

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting
of the Board of Trustees
Wednesday, April 21, 2021, 7:00 p.m.

1. Call to order – Trustee Picha called the meeting to order at 7:05 p.m.
2. Roll Call

ATTENDING IN PERSON

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

STAFF: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

ATTENDING REMOTELY:

Staff: Public Services Manager Dobersztyn, Marketing Specialist Kathy Gaydos, Systems Administrator Cynthia Makowski and Member Services Manager Jaime Perpich

3. Approval of the agenda

MOTION: Trustee Warren moved to approve the agenda as presented. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Motion carried

4. Presentations - None
5. Public comments – none
6. Correspondence – Director Whitmer shared a thank you received from Sylvia Thompson for her recognition of her 20 years and her longevity bonus.
7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the March 17, 2021 Regular Board Meeting
- b. Receive and file Financial Report for March

MOTION: Trustee DuRocher moved to approve the consent agenda as read. Trustee Warren 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 March 18 – April 21, 2021

MOTION: Trustee DuRocher moved to approve payments in the amount of \$57,874.91 for the period of March 18, 2021 – April 21, 2021 including electronic payments and checks 8172-8226. Check #8225 is voided. Trustee Warren 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 \$100,000 from commercial checking account to operating checking account and transfer \$715,000 from money market to commercial checking account. Trustee Lezon seconded.

Roll call vote:

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

Nays - none

Motion carried

9. Unfinished Business - none

10. New Business - none

11. Director's Report

- Director Whitmer reported Paul Dobersztyn has received numerous applications for both open positions. Interviews concluded this week.
- Director Whitmer and Jaime Perpich are reviewing applications for the part time Members Services position.
- Director Whitmer stated she will not be pursuing the TIF District Reimbursement from the City but will submit a request for 2020 reimbursement prior to the statutory deadline in September.
- RAILS announced materials do not have to be quarantined before being placed in delivery. WPLD is no longer quarantining returned materials.
- An all staff meeting is scheduled for April 27 to discuss changes that need to be made when we increase our operating hours on June 1.
- Trustee DuRocher asked how many of the staff have been vaccinated. Director Whitmer stated she does not have an exact number, however, staff have been excited to share their vaccination news. Most of the staff have their first shot. Trustee Lezon asked if they get paid for the time to get the vaccination if during work hours. Director Whitmer stated they are paid for the vaccination time and also time off if they experience a reaction to the shot.
- Trustee Picha asked if the large number of interlibrary loan items is a hardship for staff. Director Whitmer stated it has affected the shelvers workload as they have many more items to check in and send to other libraries.
- Trustee Warren asked if each library in SWAN has a different call number. Director Whitmer stated they may have different call numbers with a very subtle difference.

- Director Whitmer stated she just completed the grant report for the Sunday Music Matinees. There were 475 views on this year's concerts, many more than could have attended in person.

12. Department Head Reports

- Trustee Picha asked if any presenters do not allow recording. Director Whitmer stated there are and some have limitations on how long you can make a recording available for viewing.
- Trustee Picha stated she likes the new library card design. Jaime Perpich shared a sample of the new card design.
- Mr. Dobersztyn stated he received a thank you email from a library member for the program presented by the National Museum of Mexican Art Bilingual Virtual Tour.
- Kathy Gaydos modeled the Bike Rodeo backpack giveaway. She and Diana Abraham will attend the event on May 15.
- Trustee Picha asked the outcome of Paul and Jaime's discussion regarding the hold status' and queues in SirsiDynix Workflows. Jaime replied now that the library is part of a consortium the members have a hard time deciphering their place in line for a hold item. Warrentville members have priority for our own copies. Members are beginning to understand the process and she has received positive feedback on ordering items from SWAN.
- Director Whitmer stated almost 1,000 items were added to the collection last month.
- Cynthia Makowski stated a new scan station with a 23" monitor has been received and installed.
- Cynthia completed putting 6 public PCs previously inactive back into service. There are currently 12 public PCs available.
- Cynthia and Paul ordered radon detectors after Trustee Warren made the suggestion. Director Whitmer is working with SWAN on the cataloging and once complete they will be in the collection.
- Trustee Stull asked about the new people counter. Director Whitmer stated the current people counters are failing and very basic. The new counters have a very robust reporting system and we will be able to tell how many people are in the building hour by hour.

13. President's Report

Trustee Picha reported the next board meeting will be held on May 19, 2021 and there will not be a Committee of the Whole Meeting in May.

Trustee Picha shared information about the RAILS online webinar, Strategic Planning for Trustees, on May 11, 2021 from 12-1 pm.

Trustee Picha shared an email from Warrentville resident Connie Schmidt regarding adopting a resolution to promote healthy habitats for Monarchs. After discussion, the Board agreed to have Trustee DuRocher ask Connie Schmidt to draft a sample library resolution and report back to the Board in May.

Trustee Picha stated there would be Board reorganization at the May meeting.

Trustee Picha thanked the Board for their support during her tenure as Board President.

Trustee Picha announced Orland Park Public Library would host ATLAS Trustee Day 2021 on Saturday, May 22 from 10-11:30 am. Director Whitmer will register Trustees Ruzicka and Warren.

14. Treasurer's Report

Trustee Stull stated the City of Warrenville sent an updated report on Developer Donations being held for the Library's use. As of March 31, 2021, \$113,587 is available. Director Whitmer will request a disbursement of \$13,967 for the debt certificate interest payment due June 1.

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

16. Committee Reports - none

17. Trustee Comments

Trustee Stull stated the most important takeaway she received from a recent Covid-19 webinar is to schedule a mammogram before you are vaccinated or wait at least 4-6 weeks after your second shot. The vaccine goes through your lymph node system and this can result in a false positive mammogram.

Trustee Picha stated she watched the same presentation and will share the link if anyone is interested.

Trustee Warren stated it has been shown that bee colonies are decreasing due to pesticides, etc. Interested beekeepers are looking for places to put hives and he wondered if there was an appropriate location on library property, perhaps the roof. Director Whitmer stated she would not recommend putting beehives on the roof. Other locations may also be problematic and could raise liability issues. Trustee Warren suggested having a summer program on the subject, but Director Whitmer stated the summer programming has already been completed. Trustee DuRocher stated Four Winds School had some hives in the past and never had any problems with them. Trustee Richardson stated the City does have zoning restrictions on beekeeping. After discussion, it was the consensus of the Board to have Trustee Warren investigate the Library keeping beehives and report to the Board in May.

18. Items for information and/or discussion – none

19. Closed session

MOTION: Trustee DuRocher moved to enter into closed session at 8:05 p.m. as allowed as by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint

lodged against an employee of the public body or against legal counsel for the public body to determine its validity." Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

Library staff left the meeting at this time.

Returned to open session at 9:11 p.m.

Trustee Picha called roll call:

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren

ALSO ATTENDING: Library Director Sandy Whitmer

20. Discussion/action resulting from the above closed session

MOTION: Trustee DuRocher moved to grant Director Whitmer a 4-week sabbatical to be taken within 1 year of April 21, 2021, not in conjunction with any accrued time off, and also grant a 3% merit salary increase effective July 12, 2021. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Motion carried

19. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 9:15 p.m. Trustee Richardson seconded.

Voice vote:

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

Nays – None

Motion carried

Respectfully submitted,



Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District