

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, June 16, 2021, 7:00 p.m.

1. Call to Order – Trustee DuRocher called the meeting to order at 7:03 p.m.
2. Roll call – Trustee DuRocher called roll call

ATTENDING: Trustees DuRocher, Lezon (arrived at 7:23 pm), Picha, Richardson, Ruzicka, Stull and Warren

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis

STAFF ATTENDING REMOTELY: Staff members Kathy Gaydos, Cynthia Makowski, Jaime Perpich, Gail Smith

3. Approval of the Agenda

Trustee DuRocher removed items #19 and #20 regarding closed session.

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Lezon

Motion carried

4. Presentations – none
5. Public Comments – none
6. Correspondence – none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the May 19, 2021 Regular Board Meeting
- b. Receive and file Financial Report for May
- c. Authorize preparation of Tentative Budget & Appropriation Ordinance
- d. Adopt Certification of Board Members

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

Voice vote:

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

Nays – None

Absent – Trustee Lezon

Motion carried

8. Regular Agenda

a. Approve payments for the period of May 20 – June 16, 2021

MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$48,008.01 for the period of May 20, 2021 through June 16, 2021 including electronic payments and checks #8270 - #8309. Check #8275 is voided. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

b. Approve Transfer of Funds

MOTION: Trustee Ruzicka moved to approve transfer of \$125,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Voice vote:

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

Nays – none

Absent – Trustee Lezon

Motion carried

9. Unfinished Business – None

Trustee Lezon arrived at 7:23 p.m.

a. DuPage Monarch Watch Resolution

Trustee DuRocher stated she received a draft resolution from the DuPage Monarch Watch Group. This will not commit the Library to any action or financial outlay if adopted.

Trustee Richardson stated we need to make sure this supports the library's mission.

After considerable discussion it was the consensus of the Board to make some changes to the draft resolution. The revised resolution will be presented for adoption at the July meeting.

Trustee Warren stated the DuPage County Forest Preserve may have seed packets available to the public. He will check and see if he can obtain some for the library to make available to the members.

10. New Business

a. Consideration of extension of temporary COVID-19 policies for Employee Expense Reimbursement and Paid Leave beyond June 30, 2021.

Trustee Stull asked if we allow these policies to sunset can they be reinstated if necessary. Director Whitmer they could be reinstated if necessary.

Consensus of the Board is to have these policies sunset on June 30, 2021.

- b. Review COVID-19 Addendum to Library Use Policy and consider potential revisions based on guidance for Phase 5 of Restore Illinois

Director Whitmer stated the consensus of the staff is to continue requiring everyone to wear a mask in the youth services area. The Board agreed to continue the policy as amended in May.

- c. Adopt Working Budget for FY2022

Director Whitmer reviewed the significant line item revisions from the first draft:

Staff Salaries & Benefits:

- Except for two employees, all part time employees will be IMRF eligible. Trustee DuRocher asked if employees will be glad to be in IMRF. Director Whitmer states it depends on the employee but library staff really stress the benefits of IMRF. Trustee Richardson commends the library for offering employees a benefit. Trustee DuRocher stated this may help in employee retention.
- A temporary, part time IT Project Assistant will be hired to work 15 hours per week through the end of the calendar year to assist the IT Manager with important documentation and completion of several projects prior to the IT Manager's separation from employment in early January 2022.
- A temporary, part time Adult Services Associate has been hired to take over some of Nora Jimenez's duties while she is on a Leave of Absence for a Smithsonian internship from mid-June through Labor Day. The temporary employee will be considered to fill a vacant part-time permanent position in the fall. Trustee Warren asked if Nora would like to talk about her experience when she returns. Director Whitmer stated she will follow up with Nora in the fall.
- Fiscal Year 2021-22 has 27 payrolls, not the usual 26.

Library Materials

- The library is experiencing shipment delays from Baker & Taylor due to lack of personnel. Funds have been added to the book budgets to account for the delays. All physical processing will be completed in-house until Baker & Taylor resolves their lack of processing personnel.

- Trustee DuRocher asked if Hoopla will still be offering an extended amount of material. Director Whitmer stated she will ask Paul Dobersztyn for an update.
- Director Whitmer will invite the new employees to attend the July board meeting.

Maintenance (Special Reserve)

- Several projects were not completed in time to be paid in FY21. These expenses are being carried into FY22:
 - Parking lot sealcoating and repair (\$6,000)
 - Miscellaneous repairs (\$10,000)
 - Sprinkler systems - \$1,200
 - Automatic door motor - \$2,500
 - Smoke detector (elevator pit) – cost to be determined
 - Director Whitmer stated she added \$10,000 for possible entrance door replacement. She stated the door's weight may not be the issue. Typically doors that are attached to an automatic opener are more difficult to open.

Automation

- \$5,000 was added for additional IT consultant hours to assist the new IT manager if needed.

Professional Development

- Reduced trustee PLA conference attendance to 1 trustee.

MOTION: Trustee Stull moved to approve the Working Budget for Fiscal Year 2022.

Trustee Warren seconded.

Roll call vote:

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

Nays – none

Motion carried

11. Director's Report

- Director Whitmer stated the June 1 pivot was completed and the library is slowly resuming normal activities. Study rooms and the Teen Lounge may open in July. Youth Services staff is researching cleaning of the toys prior to opening the Discovery Room.
- The day after Labor Day is the target date for returning to full pre-pandemic hours.
- Staff evaluations will be conducted in the next couple months. Everyone's goals will be shared with the Board in September. Job descriptions will be reviewed and updated.

- Warrenville Youth and Family Services along with Trinity Lutheran Church and other community organizations have a community project related to COVID-19 healing and grief. It is called "Unraveled and Restored". The Library will have a drop box to collect personal narratives and letters in which people share their personal experiences with COVID-19.
- Director Whitmer thanked the Board for her board-approved "sabbatical". She is currently cross-training/delegating some of her critical tasks to Assistant to the Director Jackie Davis and will continue to work through other tasks with the management team. She plans to take the leave from mid-September to mid-October.
- Director Whitmer stated circulation has rebounded to almost pre-pandemic levels.
- Trustee Picha asked why self-service stats are not on the statistical report. Director Whitmer stated self-service stats are included in the Member Services Report.

12. Department Head Reports – no questions

13. President's Report

- Trustee DuRocher stated the next board meeting is on July 21 at 7 p.m.
- There is no July 4th parade this year, however, there will be fireworks on July 3.
- National Night Out will be held on August 3.

14. Treasurer's Report

- Trustee Lezon stated the Library received \$124,100 in real estate taxes in May. An additional \$871,163 was received in June.

15. Secretary's Report

Trustee Stull stated the staff has done a remarkable job in the past year and hopes the pandemic is behind us.

Director Whitmer stated she feels the exact same way about the Board and the support they have given to her and the staff.

16. Committee Reports – none

17. Trustee Comments

- Rick stated the Pfizer vaccine may be available to children 1 year and up within the next 6-12 months.
- Trustee Ruzicka stated she and Trustee Warren attended ATLAS Trustee Day on May 22. She learned a lot from a mock board meeting they presented.
- Trustee DuRocher stated she is planning on completing the State of Illinois Open Meetings Act training. Director Whitmer shared that it is currently unavailable, but she will check every month to see if it has become available.

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee Picha moved to adjourn the meeting at 8:10 p.m. Trustee Ruzicka seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather J. Stull". The signature is written in a cursive, flowing style.

Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District