



Regular Meeting of the Board of Trustees
Wednesday, March 19, 2025

1. Call to order – Trustee DuRocher called the meeting to order at 7:02 p.m.
2. Roll Call – Trustee DuRocher called roll call

ATTENDING: Trustees DuRocher, Lezon (arrived at 7:03 pm), 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 Manager Laurie Rex, Marketing and Communications Manager Kathy Gaydos, IT Manager Duncan Jones, Cataloging and Acquisitions Manager MaryKellie Marquez, HR Manager Ian Stevens

PUBLIC ATTENDING: Alejandra Vivar

3. Approval of the Agenda

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Picha

Motion carried

4. Presentations - none
5. Public comments – Alejandra Vivar stated she has lived in Warrenville for 25 years and is interested in being on the Board of Trustees.
6. Correspondence – a thank you note was shared from the Warrenville Food Pantry

7. Consent Agenda - Trustee Stull read the consent agenda as follows:
 - a. Approve Minutes of the February 19, 2025 Regular Board Meeting
 - b. Receive and file Financial Report for February 2025

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

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried.

8. Regular Agenda

- a. Approve payments for the period of February 20 – March 19, 2025

MOTION: Trustee Richardson moved to approve payments in the amount of \$58,321.44 for the period of February 20, 2025 through March 19, 2025 including electronic payments and checks #10400 through 10448. Trustee Lezon seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried

- b. Approve transfer of funds

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

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

Nays – None

Absent – Trustee Picha

Motion carried

9. Unfinished Business

- a. 5/3 Investing Update

Director Stuhlmann stated he opened a brokerage account with Fifth Third in order to purchase CDs with better government rates. He spoke with Trustees DuRocher and Lezon who agreed.

Director Stuhlmann opened only 3 CDs due to building issues that have arisen including radon testing/possible radon mitigation and HVAC water pumps malfunctioning. The CDs are earning 4.35% and will mature

in June 2025. These CDs will earn approximately \$12,000 in three months approximately \$4,600 more than if the money was left in the regular bank accounts.

- b. Approve Resolution 229 Authorizing Investment of Monies in the Illinois Funds

Director Stuhlmann stated other directors recommended investing funds in the Illinois Funds. The funds will be very liquid and can be moved in and out at whenever necessary.

MOTION: Trustee Stull moved to approve Resolution 229 authorizing investment of monies in the Illinois Funds, with Executive Director Jason Stuhlmann as the authorized signer. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried

- c. Approve transfer for opening investment in Illinois Funds account

MOTION: Trustee Stull moved to approve an opening investment wire transfer of \$250,000 from the library's commercial checking account to Illinois Funds. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried

- d. Radon Testing & Mitigation

Director Stuhlmann stated Shawn from Radon Testing visited the library on March 18. The results of the radon testers that were installed showed actionable levels of radon in the building. He stated the HVAC system might not be pulling in as much fresh air as possible and could be pulling radon in from the ground. He also suggested it could be the type of air filters we are using.

If the HVAC can pull in more fresh air, another reading will be done in the mechanical room. If the reading has decreased we won't have to do any mitigation.

- d. 2025-2030 Strategic Plan Update

Director Stuhlmann thanked the Board for their brainstorming at their Committee of the Whole meeting this evening. He plans to present a draft of the Strategic Plan in May. Trustee DuRocher thanked the staff who have contributed to the planning process.

10. New Business

- a. Approve Non-resident Library Card Participation for FY26 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

Director Stuhlmann stated this is the way the non-resident fee is currently calculated and is the fairest as it is based on their real estate tax bill.

MOTION: Trustee Stull moved to approve the Library's non-resident library card participation for the FY26 utilizing the Tax Bill Method for calculation of the non-resident fee and 15% calculation for non-resident renters. Trustee Warren seconded.

Roll call vote:

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

Nays – None

Absent – Trustee Picha

Motion carried

- b. Review Policy #000 Immigration Authority Visits

Director Stuhlmann stated he created information and procedures for staff in the event ICE agents visit the library. The library's attorney reviewed the initial procedures and will review the final policy.

The Board suggested staff video the situation if possible for documentation purposes.

The final policy will be brought to the Board for approval in April.

- c. Appointment of Vacant Trustee Position

Director Stuhlmann stated he discussed this with the library's attorney and once the vacancy has been declared it should be filled within 90 days. An ordinance will be used to declare the vacancy and to appoint the new trustee. The vacancy will be effective April 17, the day after the April 16 board meeting.

If applications are accepted for the position the Board is not required to interview all candidates who apply and there are no requirements for the interview process.

Trustee DuRocher stated she would like to announce the position by word of mouth. Trustee Stull suggested the position be mentioned on the library's website.

Marketing Specialist Kathy Gaydos stated it might be able to be inserted in the Warrenville Hometown Happenings, posted in the library, the Library's eNews and posted at the Service Desks.

The Board decided interviews will be conducted in May with the candidate appointed at the June board meeting. Director Stuhlmann distributed a sampling of possible candidate questions. Trustee Stull suggested obtaining a bio from each candidate.

Director Stuhlmann will compile the application and ordinance for declaring the vacancy for the April board meeting.

- d. LACONI Trustee Banquet – it was decided Trustees Schmidt and Warren will attend.

11. Director's Report

Director Stuhlmann reminded the Board the Statement of Economic Interest Statements are due to DuPage County by May 1.

Director Stuhlmann stated the Staff In-Service Day on March 7 was a success with two successful safety drills held.

12. Department Head Reports

Paul Dobersztyn stated the winter reading program had a higher participation than last year.

Kathy Gaydos stated on February 7 she and Member Services Associate Stephanie Cook visited the Preserve at Cantera and registered 14 library cards in 2 hours.

13. President's Report

Trustee DuRocher reviewed the upcoming meetings.

- 14. Treasurer's Report – Trustee Lezon stated the library has been awarded funds from the Hotel Tax Grant provided by the Tourism & Arts Commission in the amount of \$12,746 for the Concerts on the Commons series, and \$4,471 for the Sunday Musical Matinees.

- 15. Secretary Report – Trustee Stull stated everything looks good.

16. Committee Reports – Personnel Committee

- a. Trustee Warren stated he received Director Stuhlmann’s self-evaluation and will be forwarding it to all trustees. The Trustee evaluation is due by April 1. Trustee Warren will compile the results and send to all trustees. The Personnel Committee will meet at the April board meeting.

17. Trustee Schmidt plans to bring her own utensils and plate to the April budget meeting dinner.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:05 p.m. Trustee Richardson seconded.

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 District