

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, June 21, 2023

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 (arrived at 7:05 pm), Schmidt, Stull, Warren

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

3. Approval of the agenda

Trustee Stull stated she would like to add an item to the agenda after item #18 Items for Information and/or discussion. This added item would be a Closed Session, as allowed by 5 ILCS 120/2(c)(1) for the purpose of discussing "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity".

MOTION: Trustee Lezon moved to approve the agenda as amended. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – None

Motion carried

4. Presentations - none
5. Public Comments - none
6. Correspondence – none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the May 17, 2023 Regular Board Meeting
- b. Receive and File Financial Report for May 2023
- c. Authorize preparation of Tentative Budget & Appropriation Ordinance
- d. Adopt Certification of Board Members

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

Roll call vote:

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

Nays – None

Motion carried

8. Regular Agenda

a. Approve payments for the period of May 18, 2023 – June 21, 2023

MOTION: Trustee Stull moved to approve payment of invoices in the amount of \$76,297.17 for the period of May 18, 2023 through June 21, 2023 including electronic payments and checks #9413 - 9460. Trustee Picha seconded.

Roll call vote:

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

Nays – none

Motion carried

b. Approve transfer of funds

MOTION: Trustee Picha moved to transfer \$175,000 from commercial checking account to operating checking account. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Motion carried

9. Unfinished Business

a. Approve Working Budget for Fiscal Year 2024

- Director Stuhlmann stated as per the Board's direction last month, a COLA raise of 5% and a possible 2% merit increase will be given to staff.
- Director Stuhlmann stated per previous Board direction, the health insurance cost sharing was increased to 95% for employees. After attending a LIMRICC meeting, the estimated overall insurance premium increases are 12.2%, not 10% as used in the previous budget. This resulted in a \$7,000 increase.
- There is a smaller deficit predicted for 2024 than this year due to spending less of the special reserve fund.
- Trustee Picha asked when the final numbers will be available for FY 22-23. Director Stuhlmann replied he will have those numbers in July.

MOTION: Trustee Richardson moved to approve the Working Budget for Fiscal Year 2024 as presented. Trustee Warren seconded.

Roll call vote:

Ayes – DuRocher, Picha, Richardson, Schmidt, Stull, Warren

Nays – Lezon

Absent – none

Motion carried

b. Alibrijes Art at the Library

After discussion it was the consensus of the Board to commission an owl sculpture, in library colors. The owl will be hung from the ceiling at the Stafford Place entrance.

MOTION: Trustee Stull moved to approve an owl sculpture with the library's color scheme as the commissioned piece of Alibrijes art, provided through the Tourism & Arts Commission, to be installed hanging in the library's lobby over the new youth book cubes by the Stafford entrance. Trustee Schmidt seconded.

Voice vote:

Ayes – all

Nays – none

Absent - none

Motion carried

10. New Business – none

11. Director's Report

- Director Stuhlmann stated the library had a great Andy Warhol ribbon cutting event on June 3. Staff members Kathy Gaydos and David Cassara did a wonderful job installing the art and coordinating the event.
- The library plans to work with the City of Warrenville to begin social media archiving. An Intergovernmental Agreement will be drawn up.
- The new entrance doors have been installed.
Trustee Picha stated there is no signage indicating the doors are automatic. Director Stuhlmann replied decals/signs will be ordered and installed.
- Trustee DuRocher asked who will be participating in the July 3 parade. Trustees Warren and Stull will be. Trustee Picha may if she is able to ride in the car. Kathy Gaydos asked everyone to wear their new red library shirt or at least red/white/blue clothing.

Goals for 2024

Director Stuhlmann reviewed the goals he is suggesting for himself for FY24.

- Goal 1 – Decennial Committee – he will guide the board and public members through the process of executing the duties of the Decennial Committee of Government Efficiency.
- Goal 2 – Policy Review – he will complete a review of all library policies to create an official scheduled timeline of policies to be reviewed.
- Goal 3 – Strategic Plan – he will evaluate the current strategic plan and its accomplishments, and use that to inform the planning of the needs, timeline and goals for the next strategic plan. Gather input from the community, possibly with a consultant. The new strategic plan tentatively proposed for implementation would begin by the end of 2024.

- Goal 4 – Along with staff members Jackie Davis and Ly Tran begin a building evaluation, including a review of previous building and mechanical reports to identify building needs and projects.

12. Department Head Reports

- Trustee Picha stated she enjoys the department head reports.
- Trustee Warren liked that Kyrie Kenny-Sumrak visited Bower School and received 700 interactions.
- Trustee Stull was surprised that only 1/3 of the Safety Committee would want to use Narcan or an AED. Trustee DuRocher stated an AED is very user friendly.

13. President's Report

a. Next library meetings or events

President DuRocher stated the next meetings are:

July 19, 2023 at 7 pm – Regular Board Meeting

August 16, 2023 at 7 pm – Regular Board Meeting

Trustees DuRocher and Schmidt will be absent at the August meeting

14. Treasurer's Report

Trustee Lezon reported the library received the annual letter from the Secretary of State awarding the library \$20,791.60 for the Fiscal Year 2023 Public Library Per Capita Grant.

At the beginning of June the following funds were received from the City of Warrentville:

- 2021 Tax Year Reimbursement of \$4,765 for TIF District #3
 - 2021 Tax Year Reimbursement of \$20,111 for TIF District #4
- TIF District #3 should remain steady in the future, but TIF District #4 will continue to grow.

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

16. Committee Reports - none

17. Trustee Comments

Trustee Lezon stated she would like the library to make sure and promote the well-being of staff's mental health. Ian Stevens, HR Manager, stated there is an Employee Assistance Program available to all employees and their dependents.

Trustee Schmidt asked what LIMRICC is. Trustee DuRocher stated LIMRICC (Library Insurance Management & Risk Control Combination) is a consortium of libraries. We purchase the staff health insurance from this group.

18. Items for information and/or discussion

Closed Session

MOTION: Trustee Stull moved to enter into closed session for the purpose of discussing the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity" at 7:53 p.m. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent -none

Motion carried

Returned to open session at 8:20 p.m.

Trustee DuRocher called roll call:

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

ALSO ATTENDING: Library Director Jason Stuhlmann and Assistant to the Director Jackie Davis

Discussion/action resulting from the above closed session – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:21 p.m. Trustee Warren seconded.

Voice vote:

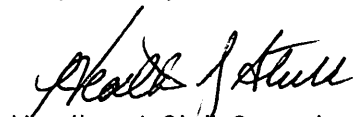
Ayes – all

Nays – none

Absent - none

Motion carried

Respectfully submitted,



Heather J. Stull, Secretary
Board of Trustees

Warrenville Public Library District