

Monday, January 17, 2022

7:04 p.m.

I. Call to Order

The Board of Trustees of the Wheaton Public Library held their regular Board meeting on Monday, January 17, 2022. Board President Laurie Metanchuk called the meeting to order at 7:04 p.m. Members present in person at roll call: Christine Fenne and Simone Morton. Attending via Zoom were Al Herbach, Bob Lyon, Laurie Metanchuk, Kathryn Staron and Vallari Talapatra. Absent: 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. Meg Santillan, Communications Coordinator, was also present at roll call.

II. Citizens to be Heard

Jonathan Claud, a Wheaton resident, was interested in hearing the presentation on the Library’s Communications Plan as it pertains to speakers and events.

III. Presentation of Wheaton Public Library’s Communications Plan – Meg Santillan, Communications Coordinator

Mrs. Adamowski gave an overview of why a communication plan was created. This plan will be viewed a “year-at-a-glance” to avoid “reactionary” programming to current events. It will use a more strategic process, not by shying away from current events, but by taking time to assess and, if necessary, discuss programming ideas with the Library Board. She stated that the Plan will be like a workbook for Staff, but will always be evolving. Mrs. Adamowski then introduced Meg Santillan, who went through and explained each section of the Communications Plan.

CONSENT AGENDA

IV. Minutes for the December 17, 2022 Board Meeting

V. Financial Reports for December 2021 and Bill Listings for December 2021 and January 2022 Payment

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

Roll Call Vote

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

Nays: None

Absent: Mr. McHaley

Motion Carried

VI. Library Director’s Board Report for December 2021

Mrs. Adamowski wished everyone a happy New Year. She said she has been working aggressively on her goals. She asked the Board members if they wanted her to continue to put her meeting dates on her Board report. The consensus of the members was no, that wasn’t necessary. She highlighted a trivia pub crawl in partnership with the Chamber being planned for the end of April. She also mentioned that she would be on vacation at the end of the month.

VII. Unfinished Business:

A. West Side Project Update

Mrs. Adamowski said the visioning plan is being finished up; the Studio GC architects, Nikki Bridges and Rick McCarthy, are having a meeting with the management staff this week and will attend the Board meeting in February to explain the visioning plan.

VIII. New Business:

A. WPL 2022 Endowment Fund - Discussion

Mrs. Adamowski gave the history of the four funds that Wheaton Public Library has at the DuPage Foundation. She wants to have a representative from the Foundation come to discuss planning for the funds. Mrs. Adamowski is thinking of having a Fall fundraising event. She also would like to update the Giving Tree brochure. She said that there will be an iPad set-up next to the donor wall that will contain information on the donors/memorials. Mrs. Adamowski is planning to add a donor wall in Youth Services.

B. Motion to Approve the Annual Distribution of \$13,900 for the Adams Memorial Fund Remains in the Fund

Ms. Talapatra moved and Mrs. Morton seconded to approve the motion.

Roll Call Vote

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

Nays: None

Absent: Mr. McHaley

Motion Carried

C. Motion to Approve that the Annual Distribution of \$2,900 for the Wheaton Public Library Agency Fund Remains in the Fund

Ms. Staron moved and Mrs. Morton seconded to approve the motion.

Roll Call Vote

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

Nays: None

Absent: Mr. McHaley

Motion Carried

D. Motion to Approve that the Annual Distribution of \$1,700 for the Garbe Endowment Fund Remains in the Fund

Mr. Herbach moved and Mrs. Fenne seconded to approve the motion.

Roll Call Vote

Ayes: Mrs. Morton

Mr. Herbach
Ms. Staron
Mr. Lyon
Mrs. Fenne
Ms. Talapatra
Mrs. Metanchuk

Nays: None

Absent: Mr. McHaley

Motion Carried

E. Motion to Approve 2022 Wheaton Public Library Meeting Dates

Mrs. Metanchuk inquired as to whether the February Board meeting could be moved as it was on President's Day. Ms. Staron agreed that it was hard to attend meetings when kids are off of school. Mrs. Adamowski noted that the Library was open that day. Ms. Talapatra moved and Mr. Herbach seconded to approve the 2022 meeting dates as proposed.

Roll Call Vote

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

Nays: None

Absent: Mr. McHaley

Motion Carried

F. Motion to Approve Correction of Closed Minutes Date on Resolution R-02-21 – Release of Closed Session Minutes, Attachment A

Mrs. Metanchuk moved and Mrs. Morton seconded to approve the motion.

Roll Call Vote

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

Nays: None

Absent: Mr. McHaley

Motion Carried

IX. Closed Session:

A. 5 ILCS 120/2 (c) (21): Discussion of minutes of meetings lawfully closed under this Act, whether of purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06

At 8:18 p.m. Mr. Lyon moved and Mr. Herbach seconded to go into Closed Session.

Roll Call Vote

Ayes: Mrs. Fenne

Mr. Herbach
Mr. Lyon
Ms. Morton
Ms. Staron
Ms. Talapatra
Mrs. Metanchuk

Nays: None

Absent: Mr. McHaley

Motion Carried

X. Return to Open Session

The Board members returned to Open Session at 8:37 p.m.

A. Adopt R-01-22: Resolution Authorizing the Release of Closed Session Minutes

Mr. Lyon moved and Ms. Talapatra seconded to adopt R-01-22 (see attached)

B. Adopt R-01-22: Resolution Authorizing the Destruction of Audio or Video Recording of Closed Session Meetings

Mr. Lyon moved and Ms. Staron seconded to adopt R-02-22 (see attached)

XI. Board Member Comments (Round the Table)

None

XII. Adjournment

There being no further business of the Wheaton Public Library Board of Trustees, Ms. Staron moved and Ms. Talapatra seconded that the meeting be adjourned. A voice vote was taken and the motion for adjournment carried at 8:41 p.m.

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

RESOLUTION R-01-22
A RESOLUTION AUTHORIZING THE RELEASE OF CLOSED SESSION MINUTES

WHEREAS, 5ILCS/120 2.06 (d) provides that minutes of closed sessions should be made public once a public body determines that it is no longer necessary to protect the public interests or the privacy of an individual by keeping the minutes confidential; and

WHEREAS, the Wheaton Public Library Board of Trustees, in open session, reviewed the minutes of past closed sessions currently kept in a closed file; and

WHEREAS, the Wheaton Public Library Board of Trustees has determined that a need for confidentiality still exists as to the minutes from the closed session meetings listed on Attachment "A" to this resolution; and

WHEREAS, the Wheaton Public Library Board of Trustees has further determined that the need for confidentiality no longer exists as to the review session minutes from the closed session meetings listed on Attachment "B" to this resolution and that these minutes should be made available for public inspection; and

NOW, THEREFORE, BE IT RESOLVED by the Library Board of Trustees of the City of Wheaton, Illinois, that the Library Director is hereby directed to place the following closed session minutes in an open file as listed on Attachment "B" to this resolution.

ADOPTED this 17th day of January 2022.

Mrs. Metanchuk
Library Board President

ATTEST:

Mr. Herbach
Vice President

Roll Call Vote

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

Nays: None

Absent: Mr. McHaley
Motion Carried

ATTACHMENT "A" –RESOLUTION R-01-22

(Minutes Not to be Released)

March 21, 2005

January 16, 2006 (Item II and III)

June 19, 2006

January 7, 2013

April 1, 2013

April 8, 2013

April 15, 2013

May 1, 2013 (A. and B.)

September 16, 2013

May 18, 2015 (Item X. b.)

March 19, 2018

June 21, 2021

November 15, 2021

December 20, 2021

ATTACHMENT "B" – RESOLUTION R-03-21

(Minutes to be Released)

None

RESOLUTION R-02-22

A RESOLUTION AUTHORIZING THE DESTRUCTION OF AUDIO OR VIDEO RECORDING OF CLOSED SESSION MINUTES

WHEREAS, the Open Meeting Act requires public bodies to audio or video record their closed meetings; and

WHEREAS, the Wheaton Public Library Board of Trustees complied with that requirement; and

WHEREAS, the Open Meetings Act permits public bodies to destroy the verbatim record of closed meetings without notification to or the approval of a Records Commission or the State Archivist not less than eighteen (18) months after the completion of the meeting recorded, but only after:

1. It approves the destruction of a particular recording; and
2. Approval has been given of written minutes of the closed meeting; and

WHEREAS, for the verbatim record by audio or video tape of the meetings set forth in Section 1 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, no action is pending regarding those meetings, and this public body has approved the written minutes for each of the meetings or portions of meetings set forth in Section 1; and

NOW, THEREFORE, BE IT RESOLVED by the Wheaton Public Library Board of Trustees of Wheaton, Illinois, as follows:

Section 1: Based upon the statements made within the preamble to this resolution, the Wheaton Public Library Board of Trustees hereby orders the destruction of the verbatim record being an audio or video tape of the following full meetings or portions of meetings:

Wheaton Public Library Board of Trustee Closed Sessions: March 21, 2005, July 18, 2005, January 16, 2006, June 19, 2006, January 15, 2007, July 16, 2007, January 21, 2008, July 21, 2008, January 19, 2009, July 20, 2009, April 1, 2013, April 8, 2013, April 15, 2013, May 1, 2013, August 6, 2013, August 9, 2013, August 19, 2013, August 20, 2013, September 16, 2013, October 21, 2013, May 19, 2014, June 16, 2014, February 16, 2015, May 18, 2015, March 21, 2016, June 20, 2016, December 19, 2016, March 20, 2017, June 19, 2017, February 19, 2018, March 19, 2018, April 16, 2018, June 18, 2018, December 17, 2018, April 15, 2019, June 17, 2019, December 16, 2019.

Section 2: This Resolution shall be in full force and effect immediately upon its passage.

ADOPTED this 17th day of January, 2022.

Mrs. Metanchuk
Library Board President

ATTEST:
Ms. Talapatra
Secretary

Roll Call Vote

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

Nays: Mrs. Fenne

Absent: Mr. McHaley

Motion Carried