

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Library Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Wednesday, October 19, 2022**

1. Call to Order – Trustee DuRocher called the meeting to order at 7:00 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Ruzicka, Stull, Warren (arrived at 7:02 pm)

ABSENT: Trustee Richardson

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 #19 and #20 pertaining to a Closed Session

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson and Warren*

*Motion carried*

4. Presentations – none

Trustee Warren arrived at 7:02 p.m.

5. Public comments – none

6. Correspondence - none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the September 21, 2022 Committee of the Whole Meeting
- b. Approve Minutes of the September 21, 2022 Budget & Appropriation Public Hearing
- c. Approve Minutes of the September 21, 2022 Regular Board Meeting
- d. Receive and file Financial Report for September

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

*Roll call vote:*

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

*Absent – Trustee Richardson*

*Nays – none*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of September 22, 2022 through October 19, 2022

*MOTION: Trustee Stull moved to approve invoices in the amount of \$58,440.17 for the period of September 22, 2022 through October 19, 2022 including electronic payments and checks #9042 -9091. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Ruzicka moved to transfer \$125,000 from commercial checking account to operating checking account. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

9. Unfinished Business

- a. Review 2023 Holiday Closures

Director Whitmer stated the Board approved a holiday closure schedule for 2023. The schedule omitted Monday, January 2 which was approved at the January 19, 2022 board meeting.

10. New Business

- a. Executive Director Search Update

Trustee DuRocher stated she spoke with John Keister and the Executive Director position has been posted on key websites such as American Library Association, Illinois Library Association and RAILS.

Director Whitmer stated John Keister's website for the position is <https://johnkeister.com/warrenville>

Trustee DuRocher stated a Committee-of-the-Whole meeting needs to be held at 6:00 p.m. before the November 16, 2022 board meeting to discuss the search. Mr. Keister will attend the meeting virtually. He will share information about applications during a closed session.

The Board agreed it is not necessary to broadcast or publish a recording of the November 16 Committee of the Whole Meeting.

Trustee DuRocher confirmed the Board approved up to \$5,000 as moving expense for a new director.

b. Adopt Diversity, Equity and Inclusion Statement

Acquisitions and Cataloging Manager MaryKellie Marquez stated diversity, equity and inclusion is a passion of hers and she has considerable training on this subject.

Director Whitmer assigned her the task of forming a committee to compose a Diversity, Equity and Inclusion Statement. The committee did research on other organizations' DEI Statements. The goal was to create a statement that holds the library accountable to the commitments, mission and values that we strive for through our programs, collections and services.

The Board considered the three proposed statements.

After considerable discussion, Marketing Specialist Kathy Gaydos suggested the following statement:

"Warrenville Public Library District provides equitable access to inclusive collections, programs and services of value to, reflective of and embracing our diverse community."

Ms. Marquez noted the statement should be memorable for employees. Director Whitmer wants the staff to understand the library is providing equitable access to collections, programs and services.

Trustee Picha asked if the DEI committee plans to have periodic meetings. Director Whitmer stated the committee may continue to meet and can also guide work related to the employee handbook and other policies.

*MOTION: Trustee Warren moved to adopt "The Warrenville Public Library provides equitable access to inclusive collections, programs, and services of value to, reflective of and embracing our diverse community" as the Library's Diversity, Equity and Inclusion Statement. Trustee Stull seconded.*

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

- c. Review Truth in Taxation (TITA) Public Notice and set Public Hearing for Wednesday, November 16, 2022 at 7 p.m.

Director Whitmer stated because this year's tax levy exceeds the 2021 levy extension by more than 5% the library is required to publish a truth in taxation notice and hold a public hearing. This notice will be published in the Daily Herald and a public hearing will be held at 7 pm on November 16, immediately before the regular board meeting.

## 11. Director's Report

Trustee DuRocher asked the Board if they prefer the audit be presented in person or virtually. The board was in agreement it could be virtual and any presenter is fine.

Director Whitmer stated Cathy Crown has been hired as a Member Services Assistant and begins this month. A Human Resources Manager, Member Services Manager and Adult Services Librarian have been hired and will begin employment on November 14. Director Whitmer is expecting to hire a graphic designer this week.

Member Services Specialist Sarah Kratz resigned October 17 to pursue schooling as a medical assistant. Schedules are being reworked and the job will be posted by next week.

## 12. Department Head Reports

Trustee Picha asked Paul Dobersztyn who was in charge of the teen program that made greeting cards for the Horizon Senior Living Apartments. Mr. Dobersztyn replied it was Youth Services Librarian Diana Abraham.

Trustee Picha stated many staff watched the interview with former Aurora Police Chief Kristen Ziman. Director Whitmer stated the presentation was part of the Ryan Dowd homelessness training sessions. This session taught how to be empathetic and ways to deescalate a situation.

Trustee DuRocher stated that eNews has a 44% open rate, which is amazing.

13. President's Report

Director Whitmer stated the library will be closed on Friday, November 4, 2022 for a staff in-service day.

Trustee DuRocher announced the upcoming meetings and events.

Trustee DuRocher stated there are two trustee education opportunities including "Keys to Being a Better Library Trustee" beginning on October 29. There is also a video on "Personal Values and Institutional Purpose: Intellectual Freedom Issues in 2022" presented by LACONI and available on YouTube. She suggested all trustees watch the LACONI video. Ms. Marquez will investigate how long the recording will be available. Director Whitmer will email the link.

14. Treasurer's Report – Trustee Lezon reported as of September 30, 2022 the City of Warrentville is holding \$32,636.86 for the Library's use. Director Whitmer will request \$20,000 to be used toward the debt certificate payment as budgeted.

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

16. Committee Reports - none

17. Trustee Comments

Trustee Picha stated that the board is very lucky to have such a good management team and recognized Director Whitmer for guiding the ship.

18. Items for information and/or discussion – none

19. Adjournment

*MOTION: Trustee Stull moved to adjourn the meeting at 7:57 p.m. Trustee Warren seconded.*

*Voice vote:*

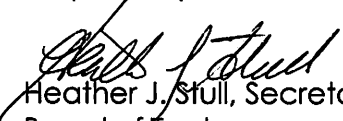
*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

Respectfully submitted,

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