



Minutes of the Regular Board of Trustees Meeting
Wednesday, July 17, 2024

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

ATTENDING: Trustees Picha, Richardson (arrived at 7:08 pm), Schmidt, Stull, Warren
ABSENT: Trustees DuRocher and Lezon

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, Member Services Manager Laurie Rex, HR Manager Ian Stevens

MOTION: Trustee Stull moved to appoint Trustee Picha as President Pro Tempore in Trustee DuRocher's absence. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

3. Approval of the agenda

Trustee Picha removed Items #19 and #20 pertaining to a closed session

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

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

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 June 19, 2024 Regular Board Meeting
- b. Receive and file Financial Report for June 2024
- c. Budget & Appropriation

- i. Adopt Ordinance #24-25-01 – Tentative Budget & Appropriation Ordinance for Fiscal Year 2024-2025
- ii. Adopt Certificate of Authenticity for Tentative Budget & Appropriation Ordinance for Fiscal Year 2024-2025
- iii. Approve Notice of Public Hearing on Budget & Appropriation Ordinance

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

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

Motion carried

8. Regular Agenda

- a. Approve payments for the period of June 20 – July 17, 2024

MOTION: Trustee Stull moved to approve payments in the amount of \$77,413.73 for the period of June 20, 2024 through July 17, 2024 including electronic payments and checks #10025 through 10081. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer funds in the amount of \$195,000 from commercial checking account to operating checking account. Trustee Schmidt seconded.

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

Motion carried

9. Unfinished Business

- Approve & Adopt Policy #390 Security Cameras

MOTION: Trustee Warren moved to approve and adopt Policy #390 Security Cameras as presented. Trustee Schmidt seconded.

Roll call vote:

Ayes – Trustees Picha, Schmidt, Stull, Warren

Nays – none

Absent – Trustee DuRocher, Lezon and Richardson

Motion carried

10. New Business

Trustee Richardson arrived at this time (7:08 pm)

- a. Appoint Two Trustees to Review Secretary's Records for FY23
Trustees Schmidt and Warren volunteered to review the Secretary's Records for FY2024

MOTION: Trustee Stull moved to appoint Trustees Schmidt and Warren to audit Secretary's Records for FY24.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried

- b. FY24 Budget Summary

Director Stuhlmann gave a recap of the total budgeted and deficit for the year.

Trustee Picha thanked Director Stuhlmann and the Management Team for doing a great job with the budget this year.

- c. 2019-2024 Strategic Plan Review

Trustee Picha stated the 2019-2024 Strategic Review Plan by Director Stuhlmann was outstanding. She also thanked the Management Team and staff for all their hard work.

Trustee Schmidt asked how many attend the ESL conversation group that is hosted virtually. Paul Dobersztyn stated there are about 7 attendees per month.

Paul Dobersztyn stated today he received notice the library received a Peoples Resource Center Achievement Award consisting of a certificate and trophy.

Trustee Picha asked what the next step is for the new Strategic Plan. Director Stuhlmann stated he is currently composing the timeline and an outline of the steps to be taken. The Next step will be forming a committee and putting together a public survey.

11. Director's Report

Director Stuhlmann thanked all the trustees and staff that participated in the July 3 parade. There was very good participation this year.

Trustee Stull asked if the library can designate the Stafford Place parking to be for library users only. Director Stuhlmann stated the vertical spots on Stafford Place are the library's property. He will be adding additional material to the Library Use Policy about parking and updating the parking signage.

Director Stuhlmann stated he has received information regarding the autism training which will take place between August 19 – September 30 and Little Friends are very flexible. Discussion was held when to schedule the training – either close for a half a day or schedule two different meetings. Trustees are welcome to attend these training sessions. Consensus of the management team is to hold two sessions for staff and trustees together. Director Stuhlmann stated is someone cannot attend either date they would be able to watch the recorded version.

Director Stuhlmann stated he had a discussion with Trustee Schmidt and a resident regarding the library participating in Dolly Parton's Imagination Library for children age birth to 5 years. The resident has offered to provide the funding for this program. The library would be in charge of promotions and registering the children.

12. Department Head Reports

Trustee Picha stated the beach balls and the ice cream sandwiches at the concert were wonderful.

13. President's Report

Trustee Picha announced the next three meetings.

11. Treasurer's Report

a. Trustee Picha announced the Per Capita Grant Monies were received in the amount of \$20,932.56 in July.

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

13. Committee Reports - none

14. Trustee Comments

Trustee Schmidt stated she was in the library the other day and her friends asked about the Albrejje owl and asked if the library to post information about it. Director Stuhlmann stated the Tourism and Arts Council planned to give the library a plaque with information.

15. Items for information and/or discussion

Kathy Gaydos showed the trustees the Library's Style Guide. It is available to view while in the library as it is for in-library use only.

Kathy also told Trustee Stull she reached out to Orland Park regarding their safety supplies and it will be discussed at the next Safety Committee.

16. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 7:45 pm. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried

Respectfully submitted,

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