

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, July 21, 2021**

1. Call to order – Trustee DuRocher called the meeting to order at 7:04 p.m.

2. Roll Call – Trustee DuRocher called roll call

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

ABSENT: Trustee Lezon

ALSO ATTENDING: Library Director Sandy Whitmer

STAFF ATTENDING: Diane Cabrera, Jackie Davis, Jake Girmscheid, Taylor Haring, Duncan Jones, Kyrie Kenny-Sumrak, Jaime Perpich

STAFF ATTENDING REMOTELY: Paul Dobersztyn, Kathy Gaydos, Cynthia Hinson

PUBLIC ATTENDING: Connie Schmidt and Lonnie Morris from the DuPage Monarch Project

3. Approval of the agenda

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

Trustee Stull added item #18.a – Roll Back Plans for COVID-19

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

4. Presentations

a. Adopt Resolution R-220, A Resolution in Support of DuPage Monarch Project

Trustee DuRocher stated the DuPage Monarch Project approached the Library regarding supporting their work with the monarch butterflies. Connie Schmidt, a volunteer of the River Prairie Group of the Sierra Club and a member of the Board of Directors of the DuPage Monarch Project explained they work with other groups to protect the Monarchs and promote their population.

Trustee DuRocher presented Ms. Schmidt with a signed copy of the resolution. Ms. Schmidt read the Resolution in Support of DuPage Monarch Project. Ms. Schmidt stated the Warrenville Public Library District is the first library to issue a resolution. The Library joins the City of Warrenville and the Warrenville Park District in supporting the project.

*MOTION: Trustee Warren moved to adopt the resolution. Trustee Picha seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

Ms. Schmidt and Ms. Morris left the meeting at this time.

b. Introduction of New Library Staff

Director Whitmer introduced Taylor Haring, Adult Services Librarian; Duncan Jones, Technology Associate; Diane Cabrera, IT Project Assistant; Kyrie Kenny-Sumrak, Youth and Teen Associate; and Jake Grimscheid, Member Services Specialist. The employees introduced themselves to the Board.

Staff members Diane Cabrera, Taylor Haring, Duncan Jones, and Kyrie Kenny-Sumrak left the meeting at this time.

5. Public comments - none

6. Correspondence

a. Per Capita Grant Award Letter from Illinois Secretary of State Jesse White

Director Whitmer stated the Per Capita Grant Award Letter was received and the Library was awarded \$19,987.73, approximately \$3,000 more than budgeted. Director Whitmer reviewed the projects the funds will be used for.

7. Consent Agenda

Trustee Stull read the Consent Agenda as follows:

- a. Approve Minutes of the June 16, 2021 Regular Board Meeting
- b. Receive and file Financial Report for June
- c. Adopt Ordinance #21-22-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2021-2022 and Approve Notice of Public Hearing on Budget & Appropriation Ordinance

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

8. Regular Agenda

- a. Approve payments for the period of June 17–July 21, 2021

*MOTION: Trustee Stull moved to approve payments in the amount of \$110,227.45 for the period of June 17, 2021 through July 21, 2021 including electronic payments and checks #8310-8370. Trustee Picha 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 Warren moved to transfer \$200,000 from commercial checking account to operating checking account. Trustee Ruzicka seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

9. Unfinished Business - none

10. New Business

- a. Appoint Two Trustees to Review Secretary's Records for FY21

Trustees Ruzicka and Warren volunteered to review the Secretary's Records.

*MOTION: Trustee Picha moved to appoint Trustees Ruzicka and Warren to review the Secretary's Records for FY21. Trustee Stull seconded.*

*Voice vote:*

*Ayes - all*

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

Trustee Ruzicka and Warren will review the records at 6:30 p.m. on August 18.

- b. Close Illinois Funds Account

*MOTION: Trustee Stull moved to authorize library staff to close the Illinois Funds Account and transfer proceeds to the Fifth Third Bank checking account. Trustee Richardson seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Lezon*

*Motion carried*

c. Discuss Continuation of Live Streaming and Recording of Board Meetings

Director Whitmer asked if the Board would like to continue live streaming and recording of board meetings in the future.

Trustee Warren stated he feels it is a good backup for situations where attendance may be uncertain. Director Whitmer reminded the Board they must meet the requirements outlined in the Remote Attendance Policy and continuing live streaming and recording of the board meetings is more for the community and staff to be able to attend remotely.

Trustee DuRocher stated she feels it is good moving forward for transparency and this is becoming the new normal.

Director Whitmer stated the process for posting the recordings is very time consuming and she will be passing this task on to another staff member. She feels the availability of the recordings to staff and the public outweighs this extra work.

The consensus of the board is to continue with live streaming and posting recordings of the meetings.

11. Director's Report

- Trustee DuRocher stated she appreciated the information on insurance. Director Whitmer answered questions regarding the insurance renewals.
- Director Whitmer gave an update on COVID-19 activities.
- Trustee DuRocher asked why the library is phasing out the .02% Maintenance Fund. Director Whitmer replied the auditor has recommended the Library eliminate this fund due to the ability to capture all funds through the levy for the corporate fund. It also helps the Library avoid excessive accumulation of funds which can be challenged.
- Director Whitmer stated Ted Utchen, a Wheaton resident, who visited our library frequently, left a bequest of \$10,000 to the Library's fund at the DuPage Foundation.
- Director Whitmer stated a challenging situation with a member in the past week resulted in the member being banned for 30 days. He may appeal this decision to the Board.

12. Department Head Reports – no questions
13. President's Report – no report
14. Treasurer's Report – In Trustee Lezon's absence, Director Whitmer reported the City of Warrenville is holding \$102,000 in developer donations for the Library. The Library has budgeted \$100,000 of these funds to be used for the principal and interest payment for 2016 debt certificate.
15. Secretary's Report – everything looks good.
16. Committee Reports - none
17. Trustee Comments
  - a. Rollback plan for COVID-19.
    - Director Whitmer explained the Public Services Team is monitoring the situation specifically for children, focusing on masks for in-person programming in the fall. Paul Dobersztyn confirmed that the library is leaning toward requiring masks for everyone at in-person programs that include children age 12 and under.
    - Director Whitmer suggested Trustee Stull add this item to the agenda after Trustee Stull inquired what would happen if guidance from the CDC or IDPH suggested the library reinstate COVID-19 safety precautions.
    - Director Whitmer suggested the Board would trust library staff to make an appropriate decision regarding safety precautions and/or mitigations for COVID-19 as changes are announced. This would not require a special board meeting. The Board expressed its support for staff to make changes as needed.
    - Director Whitmer will revise the COVID-19 Addendum to the Library Use Policy which authorizes staff to make these changes in a timely manner without special authorization from the Board.
    - The Board discussed how other countries are encouraging vaccinations. They also shared how employers are requiring employees to disclose their vaccination status.
    - Director Whitmer is planning to submit an inquiry about hosting the DuPage County Health Department's mobile vaccination unit.

19. Adjournment

*MOTION: Trustee Warren moved to adjourn the meeting at 8:03 p.m. Trustee Ruzicka seconded.*

*Voice vote:*

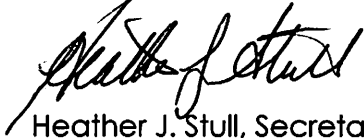
*Ayes – all*

*Nays – none*

*Absent – Trustee Lezon*

*Motion carried*

Respectfully submitted,



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