

## Minutes of the Regular Board of Trustees Meeting Wednesday, March 20, 2024

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, Schmidt, Stull and Warren

ABSENT: Trustee Richardson

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

Director Stuhlmann removed #19 – Closed Session

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

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

4. Presentations – none
5. Public Comments – none
6. Correspondence

- a. Letter from lawyer – Real Estate Tax Assessment Appeals
- b. Letter from lawyer – Chronology for Annual Financial Ordinances

Director Stuhlmann stated these are regular mailings from the Library's lawyer.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the February 21, 2024 Decennial Committee Meeting
- b. Approve Minutes of the February 21, 2024 Regular Board Meeting
- c. Receive and file Financial Report for February 2024
- d. Approve Non-resident Library Card Participation for FY25 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

- e. Approve updated Policy #210 Library Cards
- f. Approve updated Policy #250 Public Access Computers
- g. Approve updated Policy #320 Library Use and removal of Policy #320's COVID-19 Addendum and COVID-19 Mitigation Protocols
- h. Approve updated Section 4.6 Attire of the Personnel Handbook Policy

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

## 8. Regular Agenda

- a. Approve payments for the period of February 22 – March 20, 2024

*MOTION: Trustee Picha moved to pay invoices in the amount of \$60,921.24 for the period of February 22, 2024 through March 20, 2024 including electronic payments and checks #9832 through #9876. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

- b. Approve transfer of funds

*MOTION: Trustee Warren moved to transfer \$175,000 from commercial checking account to operating checking account. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

## 9. Unfinished Business

- a. Air conditioning screen project

Director Stuhlmann stated the project has been completed. The fence was inspected by the City of Warrenville and everything is good. No further landscaping is required.

The surveyors added the fence to the Plat of Survey which is now complete. Trustee Picha asked what the cost of the survey was. Director Stuhlmann stated it was approximately \$8,850.00. Director Stuhlmann also stated the corner monuments will be installed.

Trustee Stull asked if the plat of Survey needs to be submitted to the DuPage County Recorder's Office.

## 10. New Business

### a. Review Policy #255 Makerspace

Director Stuhlmann stated he researched other libraries and their policies. The policy covers the use of the equipment and cost of supplies. Director Stuhlmann stated the policy will be linked to the project request form. There will be a flat fee plus the cost of the materials used. Staff will manage the 3D printing.

The Circuit machine is more hands on but members will have to make an appointment with a staff member to review the process.

Trustee Stull asked where the machines will be located. Director Stuhlmann stated the 3-D printer is currently on a moveable cart and will be located by either the Youth Services or Adult Services desk.

Trustee Picha asked if there is an option other than online to apply to use the 3-D printer. Director Stuhlmann replied there is not since a computer file is needed to print on the 3-D printer. They could make an appointment in person but a computer file will still be necessary.

Trustee DuRocher asked how much a project will cost and when will the machines will be available to the public. Duncan Jones stated a small job would be a few dollars and will be available on June 1.

## 11. Director's Report

The Staff Day on March 8 was filled with information, fun and food. Trustee Stull asked what the range of disabilities were in the JJ's List presentation. Laurie Rex explained the disabilities.

Trustee Stull asked if the Board should have some training on DEI. MaryKellie Marquez stated there is training for trustees through RAILS on April 26 from 9-12:00 p.m. Director Stuhlmann will forward the link to all trustees.

Director Stuhlmann stated all policies have been reviewed by the DEI committee also. Trustee Stull asked if any response was received about the Decennial Report. Director Stuhlmann replied no.

Trustee DuRocher asked why we are not eligible for the broadband eligibility. Director Stuhlmann stated that we most likely have too large a budget.

Trustee Picha asked about the decrease in library cards on the Statistical Report. Member Services Manager Laurie Rex stated SWAN runs a report once a year on people who have moved. She has been catching up on reports from the past couple years to deactivate or delete the cards if they have moved out of Warrenville or have been inactive for 5 years.

## 12. Department Head Reports

Trustee Picha asked Assistant to the Director Jackie Davis what happened to the coffee machine for the public. Ms. Davis replied it was removed during COVID and she and Director Stuhlmann are looking into putting a snack machine in the available space.

Trustee Picha asked if the City requires the Library to post evacuation plans in the public area. Kathy Gaydos stated the fire department never mentioned it. Director Stuhlmann will look into this.

## 13. President's Report

- a. Next meetings or events – Trustee DuRocher announced the following meetings  
Next board meeting will begin at 6 pm on April 20, 2024 for a budget meeting.  
Regular meeting will follow at 7 pm.

Trustee DuRocher reminded the trustees the Statement of Economic Interest is due by May 1. She appreciated the fact sheet included in the board packet. Trustee Schmidt stated she did not receive an email regarding the Economic Interest Statement. Director Stuhlmann will look into it.

- b. Trustee DuRocher stated the LACONI Trustee Banquet is on Friday, May 3.  
Trustee Warren stated he would like to attend.

## 14. Treasurer's Report

Trustee Lezon reported the library has been awarded funds from the City of Warrenville Tourism & Arts Commission in the amount of \$11,096 for the Concerts on the Commons series and \$3,446 for the Sunday Musical Matinees.

The library received a distribution of \$1,600 our DuPage Foundation Designated Fund. Additionally a \$5,000 donation to the Designed Fund from the same generous donor from last year was received.

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

## 16. Committee Reports

- a. Personnel Committee – Director's Evaluation  
Trustee Warren will send out the Director's Evaluation in the very near future.

## 17. Trustee Comments

## 18. Items for information and/or discussion

19. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the meeting at 7:49 p.m. Trustee Lezon seconded.*

*Voice vote:*

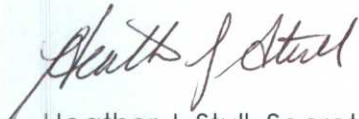
*Ayes – all*

*Nays – none*

*Absent – Trustee Richardson*

*Motion carried*

Respectfully submitted,



Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District

