

Monday, September 20, 2021

7:00 p.m.

**I. Call to Order**

The Board of Trustees of the Wheaton Public Library held their regular Board meeting on Monday, September 20, 2021. Board President Laurie Metanchuk called the meeting to order at 7:00 p.m. Members present in person at roll call: Christine Fenne, Al Herbach, Laurie Metanchuk, Simone Morton and Vallari Talapatra. Attending via Zoom were: Bob Lyon and Kathryn Staron. Absent: Bob McDonough and Joe McHaley. Betsy Adamowski, Library Director, Ed Sirovatka, IT/Facilities Manager, and Lisa Christell-Sandri, Library Finance/Business Office Manager and recording secretary for this meeting, were also in attendance.

**II. Citizens to be Heard**

Six guests addressed the Library Board with concerns about the Pride display in the Youth Services department in June of this year. Each expressed concern about the appropriateness of the display in the children’s area. Another citizen commented on the West Side Plaza presentation and stated that the cost would be worth it if it brings the Library closer to being a top 10 library again.

**III. Visioning and Plaza Study Presentation – Studio GC Architects Nikki Bridges and Rick McCarthy**

Ms. Bridges began the presentation with details and estimated costs of repairing/cleaning the different areas on the west plaza: limestone panels; upper plaza – epoxy surface, metal trench drains; stairs; handicap ramp; and lower plaza – concrete strips and pavers. She answered questions from the Board members. Mr. McCarthy continued with a design concept and estimated costs for optimizing the usage of the west plaza and integrating the plaza with Adams Park: more stair area with railings to optimize performances and program activities, removable sunshades, banner poles and electronic signage. Mr. McCarthy noted that the concept design is not a complete plan, but an idea of what can be done. He then answered questions from the Board members. The Board made a consensus vote to continue the project development.

**CONSENT AGENDA**

**IV. Minutes for the August 16, 2021 Board Meeting**

**V. Financial Reports for August 2021 and Bill Listing for September 2021 Payment**

Mrs. Fenne moved and Ms. Morton seconded to approve the Consent Agenda items.

Roll Call Vote

Ayes: Mr. Lyon  
Ms. Talapatra  
Mrs. Fenne  
Ms. Staron  
Ms. Morton  
Mr. Herbach  
Mrs. Metanchuk

Nays: None

Absent: Mr. McDonough  
Mr. McHaley

Motion Carried

**VI. Library Director’s Board Report for August 2021**

Mrs. Adamowski said that she, Ed Sirovatka and Pete DeCicco are interviewing applicants for the Building Maintenance position. She stated that the Park District has confirmed they will be a partner for the next Mad Fore Plaid event. Due to the rise in COVID cases the chance of not doing the event until January 2023 could be a possibility. The Board agreed. Mrs. Adamowski will follow up as time goes on.

**VII. Unfinished Business:**

**A. East Side Garden Presentation – Vallari Talapatra**

Mrs. Adamowski said, due to the number of items on the agenda, Ms. Talapatra will do her presentation at the October meeting. Mrs. Adamowski did go over some highlights: it will be a garden story walk with stepping stones, butterfly garden, and native plants with a kind of journey element to it. Mrs. Adamowski added that the garden is set to be installed on October 5<sup>th</sup>.

**B. CY2022 Budget Discussion**

Mrs. Adamowski had a meeting with Finance Committee Chair Simone Morton to go over the budget, then the Finance Committee had a meeting on September 20, 2021 to discuss it. Mrs. Adamowski stated that the CY2022 budget will be presented at the October Board meeting. If all goes well, it will be on the November agenda to move to the City Council for approval.

**VIII. New Business:**

**A. Motion to Approve Credit Card Transaction Policy**

Mrs. Adamowski noted that this policy has been updated. Mr. Lyon moved and Mr. Herbach seconded to approve the revised policy.

Roll Call Vote

Ayes: Mr. Herbach  
Ms. Talapatra  
Ms. Staron  
Mrs. Fenne  
Ms. Morton  
Mr. Lyon  
Mrs. Metanchuk

Nays: None

Absent: Mr. McDonough  
Mr. McHaley

Motion Carried

**B. Motion to Approve Notary Service Policy**

Mrs. Adamowski stated that the Notaries are independent of the Library and they decide whether or not to notarize a document. Mrs. Fenne moved and Ms. Morton seconded to approve the revised policy.

Roll Call Vote

Ayes: Ms. Morton  
Mr. Herbach  
Ms. Staron  
Mrs. Fenne  
Mr. Lyon  
Ms. Talapatra  
Mrs. Metanchuk

Nays: None

Absent: Mr. McDonough  
Mr. McHaley

Motion Carried

**C. Motion to Approve Citizens to Be Heard Policy**

It was suggested that this item be tabled until the October Board meeting. Mrs. Metanchuk moved and Ms. Morton seconded to table this item.

Roll Call Vote

Ayes: Mrs. Fenne  
Ms. Morton  
Mr. Herbach  
Mr. Lyon  
Ms. Talapatra  
Ms. Staron  
Mrs. Metanchuk

Nays: None

Absent: Mr. McDonough  
Mr. McHaley

Motion Carried

**D. Director Evaluation Process**

Mrs. Adamowski said that she and President Metanchuk met and spoke about prior evaluation processes. They agreed that Director Adamowski would go back to presenting a summary of the year's accomplishments and goals for the next year.

**IX. Board Member Comments (Round the Table)**

Mrs. Metanchuk noted that the Library is a welcoming destination for all and that we should always keep that in mind. Mrs. Fenne asked about the Marketing Plan and Mrs. Adamowski answered that, since the Communications Coordinator has just started, the Marketing Plan process will start in January 2022.

**IX. Adjournment:**

There being no further business of the Wheaton Public Library Board of Trustees, Mr. Herbach moved and Mrs. Fenne seconded that the meeting be adjourned. A voice vote was taken and the motion for adjournment carried at 9:07 p.m.

Respectfully Submitted,

Lisa Christell-Sandri  
Finance/Business Office Manager