

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

1. Call to order – Trustee Picha called the meeting to order at 7:03 p.m.

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.

2. Roll Call

ATTENDING IN PERSON:

TRUSTEES: Trustees Picha and Ruzicka

STAFF: Library Director Sandy Whitmer

ATTENDING REMOTELY:

TRUSTEES: DuRocher, Lezon, Stull, Warren

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

ABSENT: Trustee Richardson

3. Approval of the agenda

Trustee Picha removed #19 – Closed Session and #20 – Discussion/action resulting from the closed session.

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

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

4. Presentations

- a. Recognition of Sylvia Thompson for 20 years of employment

Director Whitmer stated Sylvia Thompson is celebrating 20 years of employment. Head of Public Services Manager, Paul Dobersztyn stated Sylvia began her employment on March 26, 2001 as a part time Interlibrary Loan Clerk and was later promoted to a full time Librarian. In 2005 Sylvia was awarded a \$500 LTA Student Scholarship from DuPage Library Systems. Sylvia does many different tasks including adult programming, applies for the hotel/motel tax grant for Sunday concerts, and attends the Park District senior events.

Mr. Doberstzyn shared a few comments from staff members.

Sylvia stated "time flies when you are having fun". She stated the past year has been very challenging. There have been many changes since her employment began and has been through two library renovations. She is honored to serve her community in such a positive way.

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

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the February 17, 2021 Regular Board Meeting
- b. Receive and file Financial Report for February
- c. Approve payment of invoices in the amount of \$57,072.62 for the period of February 18-March 17, 2021 including electronic payments and checks 8128-8171. Previously written check #8060 is voided.
- d. Approve transfer of \$160,000 from commercial checking account to operating checking account.
- e. Approve Non-resident Library Card Participation for FY22 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters
- f. Approve a 1.7% Market Adjustment to Wage Scale effective July 1, 2021

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

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

8. Regular Agenda – none
9. Unfinished Business - none
10. New Business

- a. Resume normal compensation practices – no discussion was held

MOTION: Trustee Stull moved to resume compensation practices as outlined in the Employee Handbook and related policies. Trustee Warren seconded.

Roll call vote:

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

Nays – None

b. Consideration of returning to in-person Board Meetings

Trustee Lezon asked how many staff and trustees are vaccinated. Director Whitmer stated she is unable to share that information because the library is not asking staff to provide vaccination status. After discussion, all trustees in attendance stated they would be able to attend the meeting in person beginning in April.

Trustee Picha asked if the public would be able to attend in person. Director Whitmer stated possibly 2-3 attendees may be able to attend in person.

Trustee DuRocher asked if they all agree to attend in person, will the zoom option still be available. Director Whitmer stated if four trustees attend in person, zoom capability would be available to a trustee for one of the three reasons she listed in the board packet. It is likely the zoom option will be available for staff and public.

After discussion, the consensus of the board is they would all be willing to attend future meetings in person.

Director Whitmer stated if someone is not comfortable attending in person, contact her and she can add the remote participation item to the agenda.

11. Director's Report

- Director Whitmer thanked Marketing Specialist, Kathy Gaydos for all her hard work on launching the new website. Director Whitmer stated Kathy added a mechanism to record feedback.
- Director Whitmer reported the SWAN annual membership fee will be approximately \$30,000. This includes an LLSAP grant credit of about \$5,000. This amount was within our expectations.
- Director Whitmer reported the staff has been discussing expanding library hours beginning in June. Staff is currently in the early stages of filling some of the vacant staff positions. Additional hires will be needed in the summer to ensure the library can resume "normal" hours in the fall.
- RAILS has reduced the quarantine time to 24 hours for materials so items are being checked in within 2 days of their return.
- Director Whitmer stated in response to all the discussion taking place regarding six Dr. Seuss books, she made the decision to temporarily pull these titles from circulation to protect them from theft. At a future date she will meet with staff to review these titles using the criteria outlined in our collection development policy to determine if the books should be retained or not.
- Trustee Picha asked when the SWAN databases will be available. Director Whitmer stated they are on the library's website and were included in the start up membership fee. Director Whitmer listed many of the available databases now available.
- Trustee Stull asked if the \$30,000 fee will be consistent every year. Director Whitmer does not think the fee will be reduced but the fees seem to be very consistent. SWAN has built up a reserve fund to purchase capital project

items. The fee may fluctuate if the State of Illinois grant or RAILS funding is not available.

- There had been a problem with material orders which has been resolved and materials are now arriving for processing.

12. Department Head Reports

Trustee Picha asked if the large check this month to Otis Elevator was for a maintenance problem. Director Whitmer stated it was for the yearly maintenance contract.

She also asked about the water softener invoice. Director Whitmer stated the 12-year old water softener needed replacing.

13. President's Report

Trustee Picha reported the next board meeting will held on April 21, 2021.

Trustee Picha asked if the Board would like to have a Committee of the Whole Meeting or budget discussion during the regular board meeting.

Director Whitmer would like to have the Department Heads participate by presenting their budgets and goals.

After discussion, it was the consensus of the Board to have a Committee of the Whole at 6 p.m. in April with attendees in person at the library. The regular monthly Board of Trustees meeting will follow with a closed session for the Director's Evaluation.

Review of the Circulation Policy will be moved to May.

14. Treasurer's Report

Trustee Stull reported the DuPage County Clerk is currently calculating the tax rate for the 2020 Levy. Director Whitmer has confirmed the levy amounts are correct. The initial levy extension and tax rate information should be received by the end of March.

Trustee Stull reported Director Whitmer received a memo from the library's gas supplier concerning fluctuation in market prices for natural gas that occurred over President's Day weekend. The February bill came in much higher than normal because of the energy problems in Texas. The price per therm increased from \$.32 to \$1.15 per therm.

Trustee Stull reported the library has received its annual distribution from the DuPage Community Foundation. The \$1,100 distribution was deposited to the general fund and will be used to offset expenses related to the pandemic such as bags for curbside pickup.

Trustee DuRocher asked what the increase in gas meant in dollar amount. Director Whitmer stated the gas bill was \$822 in January and was almost \$4,000 in February. It was all related to the energy supply in the south during their breakdown, with our supplier actually purchasing some Canadian gas.

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

16. Committee Reports

a. Personnel Committee – Director's Evaluation

Trustee DuRocher thanked Director Whitmer for such a thorough evaluation. Trustee DuRocher stated she will email the Director's Evaluation to trustees within the next couple days. The completed survey is due back to her April 1. Trustee Warren will compile the results and a closed session will be held during the April board meeting for discussion.

Trustee DuRocher asked Director Whitmer if her request for an extended paid leave of four weeks is in addition to her usual four weeks of paid leave: Director Whitmer stated it is in addition. Director Whitmer explained during the first months of the pandemic she was working 80-100 hours per week and lost numerous weeks of vacation leave. Trustee DuRocher clarified it would be taken within the next fiscal year.

17. Trustee Comments

Trustee Warren stated there is an election on April 6.

18. Items for information and/or discussion - none

19. Adjournment

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

Voice vote:

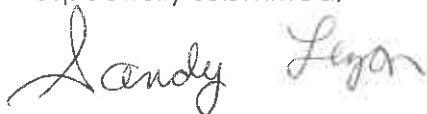
Ayes – Trustees DuRocher, Lezon, Picha, Ruzicka, Stull, Warren

Nays – None

Absent – Trustee Richardson

Motion carried

Respectfully submitted,



Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District