is voided. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – none*

*Motion carried*

b. Approve transfer of funds

*MOTION: Trustee Ruzicka moved to transfer \$225,000 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*

9. Unfinished Business – none

10. New Business

a. Appoint Two Trustees to Review Secretary's Records for FY22

Trustee Ruzicka volunteered herself and Trustee Warren to review the secretary's records.

*MOTION: Trustee Stull moved to appoint Trustees Ruzicka and Warren to review Secretary's Records for FY22. Trustee Richardson seconded.*

*Voice vote:*

*Ayes – All*

*Nays – none*

*Motion carried*

11. Director's Report

- COVID-19 Mitigations Update

Director Whitmer stated on July 25 the majority of the COVID-19 signage will be removed from the building. She reviewed a new Mitigation Protocols sign that will be posted in place of the current signage.

A paragraph will be included indicating library employees are expected to follow the CDC's mask guidance based on the community level for DuPage County. It is recommended visitors wear a mask, but not required.

Director Whitmer reviewed changes coming in September including return to full capacities. Some of the plexiglass barriers will be removed with direct point of contact panels remaining.

Trustee Lezon asked why the barriers are being removed if COVID-19 numbers are increasing. Director Whitmer stated the library needs to return to full capacity and very few places have barriers up anymore.

- Director Whitmer stated the next trustee election is in April 2023 and petitions will be able to be circulated in September. Trustees Ruzicka, Stull and Warren terms expire in 2023. More information will be shared when it is available.

12. Department Head Reports

Trustee DuRocher stated the concerts seem to be very well attended.

Trustee Picha thanked Paul Dobersztyn and his staff for their work on the concerts.

Trustee Picha thanked Kathy Gaydos and Gail Smith for their work on the July 3 parade. Kathy Gaydos stated the library won for best demonstration theme by a group.

13. President's Report

Trustee DuRocher announced the upcoming events including National Night Out on August 2.

Trustee DuRocher stated If a trustee would like to participate in the KnowBe4 online safety and security training they should email IT Assistant Duncan Jones.

Trustee DuRocher stated the Illinois Library Association Trustee Day is October 20. Director Whitmer will put this item on the August agenda to approve expenditure for two trustees to attend this event. Trustees Ruzicka, Stull and Warren expressed an interest in attending.

14. Treasurer's Report – Trustee Lezon stated everything looks good.

15. Secretary's Report – Trustee Stull stated everything is good.

16. Committee Reports - none

17. Trustee Comments

- a. Trustee Stull stated she enjoyed participating in the July 3 parade and staff did a great job.

18. Items for information and/or discussion – none

19. Adjournment

*MOTION: Trustee Stull moved to adjourn the meeting at 7:41 p.m. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,



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