

Monday, September 21, 2020

5:07 p.m.

I. Call to Order

The Board of Trustees of the Wheaton Public Library held their regular Board meeting on Monday, September 21, 2020. Board President Christine Fenne called the meeting to order at 5:07 p.m. Members present in person at roll call were: Christine Fenne, Alan Herbach, Bob Lyon and Ms. Talapatra. Attending via Zoom were: Bob McDonough, Joe McHaley and Laurie Metanchuk. Kathryn Staron entered via Zoom at 5:09 p.m. Absent: Simone Morton. 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

None

CONSENT AGENDA

III. Minutes for the August 17, 2020 Board Meeting

IV. Financial Reports for August 2020 and Bill Listing for September 2020 Payment

Mr. Herbach moved and Mr. Lyon seconded to approve the Consent Agenda items.

Roll Call Vote

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

Nays: None

Absent: Ms. Morton

Motion Carried

V. Friends of the Library Report – Mrs. Adamowski

Mrs. Adamowski stated that the Friends were setting up a pop-up book sale due to the number of books they have, though they are not accepting donations at this time because the books would have to be quarantined and they don't have the volunteers needed for that at this time. The book sale will be in the café seating area and will begin tomorrow (September 22). There will be a box in that area for monetary donations.

VI. Library Director's Board Report for August 2020

Mrs. Adamowski pointed out that the Library Director evaluation tool had been included in the Board packet. Board President Fenne will need to coordinate the details for the members to fill it out. Mrs. Adamowski noted that the ILA Virtual Conference will be October 20 – 22 and she will register any Board member who is interested in attending. She mentioned that she had not received the estimate on the library's tornado damage (4 skylight panels blew off). It will be submitted to the insurance company for possible reimbursement when it is received. Mr. Lyon asked Mrs. Adamowski about having outdoor

concerts. She responded that the number of staff is too low at this time to clean and set up chairs. It was suggested that people bring their own chairs. Perhaps it could be in the spring. Mrs. Adamowski will ask Courtney Tedrick, Community Engagement Department Head, about the feasibility.

VII. Unfinished Business:

A. Interior Remodel Project

Mrs. Adamowski said the bid package will be wrapped up by this Wednesday, then there will be the bid opening, so likely she will bring the recommended bid to the October Board meeting. There was a meeting about the furniture – she will email photos by the end of the week. Mrs. Adamowski noted that the plexiglass on some of the furniture will be removeable, if needed. This week Hallett (movers) will take down the Teen shelves. All the large print books will be moved in with the fiction collection and then that open area will have seating.

VIII. New Business:

A. By-Law Task Force Project Update

Mrs. Fenne has asked Mr. McDonough and Ms. Morton to be on the By-Law Task Force Committee and will schedule a meeting to discuss any changes. After meeting, Mrs. Fenne will go over recommended By-Law changes with Mrs. Adamowski and then present to the Board.

B. CY2021 Budget Review

Mrs. Adamowski highlighted some budget items such as the tax revenue which was budgeted the same as last year (it usually increases by about 2%); the Friends were able to contribute \$30,000; the Per Capita Grant the library applies for each year has increased; fines were decreased and will probably go away in the not-too-distant future due mostly to automatic renewals; it's likely the coffee café will close for now, so the concession fee income may be less than budgeted; having several staff retire helped with personnel costs, allowing a 2% increase for qualified employees; \$30,000 was added to replace fiction books that are in bad condition or have volumes missing in the series. Mrs. Adamowski added that Mike Dzukan, City Manager, and the Finance Committee are good with the CY2021 Budget. At the October Board meeting, there will be a motion to move the budget to the City Council for approval.

IX. Board Member Comments (Round the Table)

Mrs. Metanchuk asked whether the meetings will move back to 7:00 pm. Mrs. Adamowski noted that the Library closes at 7:00, but a staff member could show interested citizens to the Board room. It was suggested to start at 6:00 pm. There was a consensus to try that in October. Mrs. Adamowski noted that the west side doors to the Library will probably now be open. Mr. Lyon thanked Dawn Kovacs, Deputy Director, saying the website looks good. Mrs. Adamowski is working on the Library's goals and accomplishments as part of the budget process and she has added an overview of COVID-19 actions that the library took. She will forward it to the Board members.

X. Adjournment

There being no further business of the Wheaton Public Library Board of Trustees, Mr. Lyon moved and Mr. Herbach seconded that the meeting be adjourned. A voice vote was taken and the motion for adjournment carried at 5:48 p.m.

Respectfully Submitted,
Lisa Christell-Sandri
Finance/Business Office Manager