

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting
of the Board of Trustees
Wednesday, February 17, 2021, 7:00 p.m.

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

2. Roll Call

ATENDING: Trustees DuRocher, Lezon, Picha, Ruzicka, Stull, Warren

ABSENT: Trustee Richardson

ALSO ATTENDING: Library Director Sandy Whitmer

STAFF ATTENDING: Jackie Davis, Paul Dobersztyn, Kathy Gaydos, Cynthia Makowski, Jaime Perpich, Gail Smith

Trustee Picha stated this meeting is being held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. The Library Board President has determined that an in person meeting is not practical or prudent because of the disaster.

3. Approval of the agenda

Trustee Picha removed #19 – Closed Session and #20 – Discussion/action resulting from the closed session and moved this item to the regular agenda as #8.a. – Review of Closed Session Minutes.

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

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

4. Presentations – none

5. Public comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the January 20, 2021 Regular Board Meeting
- b. Receive and file Financial Report for January
- c. Approve payment of invoices in the amount of \$64,889.81 for the period of January 21-February 17, 2021 including electronic payments and checks 8087-8127. Check #8108 is voided.
- d. Approve transfer of \$160,000 from commercial checking account to operating checking account

MOTION: Trustee Stull moved to approve the consent agenda as read. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

8. Regular Agenda - Review of Closed Session Minutes

Director Whitmer stated there are no minutes to be released or verbatim recordings to be destroyed at this time.

9. Unfinished Business

- a. Consideration of Proposal from Sikich for Audit Services for Fiscal Years 2021 through 2023

Trustees Ruzicka and Stull withdrew their original motion from the January 20, 2021 board meeting.

MOTION: Trustee Warren moved to accept the Sikich LLC revised proposal for audit services for fiscal years 2021 through 2023 and authorize library staff to execute engagement letter for fiscal year 2021. Trustee DuRocher seconded.

DISCUSSION:

Trustee DuRocher thanked Director Whitmer for inquiring and receiving a reduced fee. Director Whitmer stated she has learned these rates are on target for a library of our size.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

10. New Business

- a. Review Staff Report on *Serving Our Public 4.0: Standards for Illinois Public Libraries* (Chapters 7-13) for Per Capita Grant Application

Director Whitmer along with Public Services Manager Paul Dobersztyn, Systems Administrator Cynthia Makowski and Marketing Specialist Kathy Gaydos, reviewed the chapters:

Chapter 7 – Collection Management

Director Whitmer stated we are in very good shape for this category.

Chapter 8 – System Member Responsibilities and Resource Sharing

Director Whitmer stated as a member of the SWAN consortium, resource sharing has increased.

Director Whitmer stated the library meets most items on this checklist. Library staff and board members do not currently participate as members of boards, committees, task forces, advisory councils, etc. at various levels. Participation is encouraged if it will not negatively impact an individual's job responsibilities.

Director Whitmer stated Nora Jimenez, Adult Services Librarian, is currently on a committee at the system level about promoting library services and had an article published on the RAILS website about the programs she is promoting.

Chapter 9 – Public Services: Reference and Reader's Advisory Services:

Director Whitmer stated the library meets most items on this checklist. In the next fiscal year staff will be provided with training opportunities to acquire skills necessary for communicating with members who speak another language, have hearing disabilities, limited vision, etc.

Trustee Stull asked why the report suggests we retain 6 months of back issues of newspapers instead of the 4 weeks we currently keep. Director Whitmer stated she does not know the reason behind the recommendations. She added we very rarely get a request for anything past 4 weeks and do have access to some of the larger Chicago papers through our databases. The library will monitor this.

Chapter 10 – Programming

Director Whitmer stated the library meets most items on this checklist and in the next fiscal year the library will develop plans that will enable persons with disabilities to participate in programs. A public services employee will be designated as the accommodations coordinator and an accommodations statement will be added to the library newsletter.

Chapter 11 – Youth/Young Adult Services Checklist

Director Whitmer stated the library meets most items on this checklist.

Paul Dobersztyn has identified the need to develop a policy for serving youth in the next fiscal year. Staff will be provided with training opportunities to acquire the skills needed to meet the needs of individuals who have challenges with disabilities, language and literacy.

Trustee Warren asked if the library has been approached by either middle or high school students considering pursuing a career in library science to have input on the policy revisions and creations. Director Whitmer stated we have not approached this project yet, but that is definitely something to consider.

Trustee Warren asked if the library has a sister city in Mexico. Director Whitmer stated we do not.

Paul Dobersztyn stated Diana Abraham, Youth Services Librarian, just became an ex-officio member of the City's Inclusion, Diversity, Equity and Awareness

Commission. Mr. Dobersztyn will mention to Ms. Abraham this might be something for the commission to investigate.

Chapter 12 - Technology Checklist

Director Whitmer stated Cynthia Makowski identified a few items to evaluate over the next fiscal year.

One is to evaluate the new website for ADA compliance. The pdf files are not fully accessible and do not comply with software that reads text for individuals with visual disabilities.

Ms. Makowski is also investigating the matter of a cloud based intranet which will allow file sharing.

Chapter 13 - Marketing Promotion and Collaboration

Director Whitmer stated the library meets the majority of items on this checklist.

In the next fiscal year, each department manager will provide an update on department priorities, accomplishments and challenges to the board at least once annually. If pandemic safety concerns are resolved, each update will include a tour of the building when appropriate.

- b. Authorize Library Staff to Submit the FY21 Public Library Per Capita Grant Application and FY19 Expenditure Report to the Illinois State Library

MOTION: Trustee Stull moved to authorize library staff to submit the FY21 Public Library Per Capita Grant Application and FY19 Expenditure Report to the State Library. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

- c. Approve COVID-19 Voluntary Vaccination Policy

Director Whitmer stated Trustee Stull had contacted her before the board meeting and suggested a revision be made to make it abundantly clear the procedures section of the policy applies only to employees interested in receiving the vaccine. Director Whitmer agrees with this assessment.

Director Whitmer is recommending the "Procedures" heading be changed to "Procedures for Employees Interested in Receiving the Vaccine."

MOTION: Trustee Warren moved to approve the Temporary COVID-19 Voluntary Vaccination Policy effective February 17 – June 30, 2021 as amended. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

11. Director's Report

- Director Whitmer stated there is a new format for the monthly statistical summary. Items have been removed from the Department Head Reports and put into a spreadsheet format.
- Almost 12,000 items were circulated in January. This includes renewals, Warrentville items and items checked out from other libraries. A total of 1,420 items were checked out to other libraries.
- Programming is doing quite well during the pandemic. The Pete Seeger concert maxed out the licensed number of participants for zoom.
- Trustee Warren asked what the seven ILL items were received from non-SWAN libraries. Paul Dobersztyn responded these are usually very old materials or textbooks.
- Director Whitmer stated on February 8 four tables with one chair each were added to the adult services area. Members must make a reservation for one person for one hour to use the tables. The building capacity was also increased to 40 people.
- RAILS announced beginning on February 24 library materials will only have to be quarantined for 24 hours. Our items will be quarantined for a full 24 hours, being checked in within the second 24-hour period.
- Director Whitmer shared that Trustee Warren reached out to her after the January board meeting. He mentioned the Hometown Happenings had an article about radon detectors and suggested a few might be added to our collection of similar devices which include a thermometer, moisture detector, water tester, etc. Two radon detectors have been ordered and will be added to our collection.
- Trustee Picha stated she had read an article about a library loaning tools.
- Trustee Picha asked if DuPage County is going to include library staff in 1b or 1c groups for the Covid-19 vaccine. Director Whitmer stated she has not received any news regarding this issue, however, that does not mean they will not change their guidelines.
- Trustee DuRocher stated she appreciated getting the email updates on Director Whitmer's professional development.

12. Department Head Reports – no questions

13. President's Report

Trustee Picha announced the next board meeting is March 17, 2021 and non-resident library card participation will be on the agenda for discussion.

Trustee DuRocher stated the the Personnel Committee will distribute the Director's self-evaluation and trustee forms.

- ## 12. Treasurer's Report –
- Trustee Stull reported as of December 31, 2020 the balance of Developer Donations being held by the City of Warrentville for the Library District is \$111,735.11. Director Whitmer stated this balance is the amount that remains after the bond certificate principal and interest payments were made in December 2020. An interest payment will be due in the spring.

13. Secretary's Report – Trustee Lezon reported everything looks good.

14. Committee Reports - none

15. Trustee Comments

Trustee Stull asked when the Economic Interest Statements need to be submitted to the County. Trustee Lezon stated they are due April 30.

16. Items for information and/or discussion

17. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 7:54 p.m. Trustee Lezon seconded.

Voice vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

Respectfully submitted,



Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District