



Minutes of the Regular Meeting of the Board of Trustees Wednesday, December 10, 2025

1. Call to order – Trustee Stull called the meeting to order at 7:03 pm
2. Roll Call – Trustee Stull called roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Pyszka, Schmidt, Stull, Warren

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

3. Approval of the Agenda

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

Voice vote:

Ayes – all

Nays – none

Motion carried

4. Presentations

- a. Presentation of the FY2025 Audit – Martha Trotter of Sikich LLP

Ms. Trotter reviewed the timeline of the audit, the Annual Financial Report and the Auditor's Communication to the Board of Trustees. She thanked the Administration staff for their assistance.

She stated the Management's Discussion and Analysis (MDA) is very important and acts as an executive summary to the financial statements.

Schedules for the IMRF Retirement Fund are not required to be included in the audit, but are included in the supplementary package. IMRF is a very well-funded pension plan and is just below 86% funded.

The auditor's communication to the Board of Trustees includes information that is required by standards.

Ms. Trotter stated that overall, it was a clean audit. Director Stuhlmann thanked Ms. Trotter for her presentation and she left the meeting at this time.

b. Employee Anniversary Recognition

Director Stuhlmann stated the library has not been recognizing significant anniversaries and recognized a couple staff members for their longevity.

5. Public comments – none

6. Correspondence – Director Stuhlmann reviewed the following:

- a. A thank you card was received from Little Friends for Diana Abraham's support of their employment services.
- b. A memo from the library's attorney was received advising recent amendments to the Open Meetings Act and Freedom of Information Act.

7. Consent Agenda

Trustee Schmidt read the consent agenda as follows:

- a. Approve Minutes of the November 19, 2025 Truth in Taxation Public Hearing
- b. Approve Minutes of the November 19, 2025 Regular Board Meeting
- c. Receive and file Financial Report for November 2025
- d. Accept the FY2025 Financial Audit as presented by Sikich
- e. Certify 2026 Statement of Economic Interest List and Authorize Submission of Information to DuPage County
- F. Adopt Ordinance #2025-06 Fixing Regular Meetings for 2026

Director Stuhlmann stated DuPage County requires an Economic Interest Statement be submitted annually.

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

Roll call vote:

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

Nays – none

Motion carried

8. Regular Agenda

- a. Approve payments for the period of November 20, 2025 through December 10, 2025

MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$78,380.33 for the period of November 20, 2025 through December 10, 2025 including electronic payments and checks #10868 through #10904. Checks #10883, 10889 and 10894 are voided. Trustee Lezon seconded.

Roll call vote:

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

Nays – none

Absent - none

Motion carried

b. Approve transfer of funds

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

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

Nays – none

Absent – none

Motion carried

c. Approve transfer from IL Funds to 5/3 Bank

Director Stuhlmann explained due to deficit budgets in the past few years, funds had not been transferred to the Special Reserve Fund. He recommends transferring \$125,000 to the Special Reserve Fund this year.

MOTION: Trustee Picha moved to Approve R-232 Resolution to Transfer Monies from the Corporate Fund to the Special Reserve Fund. Trustee Warren seconded.

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

Nays – none

Absent – none

Motion carried

9. Unfinished Business

a. Approve Updated Policy #360 Art Exhibits as presented

Director Stuhlmann explained besides formatting and flow, only the changes discussed at last month's meeting were made to the policy. There are:

- Removed Teen Lounge as a display space option.
- Updated info about the Quiet Room.
- Increased the maximum display time from 2 months up to 6 months.
- Moved some of the items from the application to be in the policy.

MOTION: Trustee Schmidt moved to approve the updated Policy #360 Art Exhibits. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – none

Motion carried

10. New Business

- a. Review updated Policy #111 Remote Attendance & Participation

Director Stuhlmann stated there are two additions to the policy due to legal changes made by the state legislature. They are:

- “unexpected childcare options” - This was added previously with state legislation.
- “performance of active military duty as a service member” – this was just added with new legislation that goes into effect January 1.

- b. Authorize library staff to submit the Per Capita Grant application to the Illinois State Library:

MOTION: Trustee Warren moved to authorize library staff to submit to the Illinois State Library the:

- *Certification of Eligibility for Grants Pursuant to 74 ILCS 10/; and*
- *FY25 Public Library Per Capita Grant Application; and*
- *FY24 Public Library Per Capita Grant Application Expenditure Report*

Trustee Lezon seconded.

Voice vote:

Ayes – All

Nays – none

Absent – none

Motion carried

11. Director’s Report

- a. Director Stuhlmann stated the “2025 Year in Review” shows how much the Board completed this past year.
- b. A Calendar of Responsibilities 2026 outlining items for each month next year was distributed.
- c. Reminder: Harassment Training must be completed by December 31, 2025. After discussion, the board agreed for Director Stuhlmann to send a 23-minute version of the training to all trustees.
- d. Trustee DuRocher asked if all staff have received Narcan training. Director Stuhlmann stated most everyone on staff has received the training.

12. Department Head Reports – no questions

13. President’s Report

President Stull reminded the board next month’s meeting is on January 21, 2025.

14. Treasurer's Report

Trustee DuRocher stated the library made \$7,726.61 interest in the Illinois Funds this past month.

15. Secretary's Report

Trustee Schmidt stated she thoroughly enjoyed ILA in October which was included in the board packet.

16. Committee Reports – none

17. Trustee Comments

- a. Trustee Picha stated in the Hometown Happenings they talked about Spotlight Stations for the "Smile.Wave.Repeat" campaign. She asked if the library was planning on being one of these stations. Director Stated that the library would be.

18. Items for information and or discussion – none

19. Adjournment

MOTION: Trustee Lezon moved to adjourn the meeting at 8:18 pm. Trustee Pyszka seconded.

Ayes – All

Nays – None

Absent – none

Motion carried

Respectfully submitted,

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