



Minutes of the Regular Board of Trustees Meeting
Wednesday, June 19, 2024

1. Call to order – Trustee DuRocher called the meeting to order at 7:02 p.m.
2. Roll Call

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

ALSO ATTENDING: Library Director Jason Stuhlmann, Assistant to the Director Jackie Davis, Marketing and Communications Manager Kathy Gaydos, IT Manager Duncan Jones, Members Services Manager Laurie Rex

3. Approval of the agenda

Trustee DuRocher removed Items #19 Closed Session and #20 Discussion from Closed Session.

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

Roll call vote:

Ayes – all

Nays – none

Absent – Trustee Warren

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 April 17, 2024 Regular Board Meeting Closed Session
- b. Approve Minutes of the May 15, 2024 Regular Board Meeting
- c. Receive and file Financial Report for May 2024
- d. Authorize preparation of Tentative Budget & Appropriation Ordinance

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

Roll call vote:

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

Nays – none

Absent – Trustee Warren

Motion carried

8. Regular Agenda

- a. Approve payments for the period of May 16, 2024 – June 19, 2024

MOTION: Trustee Stull moved to approve payments in the amount of \$65,605.58 for the period of May 16, 2024 through June 19, 2024 including electronic payments and checks #9976 through #10024. Checks # 10011, 10012, and 10020 are voided. Trustee Picha seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Warren

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Picha moved to transfer \$185,000.00 from the commercial checking account to the operating checking account. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Warren

Motion carried

9. Unfinished Business

- a. Review Second Draft of FY25 Working Budget

MOTION: Trustee Stull moved to approve and adopt the Working Budget for Fiscal Year 2025. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Warren

Motion carried

- b. Approve PLA Conference reimbursements for Trustee Schmidt

MOTION: Trustee Stull moved to approve PLA Conference Reimbursements for Trustee Schmidt. Trustee Richardson seconded.

Roll call vote:

Ayes – DuRocher, Lezon, Picha, Richardson, Stull

Nays – none

Absent – Trustee Warren

Abstain – Trustee Schmidt

Motion carried

10. New Business

a. Security Camera policy

Director Stuhlmann stated the library does not currently have a policy for security cameras. He gave a brief description of the proposed policy. He will forward this to the Library's attorney for review before bringing it back to the Board for approval. Once approved, the library will purchase and install a few more cameras.

The Board was fine with the policy as presented.

b. Approve revised Policy #320 Library Use

Director Stuhlmann stated this revision includes the following sentence "Animals are allowed at library events that take place outside, as long as the animal is leashed, well-behaved and supervised by an adult."

The Board all agreed on this addition to the policy.

MOTION: Trustee Stull moved to approve the revised Policy #320 Library Use. Trustee Schmidt seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Warren

Motion carried

c. Personnel Handbook Potential Changes

Director Stuhlmann reviewed the potential changes and if the changes are agreed upon by the Board they will be added to the Employee Handbook along with other changes that will be brought to the Board for approval later this year.

i. FMLA – 2 weeks paid leave

Director Stuhlmann stated the current FMLA policy allows up to 12 weeks' of leave with the employee exhausting all sick leave and annual leave before the remaining time of FMLA becomes unpaid.

The new proposal would add 2 weeks' of paid FMLA for an employee to take before they are required to take their sick and annual leave time.

ii. Bereavement Leave

Director Stuhlmann stated he would like 7 days of bereavement leave intermittent and flexible, not consecutive as the current policy states. He may also add a shorter bereavement leave option for non-family members.

iii. Tuition

Director Stuhlmann stated the current tuition reimbursement policy states the library will only reimburse tuition costs to an eligible employee. He would like to add 50% reimbursement of book costs for class use.

The Board liked all of the proposed Employee Handbook revisions.

11. Director's Report

- Director Stuhlmann asked if any trustee currently receiving a printed board packet would like to go to digital. The trustees would like to continue receiving a print copy.
- Director Stuhlmann asked if any trustees will be participating in the July 3 parade. Trustees DuRocher, Richardson, Lezon and guest, Schmidt, and Stull will be participating.
- Director Stuhlmann stated the Makerspace is popular with 13 project requests from the public as of June 6.
- Autism Friendly City Initiative – Director Stuhlmann he and Diana Abraham attended a brainstorming and planning meeting along with other districts and the city in May. Training consists of a one hour recording and then Little Friends will provide an in-person training session tailored to the library. The current goal is for all city entities to be certified by April 1, 2025.
- Strategic Plan – Director Stuhlmann stated the Management Team has begun initial discussions on the planning process. He believes the timeline proposed is achievable without hiring consultants. Trustee Picha stated if the Management Team needs outside assistance to inform the Board.
- Web Accessibility – Director Stuhlmann explained how the library is making the website accessible and the first tasks the library will be doing. Some libraries are receiving complaints through the Office of Civil Rights of the US Department of Education.

13. President's Report – Trustee DuRocher stated the next meetings are August 21 and September 18.

14. Treasurer's Report – Trustee Lezon stated the Per Capita Grant letter was received awarding the library \$20,932.56 for Fiscal Year 2024.

15. Secretary's Report – Trustee Stull stated everything looks good.
16. Committee Reports – Trustees liked the Safety Committee Report. Kathy Gaydos stated there will be a report in the board packet every month.
17. Trustee Comments

Trustee Stull reported she attended the Trustee/Director Relations program at Orland Park Public Library on May 18. She stated it was very good.

Trustee Schmidt stated she also attended the Trustee/Director program and learned a lot from it. She also asked if trustees are able to attend ILA Legislative Meetups as she is interested in legislative issues.

18. Items for information and/or discussion - none
19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:07 p.m. Trustee Lezon seconded.

Voice vote:

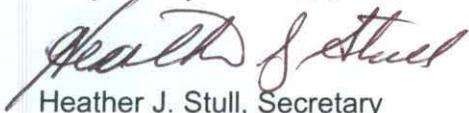
Ayes – all

Nays – none

Absent – Trustee Warren

Motion carried

Respectfully submitted,



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