



**Minutes of the Regular Meeting
of the Board of Trustees**
Wednesday, January 21, 2026

1. Call to order – Trustee Stull called the meeting to order at 7:04 p.m.
2. Roll Call – Trustee Stull called roll call

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

ABSENT: Trustee Pyszka

ALSO ATTENDING: Executive Director Jason Stuhlmann, Assistant to the Executive Director Jackie Davis, Member Services Manager Laurie Rex, Marketing and Communications Manager Kathy Gaydos, Cataloging and Acquisitions Manager MaryKellie Marquez, HR Manager Ian Stevens

3. Approval of the Agenda

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

Roll call vote:

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

Nays – none

Absent - Pyszka

Motion carried

4. Presentations – none
5. Public comments – none
6. Correspondence – Director Stuhlmann stated a thank you from the Warrenville Food Pantry was received for the 1,454 pounds of food that was collected at the Library.

A thank you for a donation to the Cancer Society in memoriam for Trustee Stull's mother was received.

7. Consent Agenda

Trustee Schmidt read the consent agenda as follows:

- a. Approve Minutes of the December 10, 2025 Regular Board Meeting
- b. Receive and file Financial Report for December 2025
- c. Approve updated Policy #111 Remote Attendance & Participation

d. Approve updated Collateral Agreement's Certificate of Authorized Persons

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

Roll call vote:

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

Nays – none

Absent – Trustee Psyzka

Motion carried

3. Regular Agenda

a. Approve payments for the period of December 11, 2025 – January 21, 2026

MOTION: Trustee Picha moved to approve payment of invoices in the amount of \$104,725.19 for the period of December 11, 2025 through January 21, 2026 including electronic payments and checks #10905 through #10952. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent: Psyzka

Motion carried

b. Approve transfer of funds

MOTION: Trustee Lezon moved to transfer \$200,000 from commercial checking to operating checking account. Trustee Warren seconded.

Roll call vote:

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

Nays – none

Absent – Trustee Psyzka

Motion carried

4. Unfinished Business - none

5. New Business

a. Review new Policy #112 Public Comment

- Director Stuhlmann stated due to issues at other libraries over the past five years, he created a whole new policy to cover everything.
- The time limit per speaker will be 3-minutes with an overall limit of 30 minutes for public comments.
- Director Stuhlmann will have the library's attorney review this policy.
- This will be on the consent agenda for approval at the February board meeting.

b. Review updated Policy #125 Credit Cards & Credit Accounts

- Director Stuhlmann stated this policy did not need much updating. Position titles and a few details were added.
- This will be on the consent agenda for approval at the February board meeting.

c. Review updated Policy #120 Purchasing & Contracts

- Director Stuhlmann changed the name from Purchasing & Contracts to Bids & Contracts.
- Two new sections were added - Bidding Requirements and Bidding Exceptions.
- Prevailing Wage was added to the contract language.
- This will be on the consent agenda for approval at the February board meeting.

d. Review new Policy #122 Sale or Disposal of Surplus Property

- Director Stuhlmann stated this had been included in the Purchasing & Contracts policy, however he feels it should be a separate policy.
- Very few changes were made.
- This will be on the consent agenda for approval at the February board meeting.

e. Review updated Policy #135 Fund Balance

- Director Stuhlmann stated he believes three months' worth of projected operating expenditures is fairly standard.
- He stated once there is no budgeted deficit and the Special Reserve Fund has been replenished it would be healthy to raise the minimum target to five or six months.
- He asked if the Working Cash Fund could be dissolved since those funds are already comingled with the other funds. These funds would just be rolled over into the Corporate Funds which would make accounting much simpler.
- The Alba Lemos Gift Fund was depleted several years ago and has been removed from the policy.
- This policy will be on the regular agenda for the February meeting for approval.

f. Review updated Policy #130 Investment

- The library's auditor suggested this policy be reviewed and updated.
- The delegation of authority was previously the Treasurer. Since the director manages the investments, he updated this to read Executive Director under the direction of the Board and Treasurer.
- The Board was in agreement that collateralization be 105%.
- This will be on the consent agenda for approval at the February board meeting.

g. Review new Policy #325 Lost, Found & Unclaimed Property

- This is a new policy as the library did not have anything covering lost and found items.
- After discussion, the Board asked that the sentence "Items not claimed within 30 days become Library property" be removed.
- This will be included on the consent agenda for the February meeting for approval.

h. Review new Policy #445 Medical Emergency

- Due to the new AED device and supply of Narcan in the library, Director Stuhlmann felt this policy was needed.
- The policy covers First Aid, AED Device and Anti-opioids.
- Director Stuhlmann will have the library's attorney review.
- This will be included on the consent agenda for the February meeting for approval.

6. Director's Report

- Director Stuhlmann reminded trustees to complete their anti-harassment training by the end of January.
- Trustees are invited to attend the staff In-Service Day on March 6. The Fire Department will be giving CPR/AED and Stop the Bleed training in the morning. In the afternoon everyone is invited to attend a late luncheon at Eddie Merlot's.
- The practicum student from College of DuPage finished her training in December.
- Trustee Picha asked if he has received any information on the radon remediation. Director Stuhlmann stated he has not and will follow-up on this.

7. Department Head Reports – no questions

8. President's Report

- Next meetings or events
Trustee Stull reported the upcoming meetings

9. Treasurer's Report - Trustee DuRocher stated the library earned a total of \$75,781.82 in interest in 2025.

10. Secretary's Report – Trustee Schmidt stated there was nothing to report

11. Committee Reports – none

12. Trustee Comments

- Trustee Schmidt thanked the staff who decorated the Library's Christmas Tree
- Trustee Picha stated the larger print in the board packet is great.

13. Items for information and/or discussion – none

14. Adjournment

MOTION: Trustee Schmidt moved to adjourn the meeting at 8:27 p.m. Trustee Warren seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

/s/ Connie Schmidt

Connie Schmidt, Secretary

Board of Trustees

Warrenville Public Library District