



## Minutes of the Regular Meeting of the Board of Trustees

Wednesday, April 17, 2024

1. Call to order – Trustee DuRocher called the meeting to order at 7:07 p.m.
2. Roll Call

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

ABSENT: Trustees Richardson and Schmidt

ALSO ATTENDING: Library Director Stuhlmann, Assistant to the Director Jackie Davis, 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

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

*Voice vote: All ayes*

*Nays – none*

*Absent – Trustees Richardson and Schmidt*

*Motion carried*

4. Presentations - none
5. Public comments - none
6. Correspondence - none
7. Consent Agenda – Trustee Stull read the consent agenda as follow
  - a. Approve Minutes of the March 20, 2024 Regular Board Meeting
  - b. Receive and file Financial Report for March 2024
  - c. Approve 2.6% Market Adjustment to the Library's Wage Scale effective July 1, 2024
  - d. Approve and Adopt Policy #255 Makerspace

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

*Roll call vote:*

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

*Nays – none*

*Absent – Trustees Richardson and Schmidt*

*Motion carried*

8. Regular Agenda
  - a. Approve payments for the period of March 21 – April 17, 2024

*MOTION: Trustee Picha moved to approve payments in the amount of \$62,818.55 for the period of March 21, 2024 through April 17, 2024 including electronic payments and checks #9877 through #9925. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Absent – Trustees Richardson and Schmidt*

*Motion carried*

b. Approve transfer of funds

*MOTION: Trustee Picha moved to transfer \$160,000 from commercial checking account to operating checking account. Trustee Lezon seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees Richardson and Schmidt*

*Motion carried*

9. Unfinished Business

a. Alebrije art

Director Stuhlmann stated the Alebrije owl has been delivered with installation planned for the morning of Wednesday, April 24. Plans are to install it from a beam at the Stafford Place entrance. Director Stuhlmann took the trustees to his office to view the owl.

10. New Business

a. Approve Proposal from Sikich for Audit Services for Fiscal Years 2024 through 2026

*MOTION: Trustee Stull moved to approve the Proposal from Sikich for Audit Services for Fiscal Years 2024 through 2026. Trustee Picha seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees Richardson and Schmidt*

*Motion carried*

Trustee DuRocher suggested to go out for bid after the 2026 audit. Trustee Picha stated she was pleased with the amount of the yearly increase.

11. Director's Report

- a. Trustee DuRocher stated she likes the new iLEAD Learning Portal for library trustees. Director Stuhlmann explained how the portal works and more in-depth modules will be added in the future.
- b. Director Stuhlmann stated he attended the PLA conference in Columbus, Ohio last week and will include a report in the May board packet. One of the highlights was they stressed libraries are for everyone and to be kind, true and helpful.
- c. Director Stuhlmann stated he is beginning a training program on how to write your own Strategic Plan on April 18.

12. Department Head Reports

- a. Trustee DuRocher asked what the KnowBe4 training was that Jackie Davis had taken. Duncan Jones replied it is for cyber security. In response to trustee comments Mr. Jones will set up training for the trustees.
- b. Trustee DuRocher stated she loved the 1000 Books Before Kindergarten and 100 Books Before High School in Paul Dobersztyn's report.

13. President's Report

- a. The next meeting will be held on Wednesday, May 15 at 7:00 p.m. Director Stuhlmann will make the necessary corrections to the budget for review at this meeting. The budget will be approved at the June 19, 2024 Regular Board Meeting.
- b. The LACONI Trustee Banquet is on May 3 - Trustee Warren is attending.
- c. She reminded trustees their Economic Interest Statement is due by May 1, 2024.

14. Treasurer's Report – everything looks good

15. Secretary's Report – everything looks good

16. Committee Reports – none

17. Trustee Comments - none

18. Items for information and/or discussion – none

19. Closed Session

*MOTION: Trustee Picha moved to enter into closed session as allowed by 5 ILCS 120/2(c)(1) for the purpose of the "appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body" (Director's Evaluation) at 7:40 p.m. Trustee Lezon seconded.*

Director Stuhlmann, Jackie Davis, Kathy Gaydos, Duncan Jones, MaryKellie Marquez, Ian Stevens and Laurie Rex left the meeting at this time

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees Richardson and Schmidt*

*Motion carried*

Director Stuhlmann returned to the Closed Session at 7:56 p.m.

Returned to open session at 8:05 p.m.

Trustee DuRocher called roll call:

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

ABSENT: Trustees Richardson and Schmidt

ALSO ATTENDING: Director Stuhlmann

20. Discussion/action resulting from the above closed session

*MOTION: Trustee Stull moved that the Executive Director receive a 2% COLA and 2% merit increase in salary for FY25. Trustee Picha seconded.*

*Roll call vote:*

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

*Nays – None*

*Absent – Trustees Richardson and Schmidt*

*Motion carried*

Goals – Trustee DuRocher mentioned discussing goals at the next meeting. Director Stuhlmann already had prepared some goals and the Board was fine with the goals presented.

21. Adjournment

*MOTION: Trustee Picha moved to adjourn the regular board meeting at 8:08 p.m. Trustee Lezon seconded.*

*Voice vote:*

*Ayes – all*

*Nays – none*

*Absent – Trustees Richardson and Schmidt*

*Motion carried*

Respectfully submitted,



Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District