



**Minutes of the
Regular Meeting of the Board of Trustees**
Wednesday, September 18, 2024, 7:00 p.m.

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

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

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

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

Voice vote:

Ayes – all

Nays – none

Absent – none

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 August 21, 2024 Regular Board Meeting
- b. Receive and file Financial Report for August 2024
- c. Adopt Ordinance #24-25-02 Budget & Appropriation Ordinance for 2024-2025 Fiscal Year and Certificate of Authenticity
- d. Adopt Resolution #228 - Resolution to Determine Estimate of Funds Needed for 2024-2025 Fiscal Year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2024-2025 Fiscal Year

MOTION: Trustee Lezon moved to approve the consent agenda as read. Trustee Picha 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 August 22 – September 18, 2024

MOTION: Trustee Stull moved to approve invoices in the amount of \$55,716.51 for the period of August 22, 2024 through September 18, 2024 including electronic payments and checks #10031 through 10178. Trustee Warren 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 \$200,000.00 from commercial checking account to operating checking account. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

9. Unfinished Business

- a. Approve & Adopt new Policy #330 Accessibility

Director Stuhlmann stated that the DEI Committee reviewed this policy and there were no corrections made.

MOTION: Trustee Stull moved to approve and adopt new Policy #330 Accessibility as presented, effective immediately. Trustee Richardson seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

10. New Business

a. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Stuhlmann explained that maximizing the levy increases each year allows us to continue to budget for competitive salaries and benefits and to keep up with other increased costs such as building maintenance and subscription fees.

He also explained that by law, the Property Tax Extension Limitation Law (PTELL) will mean our final tax extension will reflect an increase by the lower of either 5% or whatever the Consumer Price Index rate is, which is 3.4% this year.

Director Stuhlmann stated he calculated the proposed levy ordinance to be a total of \$2,578,421, an 11% increase over 2023. This does not mean a property owner's library taxes will increase by 11%, it is just a method used to capture new construction, growth and increased home value.

The Truth in Taxation Public Hearing will be held at 7 pm on Wednesday, November 20.

b. Approve Minor Bank Account Changes

Director Stuhlmann stated he and Assistant to the Director Jackie Davis visited Fifth Third Bank to inquire about a higher percentage rate on our accounts.

After review the banker suggested changing our Business Banking accounts to Public Funds accounts which are more appropriate for our organization. This change would also increase the APY on our saving account to 2.0% and would lower the monthly fee. This would nearly double our current interest rate.

These changes are entirely "back office" and do not change our account numbers, checks or anything else.

MOTION: Trustee Stull moved to approve staff to have our current bank, Fifth Third, change our savings account to a Public Funds Maxsaver account and our checking account to a Business Advantage Public Fund account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

11. Director's Report

Strategic Plan Update

Director Stuhlmann distributed a timeline for the new Strategic Plan the committee drafted today. They will be working on surveys and focus groups for staff, board and the community. More information will forthcoming at the October board meeting.

A Committee of the Whole (COW) meeting will be planned for the board. Trustee Stull stated in the past these meetings were normally held on a Saturday. Trustee DuRocher feels a one hour COW meeting will be sufficient.

2025 Consolidated Elections

Trustee DuRocher asked if the two trustees up for reelection will be running. Trustee Lezon stated she will be and Trustee Richardson stated she will not be running again.

Trustee Schmidt knows a few people who may be interested in running for the position.

The trustees discussed trying to attract more diversity for the board.

12. Department Head Reports

Trustee Picha thanked the department heads for their reports.

Trustee Picha asked Jackie Davis why Oakbrook Mechanical was called out for the HVAC and how much was the bill. Ms. Davis explained the maintenance staff had called due to compressors not functioning. The bill was \$549.00

Trustee Picha asked Ms. Gaydos what items the Safety Committee is providing in the first aid kits. She stated that sometimes supplying certain items can have a legal impact. Ms. Gaydos stated there is a safety kit, first aid kit and Band-Aids are available at the public desks.

Trustee Stull asked if there are limitations on a staff person giving another person an aspirin, etc.

Trustee Lezon stated if 911 has been called and they are directing a staff person to give someone an aspirin the staff person should.

Director Stuhlmann stated that we do not have any drugs for public kits.

13. President's Report

Trustee DuRocher stated the upcoming meetings.

- Wednesday, October 16 @ 7 p.m.
- Wednesday, November 20 @ 7 p.m. – Truth in Taxation Public Hearing and Regular Board meeting
- Wednesday, December 11 at 7 p.m.

14. Treasurer's Report – everything looks good

15. Secretary's Report – everything looks good

16. Committee Reports – no report

17. Trustee Comments

Trustee Richardson stated she was at the Naperville Library and noticed that they have bike locks available to use.

Trustee Schmidt appreciated the autism training. She stated having fidgets and noise cancelling items are good to have on hand to distribute during a program. She also stated it is helpful to have visual instructions at the self-checkout machines.

Trustee Stull thanked the Board for their best wishes and flowers she received following her surgery.

18. Items for information and/or discussion - none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:10 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – none

Motion carried

Respectfully submitted,

/s/ Heather J. Stull

Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library Board