

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, July 19, 2023**

1. Call to order – Trustee DuRocher called the meeting to order at 7:00 p.m.
2. Roll Call – Trustee DuRocher called roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson (arrived at 7:06 pm)  
Schmidt, Stull, Warren

ALSO ATTENDING: Library Executive Director Jason Stuhlmann, Assistant to the  
Executive Director Jackie Davis, HR Manager Ian Stevens, Acquisitions &  
Cataloging Manager MaryKellie Marquez

3. Approval of the agenda

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson*

*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 June 21, 2023 Regular Board Meeting
- b. Approve Minutes of the June 21, 2023 Regular Board Meeting Closed  
Session
- c. Receive and File Financial Report for June 2023
- d. Budget & Appropriation
  - i. Adopt Ordinance #23-24-01 – Tentative Budget & Appropriation  
Ordinance for Fiscal Year 2023-24
  - ii. Adopt Certificate of Authenticity for Tentative Budget &  
Appropriation Ordinance for Fiscal Year 2023-34

iii. Approve Notice of Public Hearing on Budget & Appropriation Ordinance

*MOTION: Trustee Picha moved to approve the consent agenda as read. Trustee Schmidt seconded.*

*Roll call vote:*

*Ayes – Trustee DuRocher, Lezon, Picha, Schmidt, Stull, Warren*

*Nays – None*

*Absent – Trustee Richardson*

*Motion carried*

Trustee Richardson arrived at 7:06 p.m.

8. Regular Agenda

a. Approve payments for the period of June 22 – July 19, 2023

*MOTION: Trustee Stull moved to approve payments in the amount of \$84,863.42 for the period of June 22, 2023 through July 19, 2023 including electronic payments and checks #9461 through #9513. Check #9488 is voided. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustee DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren*

*Nays – None*

*Motion carried*

b. Approve transfer of funds

*MOTION: Trustee Picha moved to transfer \$175,000.00 from commercial checking account to operating checking account. Trustee Warren seconded.*

*Roll call vote:*

*Ayes – Trustee DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren*

*Nays – None*

*Motion carried*

9. Unfinished Business – none

10. New Business

a. Appoint Two Trustees to Review Secretary's Records for FY23

Trustees Schmidt and Warren volunteered to audit the Secretary's Records for FY23

*MOTION: Trustee Picha moved to appoint Trustees Schmidt and Warren to review the Secretary's Records for FY23. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

11. Director's Report

a. FY23 Budget Summary

Director Stuhlmann stated Page 1 of the financials has been replaced to correctly reflect an unaudited current balance of \$0.00 for the Building & Maintenance Fund which was the goal this year. Staff inadvertently coded bills to zero out the Building & Maintenance Fund budget line item rather than zero out the actual audited fund balance.

Director Stuhlmann stated there were a few small errors in the budget summary. The corporate expenses column was underspent by \$220,020 not \$278,847 and the corporate surplus/deficit column had a surplus of \$18,887 not \$21,887.

Trustee DuRocher asked why there was a surplus. Director Stuhlmann explained there were several staff vacancies not filled immediately and some automation items budgeted, but not purchased, as they were not needed.

b. Polling Place

Trustee DuRocher stated she is interested in the library being an early voting site. Director Stuhlmann stated he responded to the DuPage County Clerk's Election Division with several logistical questions to determine if it would be feasible, but has not heard back yet.

After discussion, it was the consensus of the Board for Director Stuhlmann to investigate this further. Director Stuhlmann will ask them to visit the library to conduct an assessment of the potential areas.

c. Art Updates

- The Board liked the conceptual drawing for the Alebrijes owl from the Warrenville Tourism & Arts Commission.
- Trustee Warren asked if Director Stuhlmann knew the reason the City chose a Pegasus to replace the fountain. Director Stuhlmann stated he does not know.
- Trustee Stull asked if this sculpture will be located completely on the City's property. Trustee Picha stated she is worried about liability issues. Director Stuhlmann stated he will look for a Plat of Survey showing the fountain to verify who owns the property.

d. Miscellaneous

- Trustee Picha stated residents of Maple Hill love the concerts.
- Trustee Warren asked when the food drive will be over. Director Stuhlmann stated it should be active until at least mid-September. The library could always have another one around the holidays.
- Trustee Picha reported self-checkout is at 62%. She really enjoys the department reports and how detailed they are.

12. Department Head Reports – no questions

13. President's Report – Trustee DuRocher stated the next meetings are:

- a. Regular Board Meeting on Wednesday, August 16, 2023
- b. Budget & Appropriation Public Hearing on Wednesday, September 20, 2023
- c. Regular Board Meeting on Wednesday, September 20, 2023

14. Treasurer's Report – Trustee Lezon stated the library received the annual Per Capita Grant check in the amount of \$20,791.60 which will be applied to the library's 2023-24 fiscal year income.

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

16. Committee Reports – none

17. Trustee Comments

- Trustee Picha stated there will be a solar eclipse next year and she has heard the eclipse glasses will be very difficult to obtain.
- Trustee Picha stated Dolly Parton has a reading program for children. She suggested Public Services Manager Paul Dobersztyn investigate the program.

18. Items for information and/or discussion - none

19. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the regular meeting at 7:40 p.m.*

*Trustee Stull seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,



Heather Stull, Secretary  
Board of Trustees  
Warrenville Public Library District