



Minutes of the Regular Meeting of the Board of Trustees

Wednesday, March 18, 2026, 7:00 p.m.

1. Call to order – Trustee Stull called the meeting to order at 7:01 p.m.

2. Roll Call – Trustee Stull called roll call:

3.

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

ABSENT: Pyszka

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

4. Approval of the agenda

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

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

5. Presentations – None

6. Public comments – None

7. Correspondence – None

8. Consent Agenda

Trustee Schmidt read the consent agenda as follows:

- a. Approve Minutes of the February 18, 2026 Regular Board Meeting
- b. Receive and file Financial Report for February 2026
- c. Approve updated Employee Handbook Section 3.8 Inclement Weather & Emergency Closings
- d. Approve updated Policy #110 Bylaws of the Warrenville Public Library District's Board of Trustees
- e. Approve updated Policy #216 Homebound Delivery
- f. Approve new Policy #325 Lost, Found & Unclaimed Property

- g. Approve updated Policy #371 Study Rooms
- h. Approve new Policy #445 Medical Emergency

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

DISCUSSION: Trustee Schmidt stated she would like to make a change to Policy #110 – Bylaws. On page 2 of the policy under Section 4: Goals, sentence a. - the word citizen should be changed to read resident.

The Board was in agreement with this suggestion.

Trustee Warren moved to approve the consent agenda as amended. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

8. Regular Agenda

- a. Approve payments for the period of February 19 – March 15, 2026

MOTION: Trustee Picha moved to pay invoices in the amount of \$82,917.25 for the period of February 19, 2026 through March 18, 2026 including electronic payment and checks #11005 through #11056. Trustee Lezon, seconded.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- b. Approve transfer of funds

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

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- c. Approve transfer from IL Funds to Fifth Third Commercial Checking

MOTION: Trustee Picha moved to transfer \$400,000 from IL Funds to the Fifth Third Commercial checking account. Trustee Lezon seconded.

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

Nays – none

Absent – Pyszka
Motion carried

9. Unfinished Business

- a. Approve updated Policy #130 Investment

MOTION: Trustee Lezon moved to approve updated Policy #130 Investments. Trustee DuRocher seconded.

DISCUSSION: Trustee Lezon stated she thinks Commercial Paper should be removed from the policy as its unsecured. The Board was in agreement with this suggestion.

MOTION: Trustee Lezon moved to approve updated Policy #130 Investments as amended. Trustee DuRocher seconded.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- b. Approve new Policy #112 Public Comment

MOTION: Trustee Schmidt moved to approve new Policy #112 Public Comments as presented. Trustee Picha seconded.

DISCUSSION: Director Stuhlmann explained the attorney stated we cannot require people to sign in but can urge them to. He also suggested a paragraph regarding the public recording comments as long as it does not interfere with the meeting and to remove the statement about emailing public comments ahead of time. Director Stuhlmann corrected all of these items in the new policy.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- c. Approve updated Policy #135 Fund Balance

MOTION: Trustee Lezon moved to approve updated Policy #135 Fund Balance as presented. Trustee Warren seconded.

DISCUSSION: Director Stuhlmann discussed the Working Cash Fund and if it could be dissolved and rolled into the Corporate Fund. The library's attorney stated the easiest way to track these funds as restricted funds is to keep the Working Cash Fund as is.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

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

MOTION: Trustee Warren moved to approve new Policy #122 Sale of Disposal of Surplus Property as presented. Trustee Lezon seconded.

DISCUSSION: Director Stuhlmann stated the attorney rewrote/rearranged most of the policy. Director Stuhlmann explained the major changes he made, some of which were made to follow state statute.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

Trustee Picha asked if the library's attorney is on retainer or bills by the document reviewed. Director Stuhlmann stated billing is per document/hour.

10. New Business

- a. Approve Non-resident Library Card Participation for FY27 Utilizing the Tax Bill Method for Calculation of the Non-resident fee and 15% Calculation for Non-resident Renters

MOTION: Trustee Picha moved to approve the library's non-resident library card participation for FY27 utilizing the Tax Bill Method for calculation of the non-resident fee and 15% calculation for non-resident renters. Trustee Lezon seconded.

DISCUSSION: Director Stuhlmann stated this is the same calculation that has been done in the past.

Roll call vote:

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

Nays – none

Absent – Pyszka

Motion carried

- b. 2026 LACONI Trustee Banquet, April 17

After discussion, it was decided no one will attend the banquet this year.

c. ALA Conference Exhibits, June 26-29

Director Stuhlmann stated the ALA Conference is in Chicago from June 25-30. He originally budgeted for 5 trustees to attend the exhibits at \$150 per person. RAILS is offering exhibit hall passes for \$40 each so everyone could now attend.

After discussion, it was decided Trustees Lezon, Schmidt, Stull and Warren will attend the exhibits.

11. Director's Report

a. Update: Radon mitigation

Director Stuhlmann reported the Radon Mitigation work is almost complete. On March 19 the electrician will complete the electrical hook up.

b. Reminder: Statement of Economic Interest – Due May 1

Director Stuhlmann reminded trustees their Statement of Economic Interest is due to the County by May 1.

12. Department Head Reports

Trustee Stull asked Public Services Manager Paul Dobersztyn about FanCon. Mr. Dobersztyn stated it is going to be bigger and better than last year with more vendors and participants.

Trustee Picha asked Ian Stevens how the job descriptions are going. He replied they were going well.

13. President's Report – Trustee Stull

a. Next meetings or events

Trustee Stull reminded the Board that there is a Committee of the Whole Budget Meeting on April 15 at 6 p.m. with the regular meeting following.

14. Treasurer's Report – Trustee DuRocher reported the library earned \$5,279.38 in interest at Illinois Funds in February.

Trustee DuRocher stated the staff in-service day on March 6 was wonderful.

15. Secretary's Report - none

16. Committee Reports

a. Personnel Committee – Director's Evaluation

Trustees DuRocher and Picha explained how the evaluation process works. Deadline for submitting their evaluations is April 6.

17. Trustee Comments - none

18. Items for information and/or discussion - none

19. Adjournment

Trustee Schmidt moved to adjourn the meeting at 8:17 p.m. Trustee DuRocher seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Psyzka

Motion carried

Respectfully submitted,

/s/ Connie Schmidt

Connie Schmidt, Treasurer

Board of Trustees

Warrenville Public Library District