

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, November 15, 2023

1. Call to order – Trustee Warren called the meeting to order at 7:06 pm

2. Roll Call

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

ABSENT: Trustees DuRocher and Picha

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

3. Approval of the agenda

Trustee Stull 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 DuRocher, Picha

Motion carried

4. Presentations – FY2023 Audit by Jim Savio of Sikich LLP

On Martha Trotter's behalf Mr. Savio thanked the Board for allowing Sikich to complete the audit.

Mr. Savio reviewed the Annual Financial Report and the Auditor's Communication to the Board of Trustees.

Trustee Warren asked if there were any changes to accounting principles. Mr. Savio stated there were no new accounting principles this year.

5. Public Comments – none

6. Correspondence – none

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the October 18, 2023 Regular Board Meeting
- b. Receive and file the Financial Report for October 2023
- c. Certify Compliance with Truth in Taxation Act
- d. Adopt Ordinance #23-24-04 Levy Ordinance for Fiscal Year 2023-2024 and Certificate of Authenticity

MOTION: Trustee Lezon moved to approve the consent agenda as read. Trustee Richardson seconded.

Roll call vote:

Ayes: Trustees Lezon, Richardson, Schmidt, Stull, Warren

Nays: none

Absent: Trustees DuRocher, Picha

Motion carried

8. Regular Agenda

- a. Approve payments for the period of October 19 – November 15, 2023

MOTION: Trustee Stull moved to approve payments in the amount of \$217,125.51 for the period of October 19 through November 15, 2023 including electronic payments and checks #9651 through 9691. Trustee Richardson seconded.

Roll call vote:

Ayes: Trustees Lezon, Richardson, Schmidt, Stull, Warren

Nays: none

Absent: Trustees DuRocher, Picha

Motion carried

- b. Transfer of funds

MOTION: Trustee Richardson moved to transfer \$275,000.00 from commercial checking account to operating checking account. Trustee Stull seconded.

Roll call vote:

Ayes: Trustees Lezon, Richardson, Schmidt, Stull, Warren

Nays: none

Absent: Trustees DuRocher, Picha

Motion carried

9. Unfinished Business - none

10. New Business

- a. Sending a Trustee to 2024 PLA Conference in April 2024

Director Stuhlmann recommended Trustee Schmidt attend the conference since all the other trustees have attended a PLA Conference. After discussion Trustee Schmidt stated she would attend.

MOTION: Trustee Stull moved to approve sending Trustee Schmidt to the 2024 PLA Conference in Columbus, Ohio. Trustee Lezon seconded.

Roll call vote:

Ayes: Trustees Lezon, Richardson, Schmidt, Stull, Warren

Nays: none

Absent: Trustees DuRocher, Picha

Motion carried

b. Policy Inventory and Review

Director Stuhlmann stated one of his goals is to compile an inventory of policies and review in 2024. He stated the following two policies are included this month for review:

- Policy #230 – Collection Development

Director Stuhlmann stated at the October board meeting, Trustee DuRocher asked Director Stuhlmann to review the Collection Development Policy. He reviewed the main changes to the policy.

- Policy #xxx Statement of Concern Policy and Form

Director Stuhlmann stated he felt the Request for Reconsideration was no longer in the spirit of intellectual freedom or keeping with the new Illinois law on banning books.

Director Stuhlmann along with the Management Team created the Statement of Concern Policy and form. It steers away from the idea the library will remove the item from the collection and is only for Library District residents.

Director Stuhlmann will bring both these policies to the board for approval at the December 2023 board meeting.

- Air conditioning screen project

Director Stuhlmann stated he contacted Amy Emery, Warrenville's Community & Economic Development Director to inquire if the library could be grandfathered in, if there are any City funds available to cover this expense and if the deadline can be extended until July 2024. The answer to all three was "no".

Director Stuhlmann stated the first bid received was for sound absorption walls which is incredibly expensive. Jack Maszka, City Planner, informed Director Stuhlmann per code the fencing can be regular fencing not sound absorption panels which will be considerably less expensive.

11. Director's Report

- Director Stuhlmann stated the library is in compliance with the new Paid Leave for All Workers Act which will go into effect January 1, 2024.
- There is a new collection – Memory Care Café' Kits which are best suited for caregivers looking for activities to assist those suffering from dementia.
- Alibrijes Art Update - TAC is purchasing the art through a local organization thus the approval process is taking longer.
- Trustee Lezon asked how to complete the Paylocity Harassment training. Director Stuhlmann explained the steps.

12. Department Head Reports

Trustee Stull asked Kathy Gaydos, Chair of the Safety Committee, about evacuation procedures and if there were any issues. Ms. Gaydos replied there are numerous marked exits throughout the building. The committee is determining the best locations to meet after exiting the building.

13. President's Report

Trustee Warren announced the next meetings and added that on January 17, 2024 there is also a Decennial meeting scheduled for 6:30 p.m.

14. Treasurer's Report – Trustee Lezon stated the library received the following funds from the City of Warrenville:

- a. TIF District #3 - \$5,797 was received for TIF District #3
- b. TIF District #4 - \$43,356
- c. Developer Donation - \$15,000

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

16. Committee Reports – none

17. Trustee Comments

Connie Schmidt stated she likes being a trustee.

Trustee Warren asked if the library has Narcan in the building. Director Stuhlmann stated we do not.

There was discussion regarding the library having a defibrillator AED in the building. Director Stuhlmann stated he is exploring any potential grants and also the potential liability issues.

Trustee Stull stated she would like the library to obtain these items.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:23 pm. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher, Picha

Motion carried.

Respectfully submitted,



Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District