



**Minutes of the Regular Board of Trustees Meeting**  
Wednesday, May 15, 2024

1. Call to order – Trustee DuRocher called the meeting to order at 7:01 p.m.
2. Roll Call

**ATTENDING:** Trustees DuRocher, Lezon, Picha, Richardson (arrived at 7:01 pm), Schmidt, Stull (arrived at 7:04 pm) Warren

**ALSO ATTENDING:** Library Director Jason 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

*MOTION: Trustee Warren moved to approve the agenda as presented. Trustee Lezon seconded.*

*Voice vote:*

*Ayes - all*

*Nays – None*

*Absent – Richardson and Stull*

*Motion carried*

4. Presentations - none
5. Public Comments – none
6. Correspondence – Director Stuhlmann stated a memo from the Library's attorney regarding new rules on web content/ADA accessibility was included in the packet and that more information will be forthcoming.

Kathy Gaydos showed how Geneva Public Library has accessibility with adjustments that can be made to the website by the viewer. Trustee Picha asked if there are website guidelines. Ms. Gaydos stated there are numerous documents on this topic.

7. Consent Agenda

Trustee Stull removed Item "a. Approve Minutes of the April 17, 2024 Regular Board Meeting Closed Session" from the agenda.

Trustee Stull read the amended consent agenda as follows:

- a. Approve Minutes of the April 17, 2024 Committee of the Whole Meeting
- b. Approve Minutes of the April 17, 2024 Regular Board Meeting
- c. Receive and file Financial Report for April 2024

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

*Roll call vote:*

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

*Nays – none*

*Motion carried*

## 8. Regular Agenda

- a. Approve payments for the period of April 18 – May 15, 2024

*MOTION: Trustee Picha moved to approve payments in the amount of \$59,166.55 for the period of April 18, 2024 through May 15, 2024 including electronic payments and checks #9926 through #9975. Checks # 9953, 9957 and 9958 are voided. 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 the commercial checking account to the operating checking account. Trustee Warren seconded.*

*Roll call vote:*

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

*Nays – none*

*Motion carried*

## 9. Unfinished Business

- a. Review Second Draft of FY25 Working Budget

Director Stuhlmann stated the budget increased by \$22,000 due to increases in the Special Reserve Fund and a slight increase in the IMRF rate.

The final number for the Corporate Fund total expenditures was increased by \$3,000. A few line item amounts were rearranged evenly, the only budget line causing the overall increase is IMRF.



The Corporate Fund monies allocated for a website consultant were removed as this item is not necessary until FY26. The funds were reallocated to eMedia and Adult Programming.

Director Stuhlmann stated he left \$10,000 in the budget for strategic planning consultants but after the sessions he attended on “do it yourself strategic planning” is hoping to be able to do the new strategic plan on our own. These funds could also be used to hire an outside firm to facilitate meetings. Trustee DuRocher feels Director Stuhlmann and the staff can do this on their own. Director Stuhlmann stated he could reduce the strategic plan funds to \$7,000 and the \$3,000 can be applied to the IMRF increase. Trustee Picha responded the budget is a guideline and funds can be transferred between accounts during the budget year if necessary. She feels the budget should remain as presented.

The Special Reserve Fund had two increases - \$5,000 originally budgeted for the Discovery Room interactive was increased to \$20,000 after Director Stuhlmann saw some of the items at the PLA conference.

Director Stuhlmann stated the Discovery Room chairs are showing some wear and tear. They may need to be replaced or reupholstered, however this was not added to this year’s budget. This item most likely will be added to the FY26 budget.

Automation purchases – due to the age of the self-checkout machines funds have been allocated in the Special Reserve for replacements if necessary.

Director Stuhlmann will bring the budget back to the Board in June for final approval.

10. New Business- none

11. Director’s Report

- Trustee DuRocher asked the Board when they would like to start the Strategic Planning process. Director Stuhlmann stated he would like input from trustees, staff and the community.
- Director Stuhlmann stated Fernando from the Mexican Cultural Center helped him and Ly to hang the Alebrije owl.
- Summer concerts begin in June and the City of Warrentville has streamlined their food truck permit process. Public Services Manager Paul Dobersztyn has lined up a different food truck for each concert.
- The library plans to participate in the July 3 parade. Trustees DuRocher, Lezon, Richardson, Schmidt and Stull stated they will participate.
- The Board stated they liked his report on his attendance at PLA. Director Stuhlmann stated he really liked the session on Communicating During Controversy: How to Lead with What You Believe. Trustees also liked the idea of the Holiday Gift Nook.
- Acquisitions and Cataloging Manager MaryKellie Marquez attended the conference and stated she enjoyed the programs supporting others despite differences and black men in the library profession.

- Trustee Schmidt also attended the conference and stated the conference was excellent and she was impressed with the keynote speakers. One takeaway she liked was “If you want to go fast, go alone – if you want to go far, go together”. Trustee Schmidt reviewed some of the sessions she really enjoyed and where she learned something.
- Director Stuhlmann will send Trustee Schmidt’s conference report to all trustees.

## 12. Department Head Reports

Trustee Picha asked Kathy Gaydos if she is ahead of schedule on the logo implementation. Ms. Gaydos stated it is still a work in progress but is on schedule. Ms. Gaydos stated the library is offering any member that checks out a minimum of one item can receive a case with two pairs of ear plugs for the cicada noise.

Ms. Gaydos showed a beach ball that will be given out at three of the summer concerts. There will also be a t-shirt giveaway at one of the concerts.

13. President’s Report – Trustee DuRocher stated the next meeting will be Wednesday, June 19 at 7:00 p.m. The final budget will be approved at this meeting.
14. Treasurer’s Report – Trustee Lezon stated everything looks good.
15. Secretary’s Report – Trustee Stull stated everything looks good.
16. Committee Reports – Trustees liked the Safety Committee Report. There will be a report every month.

Trustee Stull asked about staff training with AED, CPR, and Narcan training. Director Stuhlmann has reached out to the library’s attorney asking about repercussions for staff on training and use of equipment.

## 17. Trustee Comments

Trustee Lezon stated her husband attended a program presented by the Energy Board and learned the State is going to eventually phase out natural gas. She was concerned about how this will impact the library.

Trustee Schmidt stated she was in Springfield regarding the climate bills going through and learned that new construction cannot use natural gas. She also suggested the library investigate installing electric car chargers.

Trustee Picha asked HR Manager Ian Stevens if the law regarding not working more than 6 days in a row is new. He stated it is not new.

Trustee Picha asked the Personnel Committee if they need to approve goals for Director Stuhlmann. Trustee Stull stated the Board was fine with the goals presented at last month’s meeting.



Director Stuhlmann asked the Board if they want a treat every month. Consensus is yes.

18. Items for information and/or discussion - none

19. Adjournment

*MOTION: Trustee Schmidt moved to adjourn the meeting at 8:12 p.m. Trustee Lezon seconded.*

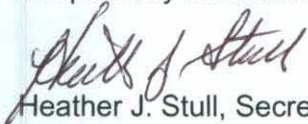
*Voice vote:*

*Ayes – all*

*Nays – none*

*Motion carried*

Respectfully submitted,



Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District