

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Board of Trustees
Wednesday, October 20, 2021

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, Picha, Richardson, Warren

ABSENT: Trustee Ruzicka

Trustee Stull (attending remotely, not participating)

STAFF ATTENDING: Library Director Sandy Whitmer, Assistant to the Director Jackie Davis, Youth Services Librarian Diana Abraham, and Public Services Manager Paul Doberstzyn

STAFF ATTENDING REMOTELY:

Marketing Specialist Kathy Gaydos, Systems Administrator Cynthia Makowski, Cataloging & Acquisitions Manager MaryKellie Marquez, and Member Services Manager Jaime Perpich

PUBLIC ATTENDING: Enrique Abraham

3. Appoint Secretary Pro-Tem

Trustee DuRocher appointed Trustee Richardson to be Secretary Pro-Tem.

4. Approval of the Agenda

MOTION: Trustee Lezon moved to approve the agenda as written. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Ruzicka and Stull

Motion carried

5. Presentations

- a. Employee Recognition

Public Services Manager Paul Doberstzyn recognized Diana Abraham for 15 years of employment. She began her career as a part-time employee and was promoted to her current position as a full time Youth Services Librarian. Diana presents story times and programs for the younger children.

Diana stated she is very lucky to be in a job she loves serving the Warrenville community.

6. Public Comments – None

Diana and Enrique Abraham left the meeting at this time.

7. Correspondence – None
8. Consent Agenda
 - a. Approve Minutes of the September 15, 2021 Budget & Appropriation Public Hearing
 - b. Approve Minutes of the September 15, 2021 Regular Board of Trustees Meeting
 - c. Approve Minutes of the September 15, 2021 Closed Session
 - d. Receive and file Financial Report for September

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

Roll call vote:

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

Nays – none

Absent – Trustees Ruzicka and Stull

Motion carried

9. Regular Agenda
 - a. Approve payments for the period of September 16, 2021 – October 20, 2021

MOTION: Trustee Picha moved to pay invoices in the amount of \$40,344.33 for the period of September 16, 2021 through October 20, 2021 including electronic payments and checks 8457-8499. Checks #8461, 8492 and 8494 are voided. Trustee Richardson seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Ruzicka and Stull

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – none

Absent – Trustees Ruzicka and Stull

Motion carried

10. Unfinished Business – None

11. New Business

- a. Review Staff Report on Serving Our Public 4.0: Standards for Illinois Public Libraries (Chapters 5-7, 9-11, 13) for the Per Capital Grant Application

Director Whitmer stated this is the first of two reports for the Per Capita Grant due to the state by January 15, 2022. Staff review the more detailed sheets and make comments on items that were addressed during the past fiscal year and items that need addressing in the future.

Trustee Warren asked if there is a defibrillator located in the tornado shelter. Director Whitmer there is not. The general consensus is one, possibly two defibrillators should be installed at the library. Director Whitmer will contact either the Warrenville Emergency Management Agency or the Warrenville Fire Department for advice on how many and location.

Trustee Richardson stated she likes the plan for Public Services staff to be trained to help meet the needs of patrons with disability, language and literacy challenges. Director Whitmer stated a comment will be added regarding this assistance in the library's newsletters and notices.

- b. Review Truth in Taxation (TITA) Public Notice and set Public Hearing for Wednesday, November 17, 2021 at 7 p.m.

MOTION: Trustee Picha moved to approve the Truth in Taxation Public Notice and set the Public Hearing for Wednesday, November 17, 2021 at 7 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Ruzicka and Stull

Motion carried

12. Director's Report

Director Whitmer stated the auditor's exit Interview was held on October 19. They suggested some journal entries that need to be changed.

They also recommended the Special Reserve Fund be designated a non-major fund, however since funds will be transferred into this account this year it will be remain a major fund. This has resulted in additional testing for that fund delaying the audit presentation to the Board until the December board meeting.

13. Department Head Reports

Trustee DuRocher asked Member Services Manager Jaime Perpich if she is satisfied with the number of new members resulting from the New Resident Project. Ms. Perpich stated only 4 new resident cards were converted from digital to full access prior to the start of this project. She stated it is too early to evaluate. Ms. Perpich and Marketing Specialist Kathy Gaydos will continue this

project through January at which time they will assess the success of the project and determine whether or not to continue issuing new resident cards.

Trustee Picha stated self-checkout is over 50%.

14. President's Report

Trustee DuRocher stated the auditors will not be in attendance in November, but will present their report in December.

15. Treasurer's Report

Trustee Lezon reported the Library received two tax disbursements from the County in September totaling \$708,180.32.

16. Secretary's Report – none

17. Committee Reports – none

18. Trustee Comments

Trustee Lezon stated her grandson has been enjoying the library's storytimes and looks forward to coming to the library.

Trustee Warren stated the Chicago Tribune reported students' reading and math scores are down this year.

Director Whitmer stated there will be a winter reading challenge and members will be able to record their progress via an app.

19. Items for information and/or discussion – none

20. Adjournment

MOTION: Trustee Warren moved to adjourn the meeting at 7:33 p.m. Trustee Richardson seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Ruzicka and Stull

Motion carried

Respectfully submitted,



Jill Richardson, Secretary Pro-Tem
Board of Trustees
Warrenville Public Library District