

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, May 17, 2023

1. Call to order – Trustee DuRocher called the meeting to order at 7:01 p.m.
2. Roll Call – Trustee DuRocher called roll call

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

ABSENT: Trustee Richardson

STAFF PRESENT: Executive Director Jason Stuhlmann, Assistant to the Director Jackie Davis, Marketing & Communications Manager Kathy Gaydos, Acquisitions & Cataloging Manager MaryKellie Marquez, HR Manager Ian Stevens, Members Services Manager Laurie Rex, IT Manager Duncan Jones

PUBLIC ATTENDING: Michael Schmidt

3. Oath of Office for Connie Schmidt, Heather Stull and Rick Warren

Trustee DuRocher administered the Oath of Office to Heather Stull

Trustee Stull administered the Oath of Office to Constance Schmidt and Richard Warren.

Michael Schmidt left the meeting at this time.

4. Election of Board Officers for 2023-2025

Trustee DuRocher asked for nominations for Board President. Trustee Stull nominated Trustee DuRocher for the Office of President of the Board. There were no other nominations and Trustee DuRocher accepted the nomination.

Trustee DuRocher asked for nominations for Office of the Vice-President of the Board. Trustee DuRocher stated Trustee Warren has served in this position for two terms and cannot serve again at this time. Trustee Lezon nominated Trustee Picha as Vice-President. Trustee Picha accepted the nomination.

Trustee DuRocher asked for nominations for the Office of the Secretary of the Board. Trustee DuRocher nominated Trustee Stull as Secretary. Trustee Stull accepted the nomination.

Trustee DuRocher asked for nominations for Office of the Treasurer of the Board. Trustee Picha nominated Trustee Lezon as Treasurer. Trustee Lezon accepted the nomination.

MOTION: Trustee DuRocher asked for a vote on the above nominations.

Voice vote:

Ayes – all

Nays – None
Absent – Trustee Richardson
Motion carried

5. Consideration of Board Committee Assignments for 2023-2025
After discussion, the agreed upon Slate of Board Committee Assignments was:

Personnel Committee:
Trustees Richardson and Warren

City/Library Task Force:
Trustees Schmidt and Lezon

Open Meetings Act Designee:
Trustee Warren and Library Director Jason Stuhlmann

Freedom of Information Act Officers:
Executive Director Jason Stuhlmann and Assistant to the Executive Director Jackie Davis

Ethics Advisor:
Trustee Lezon
Director Stuhlmann will advise Trustee Lezon of the exact duties of the Ethics Advisor

Library System Contact:
Executive Director Jason Stuhlmann

6. Approval of the agenda

MOTION: Trustee Stull moved to approve the agenda as presented. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – None

Absent – Trustee Richardson

Motion carried

7. Presentations - none
8. Public comments - none
9. Correspondence - none
10. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the April 19, 2023 Committee of the Whole Meeting
- b. Approve Minutes of the April 19, 2023 Regular Board Meeting
- c. Receive and File Financial Report for April 2023
- d. Approve Multi-Product Resolution from Fifth Third Bank to update the Commercial Master Signature Card, removing Cindy Ruzicka and adding Connie Schmidt as an Authorized Signer for the Warrenville Public Library District
- e. Receive and file canvass and abstract of votes cast at the Consolidated General Election held in DuPage County on Tuesday, April 4, 2023

MOTION: Trustee Lezon moved to approve the Consent Agenda as read. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren

Nays – None

Absent – Trustee Richardson

Motion carried

11. Regular Agenda

- a. Approve payments for the period of April 18 – May 17, 2023

MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$70,295.11 for the period of April 20, 2023 through May 17, 2023 including electronic payments and checks #9363 – 9412. Checks #9388 and 9397 are voided. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Picha moved to transfer \$150,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee Richardson

Motion carried

12. Unfinished Business

a. Second Draft of the FY24 Budget

GENERAL ITEMS:

- Director Stuhlmann stated \$2,150 was added to the insurance budget due to the fact the LIRA insurance does not include a crime policy.
- The cost for the cleaning service was increased due to a new contract amount.
- Funds are included to start a Makerspace.
- Tuition reimbursement was removed since no requests were made by staff.
- Based on this year's usage Hoopla was increased to \$35,000.
- Funds for a Strategic Plan consultant were lowered to \$15,000.
- \$1,000 was added to janitorial supplies for the Safety Committee.
- Interest income was increased to \$10,000 based on current interest rates and monthly income.
- TIF Funds were lowered to \$5,000.

Trustee Picha suggested the water budget be increased due to the City of Warrenville raising water/sewer rates.

WAGE INCREASES

The Board stated they have been working to retain staff and giving wage increases certainly assists in this matter. After much discussion, Trustee DuRocher asked for a consensus of the Board on which wage increase they favored. The consensus was 4 -2 in favor of the 5% COLA and 2% merit increase.

HEALTH INSURANCE

Director Stuhlmann stated he has presented scenarios that keep the family cost sharing the same but increases the employee cost sharing.

After discussion the consensus of the Board is to increase the cost sharing to 95/50 which is reflected in the current budget draft.

b. Alibrijes Art at the Library

Director Stuhlmann explained the Warrenville Tourism and Arts Commission's budget request was approved to commission an Alibrijes sculpture for the library through the Mexican Cultural Center of DuPage County. It will take approximately 3 months for the piece to be made and then shipped to the library from Mexico.

After discussion, the Board is leaning towards an owl with wings spread out as if flying in the colors used throughout the library. It would be hung by the Member Services Desk. They will decide officially in June.

13. New Business - none

14. Director's Report

Director Stuhlmann stated the following:

- The Open House on April 23 was a success. He and his wife made numerous balloon creatures. The trustees thanked Kathy Gaydos for all her hard work.
- The Warhol Art exhibit photos will be installed on plexiglass and hung in the Youth Services windows facing Stafford Place. The ribbon cutting will take place outside the library, weather permitting or in the meeting room, on June 3 at 10:00 a.m.
- Work will begin the week of May 22 on window repairs and installation of both public entrance doors.
- Trustees are invited to participate in the July 3 parade.
- Trustee Picha stated she likes that Diana Abraham is reaching out to Agape.
- To assist in the director evaluation process, the Trustees asked Director Stuhlmann to provide them with goals for the next fiscal year.

15. Department Head Reports

16. President's Report

a. Next library meetings or events

President DuRocher stated the next meetings are:

- June 21, 2023 – Regular Board Meeting at 7 p.m.
- July 19, 2023 – Regular Board Meeting at 7 p.m.
- Friday, May 19, 2023 – LACONI Trustee Banquet which Trustees DuRocher and Stull are attending
- June 23-25, 2023 is the ALA Conference at McCormick Place in Chicago. Staff members Ian Stevens and Laurie Rex are attending.

17. Treasurer's Report – Trustee Lezon stated everything looks good

18. Secretary's Report – Trustee Stull stated everything looks good

19. Committee Reports - none

20. Trustee Comments

Trustee DuRocher welcomed Connie Schmidt to the Board.

21. Items for information and/or discussion – Director Stuhlmann asked if any trustee would like to not receive a paper copy of the board packet. Trustee Schmidt stated she does not need a paper copy.

22. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:18 p.m. Trustee Picha 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