



**Minutes of the
Regular Board of Trustees Meeting
December 11, 2024**

1. Call to order – Trustee DuRocher called the meeting to order at 7:00 pm
2. Roll Call - Trustee DuRocher called roll call

ATTENDING: Trustees DuRocher, Lezon, (arrived at 7:05 pm), Picha, Richardson (arrived at 7:03 pm), Schmidt, Stull, Warren

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, Cataloging and Acquisitions Manager MaryKellie Marquez, HR Manager Ian Stevens

OTHER STAFF: Taylor Haring, Adult Services Librarian

3. Approval of the agenda

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustees Lezon and Richardson

Motion carried

4. Presentations

- a. Safety Supplies

Kathy Gaydos gave a presentation on some of the safety supplies and procedures for various circumstances. Included with the supplies is a list of all employees, which allows the person in charge to double check all staff are accounted for in case of building evacuation.

- b. 3D printing

Duncan Jones had the trustees gather by the 3D printer. He gave a brief explanation on how it functions, the supplies needed and the cost for printing.

5. Public comments - none
6. Correspondence - none
7. Consent Agenda

Trustee Stull read the consent agenda as follows:

- a. Approve Minutes of the November 20, 2024 Truth in Taxation Public Hearing
- b. Approve Minutes of the November 20, 2024 Regular Board Meeting
- c. Receive and file Financial Report for November 2024
- d. Certify 2025 Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- e. Adopt Ordinance #24-25-04 Ordinance Fixing Regular Meetings for 2025
- f. Authorize library staff to submit to the Illinois State Library the:
 - i. FY25 Public Library Per Capita Grant Application, and
 - ii. FY23 Public Library Per Capita Grant Expenditure Report, and
 - iii. Certification of Eligibility for Grants Pursuant to 75 ILCS 10/

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

Roll call vote:

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

Nays – None

Motion carried

8. Regular Agenda

- a. Approve payments for the period of November 21 – December 11, 2024

MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$41,300.93 for the period of November 21, 2024 through December 11, 2024 including electronic payments and checks #10272 through 10306. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Motion carried

- b. Approve transfer of funds

MOTION: Trustee Warren moved to transfer \$175,000 from commercial checking account to operating checking account. Trustee Richardson seconded.

Roll call vote:

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

Nays – None

Motion carried

9. Unfinished Business – none

10. New Business- none

11. Director's Report

a. Trustee Year in Review – Trustee DuRocher thanked Director Stuhlmann for preparing the Trustee 2024 Year in Review.

b. 2025 Calendar of Responsibilities

Trustee Stull asked if anyone had expressed interest in running for the board. Director Stuhlmann stated no one had. He explained a person can file with the County to run as a write-in candidate. If no one has filed to run as a write-in candidate, the Board will have to appoint someone in the spring.

Trustee Picha asked if there will be a continuation of policy review during the next year. Director Stuhlmann replied there will be. Currently he and Ian Stevens are working through the Personnel Handbook and will have HR Source review in its entirety.

12. Department Head Reports

Paul Dobersztyn stated Adult Services Librarian Taylor Haring was recognized by the State of Illinois 103rd General Assembly for her outstanding and faithful community service. Library member Laverne Campbell-Hollis nominated Taylor through Representative La Shawn K. Ford's office for her consistent, patient approach in helping her and other library members.

13. President's Report – Trustee DuRocher reviewed the dates for the upcoming meetings and reminded trustees to complete their harassment training by the end of December.

- January 15, 2025 will be a Strategic Planning Trustee Focus Group at 6 pm before the regular board meeting.
- Regular board meeting on February 19.
- March 19, 2025 will be a Strategic Planning Trustee Brainstorming Session at 5:30 pm before the regular board meeting.

Trustee Picha stated she will not be available for the February, March or April board meeting.

14. Treasurer's Report – everything looks fine.

15. Secretary's Report – everything looks fine

16. Committee Reports – none

17. Trustee Comments

Trustee Picha stated the outdoor lights look wonderful.

Trustee Picha stated it is great Director Stuhlmann works at the public services desks when needed. It gives him the opportunity to meet the members.

Picha wished everyone a happy holiday.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the regular meeting at 7:50 pm. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

/s/ Heather J. Stull

Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District