



Minutes of the Regular Meeting
of the Board of Trustees
Wednesday, August 21, 2024, 7:00 p.m.

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

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson, Schmidt, Stull, 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, Member Services Manager Laurie Rex, HR Manager Ian Stevens

3. Approval of the agenda

Trustee Stull removed Item #19 Closed Session and moved #20 Action Resulting from Closed Session to #8c. Determination of Closed Session Minutes.

MOTION: Trustee Stull moved to remove item #19 Closed Session from the agenda and moved item #20 Action Resulting from Closed Session to the regular agenda as action item #8c. Determination of Closed Session Minutes. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Absent - none

Motion carried

4. Presentations - none
5. Public comments - none
6. Correspondence

- a. Attorney Memo: B&A Ordinance Reminder - no questions or comments
- b. Attorney Memo: Consolidated Election on April 1, 2025 for Trustees

Director Stuhlmann stated Trustees Lezon and Richardson will be up for reelection on April 1, 2025. Circulation of petitions began on Tuesday, August 20, 2024.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the July 17, 2024 Regular Board Meeting
- b. Receive and file Financial Report for July 2024
- c. Approve Annual Statement of Income & Disbursements for FY2024
- d. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2025, as required by Illinois Public Act 97-0609

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

Roll call vote:

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

Nays – none

Absent - none

Motion carried

8. Regular Agenda

- a. Approve payments for the period of July 18 – August 21, 2024

MOTION: Trustee Picha moved to approve payments in the amount of \$72,526.28 for the period of July 18 – August 21, 2024 including electronic payments and checks #10082 through 10130. Trustee Richardson seconded.

Roll call vote:

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

Nays – none

Absent - none

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Picha moved to transfer funds in the amount of \$210,000.00 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent - none

Motion carried

- c. Determination of Closed Session Minutes

MOTION: Trustee Stull moved to maintain the current status of all closed session minutes and to delete the verbatim recordings for:

- *September 15, 2021*
- *April 20, 2022*
- *June 15, 2022*
- *November 29, 2022*
- *December 5, 2022 #1*
- *December 5, 2022 #2*
- *December 6, 2022*
- *December 12, 2022*

Trustee Picha seconded

Roll call vote:

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

Nays – none

Absent - none

Motion carried

9. Unfinished Business

- a. Review & Approve updated Personnel Handbook Section 5.5 Bereavement Policy

Director Stuhlmann stated this version includes changes made at the June board meeting.

MOTION: Trustee Stull moved to approve the updated Personnel Handbook Section 5.5 Bereavement Policy as presented, to be effective immediately. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent - none

Motion carried

- b. Review & Approve updated Personnel Handbook Section 5.10 Family and Medical Leave of Absence Policy

Director Stuhlmann stated the largest change was the addition of 2 weeks paid FMLA to further support staff.

MOTION: Trustee Picha moved to approve the updated Personnel Handbook Section 5.10 Family and Medical Leave of Absence Policy as presented, to be effective beginning September 2. Trustee Stull seconded.

Roll call vote:

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

Nays – none

Absent - none

Motion carried

10. New Business

- a. Review and Approve Illinois Public Library Annual Report for 2024

MOTION: Trustee Stull moved to approve the Library's Illinois Public Library Annual Report for 2024. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent - none

Motion carried

b. Review new Policy #000 Accessibility

This policy's general purpose is to state the library follows the Americans with Disabilities Act and outlines the guidelines to contact our ADA Coordinator.

Information is in the library's newsletter regarding contacting the Library's ADA coordinator for accommodations for a program, etc.

Trustee Warren asked if there is any provision for braille and if there are any braille materials in the library's collection. Director Stuhlmann stated there is not, but materials can be obtained from the library's consortium if requested.

Illinois Talking Books and Braille – residents can apply to get free equipment through this organization. This will also be listed on the website.

The service animal section was enhanced and included in this new version. Trustee Richardson asked if the animal has to be on a leash. Director Stuhlmann stated he will check into this.

The DEI Committee will review this policy and it be brought back for approval at the September board meeting with a regular policy number.

c. Authorize expenditure for up to two trustees to attend Trustee Day at the 2024 Illinois Library Association Annual Conference

MOTION: Trustee Stull moved to authorize expenditure for up to two trustees to attend Trustee Day at the 2024 Illinois Library Association Annual Conference. Trustee Lezon seconded.

DISCUSSION: Director Stuhlmann stated funds were not specifically budgeted for this event, but if anyone is interested he will make it work.

After discussion, Trustees Picha, Schmidt and/or Stull may attend. A final decision will be made by September 16 to receive early bird registration fees.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

11. Director's Report

a. 2025 Consolidated Election – Director Stuhlmann stated Trustees Lezon and Richardson will be up for reelection in April 2025.

b. Autism Training – Director Stuhlmann stated the schedule for the training presented last month has been changed. Consensus of the board is to have the presentation on September 18 at 6 p.m. before the regularly schedule public hearing

and board meeting. Director Stuhlmann will post the notice for the Committee of the Whole at 6 p.m.

Director Stuhlmann stated the City of Warrenton informed the library they will be replacing the asphalt parking lot on the west side of the library along with sidewalk replacement and repairs to make the sidewalks ADA compliant.

Director Stuhlmann stated the City is proposing to put a gas station with a country store and drive through on the northwest corner of Batavia and Butterfield.

Trustee Lezon asked if there were any more complaints regarding the HVAC units noise. Director Stuhlmann stated there have not been any.

Trustee Stull asked about the sponsorship of the Dollywood Imagination. Director Stuhlmann stated they are looking for funding for the entire county, not an individual city.

12. Department Head Reports

Trustee Picha asked who presents the Homeless Training. Paul Dobersztyn stated it is put on by Ryan Dowd through the Niche Academy.

Trustee Stull asked Kathy Gaydos if she received any feedback from Orland Park regarding their safety items. Ms. Gaydos responded that our Safety Committee decided it was not appropriate for us.

Trustee Stull asked how complex Orland Park's safety manual is compared to ours. Ms. Gaydos replied it is rather robust but theirs is more than just a safety manual. Our current safety manual only addresses safety procedures.

13. President's Report

Trustee DuRocher announced the next three meetings.

September 18, 2024 meeting will begin at 6 pm with a Committee-of-the-Whole to watch the autism training. and to be in attendance at 6 pm on September 18 for the autism training.

14. Treasurer's Report – Trustee Lezon stated everything looks good.

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

16. Committee Reports - none

17. Trustee Comments

Trustee Stull congratulated Director Stuhlmann and staff for a job well done on the Annual Report and newest newsletter.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 7:56 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent –

Motion carried

Respectfully submitted,

/s/ Heather Stull

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