

**WARRENVILLE PUBLIC LIBRARY DISTRICT**  
**Regular Meeting of the Board of Trustees**  
**Wednesday, October 18, 2023**

1. Call to order – Trustee DuRocher called the meeting to order at 7:05 p.m.

2. Roll Call

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

ABSENT: Trustees Lezon and Warren

ALSO ATTENDING: Library Director Stuhlmann, Assistant to the Director Jackie Davis, Public Services Manager Paul Dobersztyn, Marketing and Communications Manager Kathy Gaydos, Acquisitions and Cataloging Manager MaryKellie Marquez, Members Services Manager Laurie Rex, IT Manager Duncan Jones, HR Manager Ian Stevens

3. Approval of the agenda

Trustee DuRocher removed #19 – Closed Session

*MOTION: Trustee Stull moved to approve the agenda as amended. Trustee Schmidt seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Lezon and Warren*

*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 September 20, 2023 Budget & Appropriation Hearing
- b. Approve Minutes of the September 20, 2023 Regular Board Meeting
- c. Receive and file Financial Report for September 2023

*MOTION: Trustee Picha moved to approve the consent agenda as read. Trustee Richardson seconded. Roll call vote:  
Ayes – Trustees DuRocher, Picha, Richardson, Schmidt, Stull  
Nays – none  
Absent – Trustees Lezon and Warren  
Motion carried*

## 8. Regular Agenda

- a. Approve payments for the period of September 21, 2023 – October 18, 2023

*MOTION: Trustee Stull moved to approve payments in the amount of \$52,580.90 for the period of September 21, 2023 through October 18, 2023 including electronic payments and checks #9601 through #9650. Check #9621 is voided. Trustee Picha seconded.*

*Roll call vote:*

*Ayes – Trustees DuRocher, Picha, Richardson, Schmidt, Stull  
Nays – none  
Absent – Trustees Lezon and Warren  
Motion carried*

- b. Approve transfer of funds

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

*Roll call vote:*

*Ayes – Trustees DuRocher, Picha, Richardson, Schmidt, Stull  
Nays – none  
Absent – Trustees Lezon and Warren  
Motion carried*

## 9. Unfinished Business – None

## 10. New Business

- a. Review Truth in Taxation (TITA) Public Notice and set Public Hearing for Wednesday, November 15, 2023 at 7 p.m.

*MOTION: Trustee Picha moved to approve the Truth in Taxation Public Notice and set the Public Hearing for Wednesday, November 15, 2023 at 7 p.m. Trustee Stull seconded.*

*Voice vote:*

*Ayes – all  
Nays – none*

*Absent – Trustees Lezon and Warren*

*Motion carried*

- b. Approve closing of the library on March 8, 2024 for a Staff In-Service Day

Director Stuhlmann stated the library has not had a staff in-service day since November 2022.

*MOTION: Trustee Picha moved to approve the closing of the library on March 8, 2024 for a staff in-service day. Trustee Schmidt seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Lezon and Warren*

*Motion carried*

- 11. Director's Report – Director Stuhlmann stated the following:

Hoopla Follow-Up

Director Stuhlmann stated trustees had some questions regarding Hoopla after last month's presentation. Director Stuhlmann gave checkout statistics and budget ratio of physical materials versus e-content.

One cost saving scenario is to switch to a \$2.99 cap per circulation. Another is to reduce the number of monthly checkouts from ten to seven or five per month.

Trustee DuRocher asked how many checkouts are over \$2.99. Mr. Doberszyn stated many publishers have items over that threshold. Trustee Stull asked if a report of items over \$2.99 would be available. Director Stuhlmann stated it would be very difficult to provide that type of listing. If the threshold is capped at \$2.99 members will not see any materials over \$2.99. The cap can be removed at any time.

Trustee Picha suggested implementing a change to gauge members reaction before the end of the fiscal year.

Director Stuhlmann stated he would like to continue with the parameters set now until the end of the calendar year. The goal is not to make members unhappy with the selections but it may also be possible to cap the items at 7 per month.

Air Conditioning Noise Abatement

Director Stuhlmann explained last summer the City received a noise complaint about the Library's outdoor air conditioning unit from a resident. When the air conditioning was installed, the library did not need to install any noise abatement.

Due to the new residential development located next to the library, noise abatement screening and landscaping is now required to shield the units.

Trustee Picha asked if the work and expense could be delayed until July 2024 for budget reasons. Director Stuhlmann will ask the City if this is possible.

When quotes and plans are available they will be presented to the Board for their approval.

### Sexual Harassment Training

Director Stuhlmann stated the State of Illinois requires all elected officials to complete Sexual Harassment Training. It will be sent out the second week of November through the library's payroll system.

### Artwork

Trustee Stull asked about the status of the Alebrijes artwork and the City's Pegasus sculpture. Trustee Schmidt stated pictures of the Pegasus statue have been posted on the City's Facebook page. Director Stuhlmann stated an Intergovernmental Agreement is being drawn up for the Alebrijes artwork.

### Banned Books

Trustee DuRocher stated due to a recent article in the Daily Herald she asked Director Stuhlmann to include the library's Collection Development Policy and book challenge procedures in the packet for review.

Director Stuhlmann reviewed the materials challenge procedures.

Director Stuhlmann stated due to a new State of Illinois law, if a library bans books, they will lose state funding.

The Board agreed the policy should definitely state the person requesting the ban be a district resident. Director Stuhlmann will update the form and bring to the board for approval in November.

Trustee DuRocher stated if a member/resident approaches a trustee regarding banning a book, they should redirect the request to Director Stuhlmann.

Marketing Specialist Kathy Gaydos stated a recent Library Facebook post on banned books generated the most posts/comments in a long time.

## 12. Department Head Reports

Trustee Picha asked Marketing Specialist Kathy Gaydos the timeline for the Library logo redesign. Ms. Gaydos responded it could be as early as mid-late February 2024, tied into National Library Week in April or mid-May 2024.

Trustee Picha asked for clarification of the home delivery schedule. Mr. Dobersztyn stated it is typically the first weekend of the month unless it is a holiday weekend, then it is the second weekend.

Trustee Picha asked Kathy Gaydos if the Safety Committee has an agenda of topics. Ms. Gaydos replied the committee decided on the topics in their first sessions.

Trustee Picha asked IT Manager Duncan Jones if the digital microscope is an ADA requirement. He stated it is a part of a kit, not ADA related.

13. President's Report

Trustee DuRocher announced the following meetings:

Wednesday, November 15, 2023 at 7 p.m.

Truth in Taxation Public Hearing

Wednesday, November 15, 2023 at 7 p.m.

Regular Board of Trustees Meeting

Wednesday, December 13, 2023 at 7 p.m.

Regular Board of Trustees Meeting

14. Treasurer's Report

Trustee DuRocher stated the library received \$9,020.40 Hotel/Motel Tax Funds from the City the Summer Concert on the Commons series.

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

16. Committee Reports - none

17. Trustee Comments

Trustee Picha stated she will not be in attendance at the November 2023 or January 2024 meetings.

Trustee DuRocher stated she will not be at the January 2024 meeting.

Trustee Stull may not be at the November 2024 meeting.

18. Items for information and/or discussion - none

19. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the meeting at 7:48 p.m. Trustee Picha seconded.*

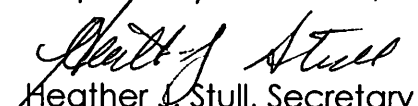
*Voice vote: All ayes*

*Nays – none*

*Absent – Trustees Lezon and Warren*

*Motion carried*

Respectfully submitted,

  
Heather J. Stull, Secretary  
Secretary

Board of Trustees

Warrenville Public Library District