

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Minutes of the Board of Trustees**  
**Wednesday, September 15, 2021**

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

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

ABSENT: Trustee Richardson

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis and Cataloging & Acquisitions Coordinator MaryKellie Marquez

STAFF ATTENDING REMOTELY:

Member Services Manager Paul 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 written. Trustee Lezon seconded.*

*Voice vote:*

*Ayes - all*

*Nays – None*

*Absent – Trustee Richardson*

*Motion carried*

4. Presentations – Director Whitmer introduced MaryKellie Marquez, the new Acquisitions and Cataloging Coordinator. She stated she has a background in Technical Services and is a recent graduate of Dominican University with a Masters in Library Science.

The trustees welcomed MaryKellie to the library.

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

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the August 18, 2021 Regular Board Meeting
- b. Receive and file Financial Report for August
- c. Adopt Ordinance #21-22-02 Budget & Appropriation Ordinance for 2021-2022 Fiscal year
- d. Adopt Resolution #221 – Resolution to Determine Estimate of Funds Needed for 2021-2022 Fiscal year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2021-2022 Fiscal Year

- f. Approve Public Disclosure of "Total Compensation" posting for Fiscal Ending June 30, 2022 as required by Illinois Public Act 97-0609

*MOTION: Trustee Lezon 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

- a. Approve payments for the period of August 19, 2021 – September 15, 2021

*MOTION: Trustee Picha moved to approve payments in the amount of \$49,064.32 for the period of August 19, 2021 through September 15, 2021 including electronic payments and checks #8409 - #8456. Checks #8449 and #8455 are voided. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Richardson*

*Motion carried*

Trustee Picha asked what the \$6,000 check to Reaching Across Illinois Library Systems (RAILS) was for. Director Whitmer stated this is for Communico software which is negotiated through RAILS for system libraries.

- b. Approve transfer of funds

*MOTION: Trustee Ruzicka moved to transfer \$150,000 from commercial checking account to operating checking account. Trustee Stull seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Richardson*

*Motion carried*

## 9. Unfinished Business – None

## 10. New Business

- a. Review first draft of Levy Ordinance and Truth in Taxation Notice
- Director Whitmer stated the numbers exceed the amount we expect to receive to ensure we will receive all funds available.
  - Trustee Stull asked if the library receives tax funds from unoccupied new construction. Director Whitmer stated the library does not receive tax money until the building is fully on the tax roll.

- The library can only capture tax dollars on properties not located within a TIF District.
- Trustee Picha asked when the senior housing will be on the tax rolls. Director Whitmer stated it will not be as it is located within a TIF District.
- The Truth in Taxation Public Hearing be held on November 17.

## 11. Director's Report

- Trustee Stull stated she is thankful the library is back to normal pre-COVID hours. Trustee DuRocher asked if this past Sunday was busy. Director Whitmer stated it was not.
- Trustee Stull asked if we should submit a request to the City to put an announcement on their electronic sign announcing the library's hours. Kathy Gaydos stated this is an item she has on her to do list.
- Trustee DuRocher stated she is excited about the new resident count. Director Whitmer stated her report is conservative since she is not able to obtain the actual number and had to use one resident per unit.
- Trustee Picha asked if a large number of items are sent to SWAN Libraries and how this impacts staff. Director Whitmer stated the library receives and sends out approximately 4-6 bins of items daily. This definitely impacts the shelvers, however, they are transitioning into Member Services and other staff in that department will be trained on the procedures.
- Trustee Warren asked if we keep track of the popular titles being requested. Director Whitmer does not know the answer to that, however, we can access a report indicating how many Warrenville members have requests on a certain item and the Librarians can order more copies if necessary.
- Trustee Stull asked about staff training of emergency procedures. Director Whitmer stated pre-pandemic a monthly staff meeting was held at which time we focused on a different topic each month.

## 12. Department Head Reports

- Director Whitmer stated Paul Dobersztyn and Sylvia Thompson submitted the concert grant to the City.
- Member Services Manager Jaime Perpich stated this is the first month for the new resident card program. There were approximately 93 new residents in August. She and her staff double check to make sure they are not already members. If they are not a member, a new library card allowing only digital access is sent to them. They must visit the library to activate their card to access the entire collection.
- Trustee DuRocher stated Kathy Gaydos did a great job on the materials for National Night Out.
- Trustee Picha asked Kathy Gaydos how much of the marketing material is also printed in Spanish. Kathy stated it fluctuates on the events taking place at the library.
- The technical services report was inadvertently omitted from the board packet. MaryKellie Marquez has initiated donating weeded children's books to an organization called Bernie's Book Bin who serves low income families in the Chicagoland area.

- Trustee Ruzicka asked how Cynthia Makowski was able to block two rogue devices. Cynthia stated the library's software gives a report of how long devices are on the library's network and she knew these were not library owned equipment.

### 13. President's Report

Trustee DuRocher reminded the trustees the next board meeting is on October 20.

14. Treasurer's Report – Trustee Lezon stated the sealcoating and asphalt repairs were expensed from the special reserve account.

15. Secretary's Report – Trustee Stull stated due to wearing masks trustees should make sure they are speaking loud enough to be heard by all.

16. Committee Reports – none

17. Trustee Comments

Trustee Picha stated she likes the managers attending the board meeting.

18. Items for information and/or discussion – none

MaryKellie Marquez left the meeting at this time.

19. Closed Session

*MOTION: Trustee Stull moved to enter into closed session 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" at 7:48 p.m. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustee Richardson*

*Motion carried*

Returned to open session at 8:02 p.m.

MaryKellie Marquez returned to the meeting at this time.

Trustee DuRocher called roll call:

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

ABSENT: Trustee Richardson

ALSO ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis and MaryKellie Marquez

STAFF ATTENDING REMOTELY:

Member Services Manager Paul Dobersztyn, Marketing Specialist Kathy Gaydos,  
Systems Administrator Cynthia Makowski, Member Services Manager Jaime Perpich

19. Discussion/action resulting from the above closed session – none

20. Adjournment

*MOTION: Trustee Warren moved to adjourn the regular meeting at 8:04 p.m. Trustee Stull seconded.*

*Voice vote:*

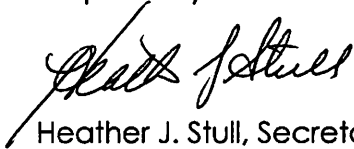
*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

Respectfully submitted,



Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District