



Minutes of the Regular Meeting of the Board of Trustees Wednesday, September 17, 2025

1. Call to order – Trustee Stull called the meeting to order at 7:04 pm.
2. Roll Call - Trustee Stull called roll call
ATTENDING: Trustees Picha, Pyszka, Schmidt, Stull and Warren
ABSENT: Trustees DuRocher and Lezon
ALSO ATTENDING: Library Director Jason Stuhlmann, Public Services Manager Paul Dobersztyn, Member Services Manager Laurie Rex, Marketing and Communications Manager Kathy Gaydos, Cataloging and Acquisitions Manager MaryKellie Marquez, Human Resources Manager Ian Stevens
3. Approval of the agenda
MOTION: Trustee Schmidt moved to approve the agenda as presented. Trustee Pyszka seconded.

Voice vote:
Ayes – all
Nays – none
Absent – Trustees DuRocher and Lezon

Motion carried.
4. Presentations – none
5. Public comments – none
6. Correspondence – none
7. Consent Agenda – Trustee Schmidt read the consent agenda as follows:
 - a. Approve Minutes of the August 20, 2025 Regular Board Meeting
 - b. Receive and file Financial Report for August 2025
 - c. Adopt Ordinance 2025-04 – Budget & Appropriation Ordinance for Fiscal Year 2025-2026 and the Certificate of Authenticity

- d. Adopt Resolution #231 - Resolution to Determine Estimate of Funds Needed for 2025-2026 Fiscal Year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2025-2026 Fiscal Year

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

Discussion: Executive Director Stuhlmann mentioned that the minutes from last month's meeting in the board packet had an error. A corrected version of the minutes was given to trustees at tonight's meeting.

AMENDED MOTION: Trustee Picha moved to approve the consent agenda as amended. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

8. Regular Agenda

- a. Approve payments for the period of August 21 – September 17, 2025 (**ACTION**)

MOTION: Trustee Picha moved to pay invoices in the amount of \$60,429.23 for the period of August 21, 2025 through September 17, 2025, including electronic payments and checks #10718 – 10765, with checks #10751 and 10754 being voided. Trustee Warren seconded.

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

- b. Approve transfer of funds (**ACTION**)

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

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

- c. Approve transfer to IL Funds (**ACTION**)

MOTION: Trustee Schmidt moved to transfer \$500,000 from the 5/3 commercial checking account to IL Funds. Trustee Pyszka seconded.

DISCUSSION: Executive Director Stuhlmann discussed capitalizing good interest rates with Illinois Funds. The library just received the funding from tax bills, so it's a good time to maximize earnings. Trustee Picha asked about how quickly funds can be accessed in an emergency. Two days was the answer given by Executive Director Stuhlmann.

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

9. Unfinished Business

a. Review updated Personnel Handbook part 3 (**discussion**)

Executive Director Stuhlmann presented the updated handbook with additions from HR Source. Trustees had several questions.

Section 5.10 - Trustee Stull asked about the FMLA benefits of leave and if health care coverage may cease after 30 days, which continued the discussion about page 48 of the board packet regarding unpaid FMLA leave. It was by HR Source's recommendation that after 2 weeks of unpaid leave, employees would stop accruing benefits after all days were exhausted. Trustee Pyszka asked if the 2 weeks were consecutive days or accumulative.

Section 5.5 – Executive Director Stuhlmann asked if the board wanted to keep the FBLA section. Trustee Picha asked if the FBLA bereavement allowance would be a possible hardship on library staffing if someone needed the full 15 days off. Executive Director Stuhlmann did not think so. The board decided to keep this benefit.

Appendices - Trustee Picha asked if the appendices would be updated every year to reflect changes. Paper copies are given to staff each year with any changes. The board decided not to review the appendices every year, but agreed to review changes to the handbook in the future.

Section 5.18 - Trustee Stull asked if the board would be responsible for watching the driving safety video that is required by staff and trustees. Executive Director Stuhlmann said that if any trustees would be driving on library business, they should watch the video.

Section 5.19 - Trustee Stull asked who approved tuition reimbursement and textbook purchases for staff. The supervisor and Executive Director would be responsible for approving those purchases and initiating those reimbursements.

Section 5.6 - Trustee Stull asked if there should be a limit on jury duty dates. HR Source recommended to put a limit in the handbook, but the board agreed to not limit it as that penalizes someone for doing their civic duty.

Section 5.19 - Trustee Pyszka asked if certifications for library equipment would be included in the tuition reimbursement, citing 3D printers and other maker equipment since they don't directly apply to classes from colleges or equivalent schooling.

Section 5.13 - Executive Director Stuhlmann mentioned that 5.13 was officially added to the handbook since it hasn't been there previously. The board approved this.

Section 5.12 - Trustee Pyszka asked if racial violence would be added. She asked for clarification to see how bullying can affect employees.

b. Review 2025-2030 Strategic Plan Year 1 Projects (**discussion**)

There was discussion about book mobiles, book bikes, purchases for containers for employees cars and lockers for offsite pick ups. Executive Director Stuhlmann discussed the process of adding video games and other items in our strategic plan, and that there is a lot of planning that goes into adding new materials and services.

Trustee Stull asked if the Strategic Planning Committee can meet every six months instead of annually to discuss progress.

Trustee Picha praised the Executive Director and staff for bringing so many great ideas forward regarding the strategic plan and all the forward thinking that is being done.

10. New Business

a. Review first draft of Levy Ordinance and Truth in Taxation Notice (**discussion**)

ED Stuhlmann described how the levy works and explained the idea of asking for the maximum amount. The board agreed. He also discussed the PTELL and the Truth in Taxation requirements.

b. Review updated Policy #210 Library Cards (**discussion**)

Executive Director Stuhlmann covered the new additions to the policy: adding authorized users to accounts; the new SWAN digital card process; making it so that nonresident taxpayers' cards can be renewed over the phone with staff discretion; tweaks to the Business/Nonprofit card; adding a new Teacher's card, which needs inter-governmental agreements from the schools; allowing quarterly/biannual payments for Nonresident cards; adding Courtesy cards for short-term visits to Warrenville; adding Limited Use cards for unhoused

individuals; small tweak to Juvenile Nonresident cards; adding Souvenir cards; and a small tweak to cards from non-SWAN public libraries cards.

- c. Approve Library closing on Friday, March 6, 2026 for Staff Day (**ACTION**)

MOTION: Trustee Picha moved to approve closing the library on Friday, March 6, 2026 for the annual In-Service Staff Day. Trustee Warren seconded.

DISCUSSION: Executive Director Stuhlmann discussed briefly what we do for staff day and that the March dates have worked well the last few years.

Roll call vote:

Ayes – Trustees Picha, Pyszka, Schmidt, Stull and Warren

Nays – none

Absent – Trustees DuRocher and Lezon

Motion carried.

11. Director's Report

Executive Director Stuhlmann informed the board about the KnowBe4 training that staff does and that they will be able to view those trainings as well. Executive Director Stuhlmann will send out a reminder about how to access.

Executive Director Stuhlmann reminded the board that the annual anti-harassment trainings will be distributed soon.

There was discussion about the ILA Trustee Day, who's going and how the mileage, parking reimbursement works.

12. Department Head Reports

Trustee Picha stated that she appreciated the library reaching out to the military in form of our outreach at the American Legion Burger Night.

13. President's Report

- a. Next meetings or events

Trustee Stull listed the upcoming meetings. Trustee Picha said she would like to attend the November 19 meeting remotely. Trustee Pyszka said she will be absent for the November 19 meeting.

14. Treasurer's Report

It was stated that \$7,606.65 was earned in interest through our investments in the Illinois Funds account, and \$22,412.63 was received from our per capita grant.

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

16. Committee Reports – none

17. Trustee Comments

Trustee Schmidt mentioned that the Warrenville Historical Society and Museum has a small exhibit about the Warrenville Public Library.

18. Items for information and/or discussion - none

19. Adjournment (**ACTION**)

MOTION: Trustee Pyszka moved to adjourn the meeting at 9:00 pm. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee DuRocher and Lezon

Motion carried.

Respectfully submitted,

/s/ Connie Schmidt

Connie Schmidt, Secretary
Board of Trustees
Warrenville Public Library District