

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Board of Trustees
Wednesday, August 18, 2021, 7:00 p.m.

1. Call to order – Trustee Warren called the meeting to order at 7:00 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher (arrived at 7:05 pm), Lezon, Picha, Ruzicka, Stull, Warren

ABSENT: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer and Member Services Manager Jaime Perpich

STAFF ATTENDING REMOTELY:

Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos, Systems Administrator Cynthia Makowski

3. Approval of the agenda

Trustee Stull removed items #19 and #20 relating to a closed session. Director Whitmer moved #20 to Regular Agenda 8.c. – Release closed session minutes and/or destroy closed session recordings.

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

Roll call vote:

Ayes – Trustee Lezon, Picha, Ruzicka, Stull, Warren

Nays – None

Absent – Trustees DuRocher and Richardson

Motion carried

4. Presentations – none

5. Public comments – none

6. Correspondence – none

Trustee DuRocher arrived at 7:05 p.m.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the July 21, 2021 Regular Board Meeting
- b. Receive and file Financial Report for July
- c. Approve Annual Statement of Income & Disbursements for FY2021

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

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

8. Regular Agenda

- a. Approve payments for the period of July 22–August 18, 2021

MOTION: Trustee Stull moved to approve payments in the amount of \$36,037.29 for the period of July 22, 2021 through August 18, 2021 including electronic payments and checks #8371–8408. Checks #8385 and #8399 are voided. Trustee DuRocher seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Ruzicka moved to transfer \$100,000 from commercial checking account to operating checking account. Trustee Picha seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

- c. Closed Session Minutes

Director Whitmer stated the closed session minutes have been reviewed
There are no verbatim recordings to be destroyed at this time. There are
no closed session minutes to be released.

Trustee Warren passed the gavel to Trustee DuRocher at this time

9. Unfinished Business – none

10. New Business

- a. Review and Approve Illinois Public Library Annual Report for FY2021

MOTION: Trustee Ruzicka moved to approve the Library's Annual Report for FY2021 and authorize Director Whitmer to submit to the State Library. Trustee Stull seconded.

Director Whitmer stated Trustees Ruzicka and Warren can confirm they reviewed the Secretary's minutes for FY2021 tonight.

Director Whitmer stated the library is rebounding from the pandemic. Circulation numbers have increased from last year, however, items that can be streamed are not circulating as much.

One positive item is the fund balance and total spending. Because of the pandemic we didn't spend as much as we budgeted in certain areas. In November, the auditors will most likely suggest moving funds into the special reserve account.

Director Whitmer stated she tried to get the new census numbers. The City of Warrenville reported an increase in numbers and the Library District is larger than the city so she feels there will be approximately 200-300 more residents in our district.

Trustee Warren stated he noticed there was a large increase in the line item "other income" from FY2020 to FY2021. Director Whitmer stated this is due to the developer donations received from the City. Trustee Warren stated he noticed several action items relating to autism in the report and asked if there is some special push from the State Library for this. Director Whitmer stated the Illinois State Library does focus on autism and one of the items in the Per Capita Grant is to address disabilities and other challenges such as language.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

b. Review and approve revised COVID-19 Addendum to Library Use Policy

Trustee DuRocher stated the policy was really revised and much more usable going forward.

MOTION: Trustee Stull moved to approve the revised COVID-19 Addendum to Library Use Policy. Trustee Ruzicka seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

c. Review and approve revised Library Card Policy and Policy for Circulation of In-Library Use Equipment

MOTION: Trustee Warren moved to approve recommended revisions to Policy No. 210 Library Cards and Policy No. 215 Policy for Circulation of In-Library Use Equipment effective August 20, 2021. Trustee Picha seconded.

Member Services Manager Jaime Perpich stated she and her staff reviewed these policies to allow SWAN and Reciprocal Borrowers to check out in-library use equipment. The take home mobile devices will remain exclusive to Warrenville members.

Roll call vote:

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

Nays – None

Absent – Trustee Richardson

Motion carried

- d. Authorize expenditure for Trustee Richardson to attend the 2022 Public Library Association Conference

MOTION: Trustee Picha moved to authorize expenditure of up to \$2,500 for Trustee Richardson to attend the 2022 Public Library Association Conference. Trustee Stull seconded.

Trustee Ruzicka asked where the conference is being held. Director Whitmer replied it is in Portland, Oregon.

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 she has hired MaryKellie Marquez as Acquisitions and Cataloging Coordinator. She will begin work on September 7. Trustee DuRocher asked why the name has been changed for Technical Services. Director Whitmer stated the new name more accurately describes the work being done in that department.
- Beginning in September the shelvers will be transitioning to the Member Services Department with Jaime Perpich as their direct supervisor.
- Trustee DuRocher asked who will be taking over tasks while Director Whitmer is on sabbatical. Director Whitmer stated she will send an email to trustees regarding that information. Director Whitmer stated the Management Team will be assembling the October board packet, but she will be at the meeting.

- Director Whitmer is currently contacting the new developments in Warrentville to obtain the number of occupants to submit the annual TIF reimbursement request to the City. She is only able to obtain the number of units for a couple developments and is counting 1 resident for each unit. The City may eventually conduct a special census when these developments are completed.

12. Department Head Reports

- Trustee DuRocher stated she was glad to see 72 new library cards were issued in July.
- Trustee Warren asked if any library cards were issued at National Night Out. Jaime Perpich stated no cards were issued that evening.
- September is library card sign up month and Kathy Gaydos was able to obtain a few gift cards from local businesses as giveaways.
- Beginning this fall Jaime Perpich and Kathy Gaydos will be sending out actual library cards to new residents. These cards will provide online access only. The residents will have to visit the library in person to activate the card in order to check out materials.
- Public Services Manager Paul Dobersztyn announced Adult Services Librarian Nora Jimenez has submitted her resignation effective August 12. The Smithsonian extended her fellowship through the end of the year.
- Paul Dobersztyn stated the summer reading challenge went very well with more books read overall this year than in previous years. The members loved the gift baskets that were given away.

13. President's Report

- Trustee DuRocher stated the Budget & Appropriation Public Hearing is at the September board meeting.
- Trustee DuRocher asked if any trustee had attended the RAILS event, which trustees replied they had not.

14. Treasurer's Report – Trustee Lezon reported the accountant updated the numbers in the monthly financial reports to reflect the working budget for the new fiscal year. The July report reflects 8.3% of the year; payroll related expenses reflect 11.5% of the year.

Director Whitmer will pencil in the percentages every month.

15. Secretary's Report

- Trustee Stull reported everything looks great.
- Trustee Stull thanked Trustees Ruzicka and Warren for reviewing the FY2021 minutes.

15. Committee Reports – none

16. Trustee Comments - none

17. Adjournment

MOTION: Trustee Warren moved to adjourn the regular board meeting at 7:42 pm.

Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Richardson

Motion carried

Respectfully submitted,



Heather Stull, Secretary

Board of Trustees

Warrenville Public Library District