



**Minutes of the Regular Meeting
of the Board of Trustees**
Wednesday, August 20, 2025, 7:00 p.m.

1. Call to order – Trustee Stull called the meeting to order at 7:02 pm.
2. Roll Call – Trustee Stull called roll call

ATTENDING: Trustees DuRocher (arrived 7:04 pm), Lezon, Picha, Schmidt, Stull, Warren

ABSENT: Trustee Pyszka

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

3. Approval of the agenda

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

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Pyszka

Motion carried

4. Presentations - none
5. Public comments - none
6. Correspondence

- a. Legal Memo from Ritzman re: Opioids

Director Stuhlmann stated the library must have one person present during operating hours who has completed training in recognizing and responding to opioid overdose, including the administration of an opioid antagonist effective January 1, 2026.

- b. Legal Memo from Ritzman re: Payment of Nonresident Fees

Director Stuhlmann stated this amendment provides discretion to the Board of Trustees to allow payment of nonresident fees quarterly or biannually.

7. Consent Agenda – Trustee Schmidt read the consent agenda as follows:
 - a. Approve corrected Closed Session Minutes of the May 19, 2025 Special Board Meeting
 - b. Approve Minutes of the July 16, 2025 Regular Board Meeting
 - c. Receive and file Financial Report for July 2025
 - d. Approve Annual Statement of Income & Disbursements for FY2025

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

Roll call vote:

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

Nays – none

Abstain – Trustee Warren

Absent – Trustee Pyszka

Motion carried

8. Regular Agenda

- a. Approve payments for the period of July 17 – August 20, 2025

MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$86,205.24 for the period of July 17, 2025 through August 20, 2025 including electronic payments and checks #10661 – 10717. Check #10705 is voided. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

- b. Approve transfer of funds

MOTION: Trustee DuRocher moved to transfer \$210,000 from commercial checking account to operating checking account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

9. Unfinished Business

- a. Review updated Personnel Handbook – Part 2

Director Stuhlmann stated this is review of Section 4 of the handbook with updates, edits and rewrites from HR Source.

Section Part 4.21 – Working Remotely is an entirely new section. Trustee Picha asked if some of these sections should also be a library policy. Director Stuhlmann stated Working Remotely is just an employee policy.

Section 4.3 – Trustee Stull suggested consistency of disciplinary steps, plus adding a time frame.

Trustee Warren asked if there is any security concerns with working from home. Director Stuhlmann stated if the employee is accessing the library's network, there is security set up.

Trustee Schmidt stated that she liked that each section began with a positive statement.

10. New Business

- a. Review and Approve Illinois Public Library Annual Report for 2025

MOTION: Trustee Picha moved to approve the Illinois Public Library Annual Report for 2025. Trustee Lezon seconded.

Trustee Picha stated she is astounded by the amount of information in this report.

Director Stuhlmann stated there are several mistakes in the Board of Trustee section which he will fix before submittal.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

- b. Authorize expenditure for trustees to attend Trustee Day at the 2025 Illinois Library Association Annual Conference

MOTION: Trustee Picha moved to authorize expenditure for up to five trustees to attend Trustee Day at the 2025 Illinois Library Association Annual Conference. Trustee Lezon seconded.

Director Stuhlmann stated there are funds in the budget for five trustees to attend Trustee Day on October 16, 2025.

After discussion, it was decided Trustees DuRocher, Lezon, Pyszka, Schmidt and Warren will attend.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

- c. Approve release of closed session minutes

MOTION: Trustee Schmidt moved to keep all closed session minutes sealed. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Pyszka

Motion carried

11. Director's Report

Director Stuhlmann stated Sikich, the library's auditors, were here on August 8 for an in-person fieldwork day. They will be back for a two-day visit early November and the audit will be presented to the board at the November board meeting.

Trustee Schmidt asked if there was anything to report on the meeting with the energy consultant. Director Stuhlmann stated they wanted us to tweak the system at start up in the morning, however, we only have so much control over the software. Our maintenance staff cannot do that in house and we'd have to get the software company to do the work. The consultant is working with us to come up with other options such as later operating hours on Sunday when we open up later.

12. Department Head Reports – no questions

13. President's Report

a. Next meetings or events – Trustee Stull reported the September board meetings including the B&A Public Hearing on September 17 at 7 p.m.

14. Treasurer's Report

Trustee DuRocher reported the Illinois Funds interest earned in July.

A donation of \$5,000 was made to the library's designated fund with the DuPage Foundation.

15. Secretary's Report – Trustee Schmidt stated everything looks good

16. Committee Reports – none

17. Trustee Comments

Trustee Lezon thanked the library for purchasing the book *The Haunted Forest* that her grandson wanted.

18. Items for information and/or discussion – none

19. Adjournment

MOTION: Trustee Picha moved to adjourn the meeting at 7:35 pm. Trustee Lezon seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Pyszka

Respectfully submitted,

/s/ Connie Schmidt
Connie Schmidt, Secretary
Board of Trustees
Warrenville Public Library District