



Minutes of the Regular Meeting of the Board of Trustees

Wednesday, November 20, 2024, 7:00 p.m.

Location: Library Meeting Room

1. Call to order- Trustee DuRocher called the meeting to order at 7:04 p.m.

2. Roll Call

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

ABSENT: Trustee Picha

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

3. Approval of the agenda

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Picha

Motion carried

4. Presentation of the FY2024 Audit - Martha Trotter, Sikich LLP

Ms. Trotter reviewed the timeline of the audit and the Annual Financial Report and the Auditor's Communication to the Board of Trustees. She thanked the Administration staff for their assistance.

She stated the Management's Discussion and Analysis is very important and acts as an executive summary to the financial statements.

Ms. Trotter left the meeting at this time.

5. Public comments - none

6. Correspondence

Director Stuhlmann stated the library received a thank you from Immanuel Presbyterian church for the food donations that have been collected at the library.

7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the October 16, 2024 Regular Board Meeting
- b. Receive and file Financial Report for October 2024
- c. Certify Compliance with Truth in Taxation Act
- d. Adopt Ordinance #24-25-03 Levy Ordinance for Fiscal Year 2024-2025 & Certificate of Authenticity
- e. Accept the FY2024 Financial Audit as presented by Sikich

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

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – Trustee Picha

Motion carried

8. Regular Agenda

- a. Approve payments for the period of October 17 – November 20, 2024

MOTION: Trustee Stull moved to approve payment of invoices in the amount of \$215,420.17 for the period of October 17, 2024 through November 20, 2024 including electronic payments and checks #10227 through #10271. Checks #10260 and #10261 are voided. Trustee Richardson seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – Trustee Picha

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer \$350,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

Ayes – Trustee DuRocher, Lezon, Richardson, Schmidt, Stull, Warren

Nays – none

Absent – Trustee Picha

Motion carried

9. Unfinished Business

a. 2025-2030 Strategic Planning review

Director Stuhlmann stated the committee has met several times since September to discuss the surveys for gathering input and which surveys will take place during December. Kathy Gaydos will create the official online and paper surveys. Staff will translate the general community survey into Spanish.

Focus groups will be conducted concurrently with the surveys in January. The plan is to have focus groups consisting of staff, Board, stakeholders and the community.

Once the input has been collected the committee will compile the data into a Learning Report which will be passed out to staff and Board. A brainstorming session with staff will be held during the Staff Day on March 7, 2025.

After discussion the Board agreed to have a Board focus meeting at 6 pm on January 15, 2025 before the regular board meeting. The Board's brainstorming session will be held at 5:30 pm on March 19, 2025 before the board meeting.

10. New Business

a. Approve ILA Trustee Day reimbursements for Trustees Schmidt and Stull

MOTION: Trustee Warren moved to approve the 2024 ILA Trustee Day reimbursements in the amount of \$471.18 for Trustee Schmidt and \$248.08 for Trustee Stull. Trustee Lezon seconded.

Ayes – Trustees DuRocher, Lezon, Richardson, Warren

Nays – none

Abstain – Trustees Schmidt and Stull

Absent – Trustee Picha

Motion carried

Trustee Schmidt explained her reimbursement is larger due to driving herself and Trustee Stull to the conference.

b. Approve updated Policy #225 Makerspace

Director Stuhlmann explained updates have been made to the Makerspace Policy allowing non-members to use the equipment and supplies. Additionally, trustees are now able to take advantage of the three free projects up to \$10 per project a month, just as staff are allowed.

MOTION: Trustee Richardson moved to approve the updated Policy #225 Makerspace as presented in the Board packet. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Picha

Motion carried

11. Director's Report

- a. Director Stuhlmann stated only one candidate has filed to run for trustee at the April 1, 2025 Consolidated Election. If only one candidate is on the ballot the board will need to interview candidates in April/May 2025 and appoint a trustee.
- b. An anonymous donor donated a Malvin Marr Albright painting to the library.
- c. Holly Days is on December 6 and once again the library is decorating a Christmas tree with the Winter Reading Theme of "Bundle Up with Books".

12. Department Head Reports

- Paul Dobersztyn complimented all the outreach Youth Services Librarian Diana Abraham has done recently, especially in the last month. He stated in the future he would like to add a new position for an Outreach Librarian for both adult and youth.
- Duncan Jones stated the Netflix Roku's were not circulating until they were shown in the eNewsletter, and now they are checked out with multiple holds.
- Kathy Gaydos showed off the resident library card packet including the latest newsletter, library services brochure, bookmark, magnet, measuring spoons, ear plugs and other goodies. Under 17 receive a different bag with assorted goodies. She asked trustees to come prepared to have photos taken at the December 11 board meeting.
- Jackie Davis mentioned the library will have holiday lights outside the front of the building.

13. President's Report

- a. Next meetings or events

Trustee DuRocher announced the next library meetings.

14. Treasurer's Report

- a. Trustee Lezon stated the library received this year's TIF funds and it was \$16,000 more than last year.

15. Secretary's Report

Trustee Stull stated everything looks good.

16. Trustee Comments

Trustee Stull stated she has the PowerPoint slides from the presentations she attended at ILA. Director Stuhlmann will send them to all trustees.

17. Adjournment

MOTION: Trustee Schmidt moved to adjourn at 8:23 pm. Trustee Lezon seconded. Motion carried.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Picha

Motion carried

Respectfully submitted,

/s/ Heather J. Stull

Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library Board