



**Minutes of the
Regular Meeting of the Board of Trustees**
Wednesday, February 19, 2025

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

ATTENDING: Trustees DuRocher, Lezon, Schmidt, Stull, Warren
ABSENT: Trustee Picha and Richardson

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

OTHER STAFF: Mark Arellano and Maddy Cummins

3. Approval of the agenda

Trustee Stull removed closed session #19 and moved action item #20 to the regular agenda as item #8c.

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

Voice vote:

Ayes – All

Nays –None

Absent – Trustee Picha and Richardson

Motion carried

4. Presentations
 - a. Introductions of new library staff

Member Services Manager Laurie Rex introduced the newest staff member Maddy Cummins who began work on February 3 as a Member Services Associate.

Public Services Manager Paul Dobersztyn introduced Mark Arellano who began work in December as a part-time Adult Services Associate.

Mark and Maddie both stated they were very happy to be here.

The Board welcomed both to the library.

Mark and Maddie left the meeting at this time.

- b. Director Stuhlmann stated staff members MaryKellie Marquez and Diana Abraham created sensory kits. There is one for adults and two for youth which are available at the public service desks for in-library use only. Some of the items in the kits include noise cancelling headphones, weighted lap pads, and sensory items to make them feel comfortable. The kits were made available to the public on February 4.

Ms. Marquez thanked Acquisitions and Cataloging Associate Gail Smith for her assistance in assembling the kits. Trustee DuRocher asked what a liquid timer is. Ms. Marquez stated It looks like a lava lamp but works like an hour glass.

5. Public comments - none
6. Correspondence - none
7. Consent Agenda – Trustee Stull read the consent agenda as follows:
 - a. Approve Minutes of the January 15, 2025 Committee of the Whole Meeting
 - b. Approve Minutes of the January 15, 2025 Regular Board Meeting
 - c. Receive and file Financial Report for January 2025

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

Voice vote:

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

Nays – None

Absent – Trustees Picha and Richardson

Motion carried

8. Regular Agenda
 - a. Approve payments for the period of January 16 – February 19, 2025

MOTION: Trustee Stull moved to approve payments in the amount of \$86,483.30 for the period of January 16, 2025 through February 19, 2025 including electronic payments and checks #10347 through #10399. Checks #10355, 10393, 10394 and 10396 are voided. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustees Picha and Richardson

Motion carried

b. Approve transfer of funds

MOTION: Trustee Stull moved to transfer \$125,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Voice vote:

Ayes: All

Nays: none

Absent: Trustee Picha and Richardson

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 June 21, 2023. Trustee Schmidt seconded.

Voice call vote:

Ayes - All

Nays – none

Absent – Trustee Picha and Richardson

Motion carried

9. Unfinished Business

a. Approve updated Policy #480 Indemnification & Insurance

Director Stuhlmann stated this policy was distributed in last month's packet. The library's attorney has reviewed and had no changes.

Trustee Stull questioned what the length of time is for former officers, trustees, employees and volunteers as stated in the Terms & Interpretation paragraph. Director Stuhlmann stated they would only be covered during their time at the library.

MOTION: Trustee Stull moved to approve updated Policy #480 – Indemnification & Insurance as presented in the board packet. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Picha and Richardson

Motion carried

b. Illinois Funds

Director Stuhlmann stated the rates at Illinois Funds continue to be stable and over 4%. He will continue to research Illinois Funds and get the pertinent information on opening a new account and present this information to the Board in March.

c. Approve Transfer of funds to Certificate of Deposit (CD) at Fifth Third Bank

Director Stuhlmann stated as of this morning there is a 4.12% three-month certificate of deposit.

Fifth Third Bank requires at least one signer to open the Certificate of Deposit. Director Stuhlmann would like to have two signers. After discussion it was the consensus of the Board to have two signers - Trustee DuRocher and Director Stuhlmann will be the signers.

MOTION: Trustee Lezon moved to approve the transfer of \$1,000,000.00 from the library's commercial checking account to open two 3-month certificates of deposits (CD) for \$500,000 each at Fifth Third Bank, with Trustee DuRocher and Director Stuhlmann as signers. Trustee Schmidt seconded.

Roll call vote:

Ayes – DuRocher, Lezon, Schmidt, Stull, Warren

Nays – none

Absent – Trustees Picha and Richardson

Motion carried

d. 2025-2030 Strategic Plan update

Director Stuhlmann stated the survey is now closed and we received 709 completed surveys from the general public. Overwhelmingly, the feedback is positive. There were 24 completed surveys from stakeholders, plus a couple of personal connections Diana Abraham made to Spanish business owners.

Director Stuhlmann thanked Marketing Specialist Kathy Gaydos for her help and expertise in fine tuning the survey and getting it on SurveyMonkey and the Strategic Planning Committee in general. Committee members facilitated the community focus groups.

The Committee is currently putting all the information together. The Board will have a brain storming session on March 19 before the regular board meeting at 5:30 p.m. and the staff will have a brain storming session at the In-Service Day on March 7.

10. New Business

- a. Approve reimbursement to Trustee DuRocher for Award Luncheon

MOTION: Trustee Stull moved to approve reimbursement in the amount of \$62.18 to Trustee DuRocher for attending the Conservation Foundation award luncheon. Trustee Warren seconded.

Roll call:

Ayes – Trustees Lezon, Schmidt, Stull, Warren

Nays – none

Abstain – Trustee DuRocher

Absent – Trustees Picha and Richardson

Motion carried

11. Director's Report

- a. Staff will have a second round of autism training from Little Friends at the Staff In-Service Day on March 7.
- b. Sensory friendly before hours has been rescheduled to April 27, 2025
- c. DuPage Radon Testing placed 40 units around the building to test for radon on February 19. They will be removed on Sunday, February 23.
- d. The library's attorney shared a sample policy regarding immigration and other law enforcement visits. Director Stuhlmann plans to bring a new policy to the board in March to review.

12. Department Head Reports

- Trustee Stull stated she appreciates how comprehensive Kathy Gaydos report is and thanked the others for their reports.
- Kathy Gaydos showed the employee handbook along with the first edition of the safety manual.
- Paul Dobersztyn stated they are looking for volunteers to help at the Library's Fandom event on May 10. Trustees DuRocher and Schmidt volunteered to help.
- Rick Warren stated he is amazed at the talents of the library's maintenance person Ly Tran.

13. President's Report

Trustee DuRocher announced the March 19 meeting starts at 5:30 for Strategic Planning Session with the regular meeting to follow at 7:00 p.m. Dinner will be served.

14. Treasurer's Report

Trustee Lezon stated the library received a donation of \$1,057.66 from the DuPage Foundation from a donor who has contributed to the library in the past.

In February we will be receiving our annual distribution payment from our DuPage Foundation Designated Fund in the amount of \$1,900.00.

The Library received \$100 from the Women's Department Club of Wheaton for a program Adult Services Librarian Tom Hill presented to their group on genealogy.

15. Secretary's Report – everything looks good

16. Committee Reports

a. Personnel Committee – Director's Evaluation Timeline

Director Stuhlmann stated he inserted the timeline from last year and will submit his evaluation in March. Trustees Warren and Richardson will need to have instructions available for the Board at the March board meeting.

17. Trustee Comments

Trustee Schmidt thanked the trustees who attended the Conservation Luncheon where she was presented with an award for accumulation of lifetime achievements in the Sierra Club and others. She also co-chaired the successful DuPage County Forest Preserve referendum committee.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:13 p.m. Trustee Lezon seconded.

Voice vote:

Ayes – All

Nays – None

Absent – Trustee Picha and Richardson

Motion carried

Respectfully submitted,

 /s/ Heather J. Stull

Heather J. Stull, Secretary

Board of Trustees

Warrenville Public Library District