

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the Regular Meeting of the Board of Trustees
Wednesday, February 21, 2024

1. Call to order – Trustee DuRocher called the meeting to order at 7:03 pm
2. Roll Call

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

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

3. Approval of the agenda

Trustee DuRocher removed #19 and #20 related to a closed session and moved the semi-annual review of closed session minutes to item 8.c.

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

Voice vote:

Ayes – all

Nays – none

Absent – 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 January 17, 2024 Regular Board Meeting
- b. Receive and file Financial Report for January 2024
- c. Approve updated Policy #150 Open Meetings Act

MOTION: Trustee Picha moved to approve the consent agenda as read. Trustee Warren 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 January 18 – February 21, 2024

MOTION: Trustee Picha moved to approve payments in the amount of \$65,966.93 for the period of January 18, 2024 – February 21, 2024 including electronic payments and checks #9787 through #9831. Trustee Richardson seconded.

Roll call vote:

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

Nays – none

Motion carried

b. Approve Transfer of Funds

MOTION: Trustee Picha moved to transfer \$150,000.00 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Motion carried

c. Semi-Annual Review of Closed Session Minutes

MOTION: Trustee Stull moved to keep closed all closed session minutes that currently remain closed. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

9. Unfinished Business

a. Air conditioning screen project

Director Stuhlmann stated the fencing project is scheduled to begin on March 7, 2024.

He ordered a plat of survey to be completed by Engineering Resource Associates. They will also set any missing property corner monuments. Once the fencing is completed they will return to include the new fence on the survey.

Once the fence is installed the library will work with the landscaper to obtain proposals on landscaping to be located around the fencing.

Director Stuhlmann stated he investigated noise cancelling products that can be added to the interior of the fencing to help damper the sound at a later date if needed.

10. New Business

a. Approval of Intergovernmental Agreement (IGA) with City for Alibrijes Art Piece

Director Stuhlmann stated this is the IGA with the City of Warrenville to finalize the loan of the Alibrijes art piece to the library.

Director Stuhlmann had the library's attorney review the proposed IGA and he had no concerns, but did point out that the library is responsible for cleaning and maintenance of the artwork. The library will also have to provide proof of insurance to the City and will be responsible for loss or damage.

MOTION: Trustee Stull moved to approve the Intergovernmental Agreement with the City of Warrenton for the loan of an Alibrijes art piece to the library. Trustee Warren seconded.

Trustee Stull asked about the clause regarding wear and cleaning of the piece. She asked if a special insurance policy must be written. Director Stuhlmann stated the insurance company told him it will be included in the general building inventory, and that cleaning should be minimal.

The IGA expires in 2029 but will automatically renew for successive one-year terms until otherwise terminated in accordance with the terms of the agreement.

Roll call vote:

Ayes - DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren

Nays - None

Motion carried

- b. Approval of Intergovernmental Agreement (IGA) with City for Social Media Archival

Director Stuhlmann stated this IGA is for cost sharing an ArchiveSocial account with the City for archiving our social media accounts.

The Library's attorney reviewed this IGA and after a few changes it was passed on to the City, who also had a few slight changes. This is the final document and we can move forward with it to begin archival service on May 1.

MOTION: Trustee Stull moved to approve the Intergovernmental Agreement with the City of Warrenton for sharing of social media archival services. Trustee Warren seconded.

Roll call vote:

Ayes - DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, Warren

Nays - none

Motion carried

- c. Review updates for Policy #210 Library Cards

Director Stuhlmann reviewed the updates to Policy #210 Library Cards and if acceptable will be presented to the Board at the March 20 board meeting for approval.

Director Stuhlmann stated one major change was language regarding minors having access to the internet.

Trustees discussed if the requirement of free/reduced lunches under the National School Lunch program be a requirement for the student card. After discussion, the trustees agreed this requirement should be removed.

Trustee Warren suggested a photo be put on the card to identify the person.

- d. Review updates for Policy #250 Public Access Computers

Director Stuhlmann stated this policy outlines the use of the public computers and other internet-accessible devices. He reviewed the changes made and if

acceptable will be presented to the Board at the March 20 board meeting for approval.

e. Review updates for Policy #320 Library Use

Director Stuhlmann stated this policy was outdated and reviewed the proposed updates. If acceptable this policy will be presented to the Board at the March 20 board meeting for approval.

He pointed out the Public Health Emergencies section was drafted from the previous COVID-19 and COVID-19 Addendum.

f. Review updates for Personnel Handbook Policy – Attire

Director Stuhlmann stated this policy clearly needed updating. He reviewed the major updates and if the changes are acceptable it will be presented to the Board at the March 20 board meeting for approval.

After discussion it was agreed that Director Stuhlmann will add wording stating jeans must be in good repair.

11. Director Report

Director Stuhlmann showed items staff have been making with the new Cricut and 3D printer. Programs are planned to showcase these machines to the public, however, staff will actually be running the 3D Printer for the member.

Trustees asked about the new requirement for reporting independent contractors. Director Stuhlmann replied the library must report any compensated contractor, performer, etc. who does not have a Federal Employee Identification Number as a new hire to the State of Illinois.

12. Department Head Reports

- Trustee Picha thanked department heads for all their hard work.
- Trustee Picha asked if January was the first month of Spanish computer classes. The answer was no.
- Trustee Stull asked if the teen programs are getting more participation. Mr. Dobersztyn stated it is hit and miss.
- Trustee Schmidt asked if the library is doing programs along with Quest. The answer was yes.

13. President's Report – Trustee DuRocher reviewed the upcoming meetings/events

14. Treasurer's Report - Trustee Lezon stated the Foundation received a donation of stock in the amount of \$1,125.93 from a resident.

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

16. Committee Reports

a. Personnel Committee – Director's Evaluation

Director Stuhlmann stated he needed information on the Director's Evaluation process and timeline.

Trustee Warren stated that there is a general questionnaire each trustee fills out. Director Stuhlmann will also have a self-evaluation and should write three goals for himself for the next year.

17. Trustee Comments

Trustee Picha stated the spring programs are amazing.

Trustee Picha really likes having the management team attend the board meetings.

Trustee Picha asked if the lawyer is on retainer or by the hour. She asked Director Stuhlmann to check to see if a retainer would be cost effective.

Trustee Lezon stated there is a new EV rebate program from Commonwealth Edison.

18. Items for information and/or discussion

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the regular meeting at 8:19 pm. Trustee Warren seconded.

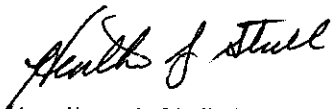
Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,



Heather J. Stull, Secretary
Board of Trustees
Warrenville Public Library Board