



St. Charles Public Library

Temporary Location:

March 2020-Summer 2021

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scpld.org

**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JANUARY 13, 2021**

The Regular Meeting of the Board of Trustees of the St. Charles Public Library District met virtually via RingCentral as allowed by Governor Pritzker's "Executive Order 2020-07 (COVID-19 Executive Order No. 5)" (16 March 2020) and the Government Emergency Administration Act (Public Act 100-0640; eff. 6/12/20) on Wednesday, January 13, 2021 at 7:00 p.m. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, Trustees Michael J. Hill, Shane Hampton, Claudia Frost (joined meeting at 7:11 pm, without audio), Mary Louise Gobel (joined meeting at 7:05 pm), Director Edith G. Craig (in person), and Administrative Assistant Virginia Tsipas. Library staff present: Jasmina Lapo, Cheryl Matthews, Mary Merritt, Pam Salomone, Kelly Stulgate. Guest: Michelle Binns of PFM Asset Management, LLC.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 7:01 pm, and read the Mission Statement.

II. WELCOME OF GUESTS

Trustee Gephart welcomed all staff and guests attending.

III. APPROVE CONSENT AGENDA

Minutes of Regular Monthly Meeting, December 9, 2020

IIIT Investment Report: December 2020

Lauterbach & Amen, Monthly Financial Report: December 2020

Check Register, Payroll: December 2020

Ms. Craig stated there would only be one IIIT statement in the February Board packet, because the account with the bond proceeds had been closed as all monies were spent. **Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve the Consent Agenda. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost, Gobel.

IV. INVOICES FOR BOARD APPROVAL TO PAY

The contingency report was included in the Board packet and there were no questions.

V. TRUSTEE RECOGNITION

Trustee Gephart stated that Trustee Steimle's birthday is tomorrow. Trustee Steimle thanked the Trustees for their well wishes.

VI. DIRECTOR'S REPORT, DECEMBER 2020

Trustee Gephart asked what the FOIA request was for that was mentioned in the Director's Report. Ms. Craig said it was a request for Board ballot contact information.

Trustee Gobel joined the meeting at 7:05 pm.

Ms. Craig asked the Trustees if they had any questions about the Library reopening on January 18, 2021. Trustee Kaluzsa asked why the Library was reopening. Ms. Craig stated that Tier 3 mitigations for Region 8, which includes Kane and DuPage counties, are expected to expire on January 15, 2021. The Library could have stayed open when Region 8 advanced to Tier 3 in November, however the test positivity rate and hospitalizations for Kane County were high and with the upcoming holidays the decision was made to close the Library. Ms. Craig further stated that January 18, 2021 is two weeks after the New Year's holiday when families may have gathered. Trustee Gephart stated that schools are in session and he thought it was great for the Library to open in a safe manner. Patrons he has talked with like to come into the Library to browse. Ms. Craig has talked with nearby library directors and some libraries have not closed at all. She stated the Library has strict safety and disinfection protocols. With all staff safety procedures, thankfully there has not been one single case likely acquired at the Library since last summer. We want to see patrons back and we are ready to open our doors. Trustee Hampton commended Ms. Craig's communication with the staff and stated the policy for cleaning and disinfecting is exceptional.

Ms. Craig reminded the Trustees of the Career Online High School Graduation on January 24, 2021. Trustee Hampton volunteered to attend and make comments. Ms. Craig will send Trustee Hampton the zoom information.

Trustee Frost joined the meeting at 7:11 pm, without audio.

Ms. Craig said the Library received the \$500 Illinois State Library grant to cover costs of some PPE with regard to COVID-19. She said the director of the Gail Borden Library wrote a great article that was published in the *Daily Herald* and is included in the board packet, about the value of public libraries during the pandemic. Ms. Craig recognized David Kelsey, Outreach Services Librarian, who was elected President of the national Association of Bookmobile and Outreach Services. Kelly Stulgate, Youth Services Manager, secured a partnership with other local libraries to bring award-winning author Derrick Barnes for a community program in March. Trustee Gephart stated the Library's YouTube channel is receiving more hits and it is nice. Ms. Craig stated that the Library has popular programs on YouTube.

Motion by Trustee Kaluzsa, second by Trustee Hill, to accept the Director's Report of December 2020. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost.

VII. COMMITTEE REPORTS

Intergovernmental Group (Trustee Hill)

The meeting on January 14, 2021 will be hosted by the Township. In the past, the County has not had a representative, but with the change in staff, a representative from the County will now attend. Mayor Rogina assisted with this representation.

Foundation (Trustee Kaluzsa)

The Foundation Board did not meet in December, but will meet on January 14, 2021.

Motion by Trustee Kaluzsa, second by Trustee Gephart, to approve the Committee reports. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost.

VIII. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON AGENDA ITEMS

None

IX. TRUSTEE COMMENTS

Trustee Gephart stated that Mr. Kelsey's election as president of the Association of Bookmobile and Outreach Services was great. He said Mr. Kelsey is a very good representative of the Library and we are lucky to have him at the Library.

X. UNFINISHED BUSINESS

64. BUILDING PROJECT UPDATE

The building project is on budget. A critical schedule review will be held at the end of January. The Trustees will receive an update at the February 10, 2021 Board meeting. A collections team meeting was held today, the first since the collection moved from the Library building to Haines. Milestones for the Board include being able to see signage design soon. Pamela Salomone, Communications & Marketing Manager, Amarelis Morales, Graphic Artist, and Ms. Craig are working on signage for the remodeled Library. Ms. Craig compiled feedback from all staff, including a survey, regarding names for the service desks and public areas in the Library. The baby area in Youth Services will be called "The Neighborhood," the makerspace will be called "STC Creative" and the teen room will be called "The Loft". A patron-centric approach was applied in naming the service desks. The first desk patrons will see when they enter the Library will be the "Welcome" desk. The former Reference desk will be named "Research and Reading" including the desk on the second level. The main desk in Youth Services will be called the "Youth Services" desk, and the Computer Help desk will be renamed as the "Technology Help" desk. Trustee Kaluzsa said she liked the names.

Ms. Craig continues to encourage the Board to view the online progress of the building construction. In February, the Board will have a solid schedule to plan the grand opening date and ceremony. Trustee Kaluzsa asked if the grand opening will be in July, and Ms. Craig said yes.

Trustee Frost began participating in the meeting with audio at 7:25 pm.

XI. NEW BUSINESS

65. QUARTERLY PRESENTATION BY PFM ASSET MANAGEMENT, LLC

Michelle Binns of PFM Asset Management, presented the Library's quarterly financial portfolio which includes cash balances and CDs with fixed term, fixed rate assets. There has been a shift in cash and fixed term assets over the last couple of years due to the expansion and renovation project and the challenging market environment.

The Fed has cut the rates practically down to zero since March because of COVID in order to support the economy.

The CDs in the portfolio are to mature over the next couple of months through 2021. Some CDs were value locked in for 2022. The laddered approach has provided some attractive higher yields for the portfolio to the advantage of the Library. Future investments will be based on the needs of the Library renovation project.

The bond proceeds accrued some interest at the end of the year and the account was closed in January. Going forward the expansion and renovation project will be paid out of the general fund account.

The Presidential election and civil unrest have affected the market. For future decisions, the Fed is focused on employment and inflation and the impending roll out of the vaccine for COVID. There is still work to be done to get the job market back to pre-COVID. Inflation has not been around 2% since the summer of 2018 and it needs to be above the 2% target before rates are expected to increase. Fed members believe the low interest rate market will remain through 2023. If a vaccine does well and businesses open up, we might see rates move up sooner than that.

Trustee Gephart thanked Ms. Binns for her presentation.

66. FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) EXTENSION

The Families First Coronavirus Response Act was a mandate from the federal government. It granted paid leave entitlement to employees who are quarantining, who tested positive, and who are caring for others in their households who tested positive. The Act is confusing to navigate as there are criteria to meet and payment is at a given rate. The Act was set to expire on December 31, 2020, but it has been extended to March 31, 2021 as an option for employers. The Library has chosen not to participate, and Ms. Craig and Cheryl Matthews, Human Resources Manager, met with the Library's attorney to create temporary, paid sick leave benefits for staff who test positive for COVID. This paid leave is extended only through March 31, 2021.

Trustee Gephart asked if there has been any positive or negative feedback from staff. Ms. Craig said she has not received any feedback for the new sick leave benefit. Trustee Kaluzsa asked if many staff had taken sick leave while the Act was in place. Ms. Craig said yes, absolutely. Trustee Kaluzsa asked what staff would do if someone in their home tested positive for COVID and they were required to quarantine. Ms. Craig said staff can choose to take accrued time off or they can work from home.

67. TRUSTEE CANDIDATES FOR APRIL 6, 2021 ELECTION

The ballot sheet was included in the Board packet. A lottery was held on December 22, 2020, and the order for the ballot is Michael J. Hill, Mary Kruse, Claudia Frost, Bonnie Dauer and Joseph Gay. Trustee Gephart wished everyone good luck.

68. PER CAPITA GRANT; REVIEW OF ILLINOIS PUBLIC LIBRARY STANDARDS

Ms. Craig and the management team read *Serving Our Public 4.0: Standards for Illinois Public Libraries* and completed the checklists that were provided in the Board packet. Achieved standards were noted and a summary was provided by Ms. Craig indicating what the Library will do to meet or surpass the standards. Copies of the book for the Trustees have not yet been received as they have been backordered.

Ms. Craig reviewed the checklists with the Trustees with summarized comments:

- *Governance & Administration* – The Director's succession plan was updated in 2018 and other departments will be updated this year.
- *Personnel* – There are no deficiencies. Staff salaries and fringe benefits account for 63% of our operating budget.
- *Access* – We have met most standards. We will create a security camera policy.

- *Safety* – We have safety checklists but they are outdated. Ms. Craig and Junior Renteria, Facilities and Security Manager, will work on updating the checklist. Trustee Hampton asked if the safety procedures covered staff personal health and safety. He wanted to know if staff dealing with stress related to the coronavirus or other matters have someone they can talk with. Ms. Matthews stated that the Library has an excellent employee assistance program (EAP) that is completely confidential. All staff at the Library are eligible for this program, which offers help with personal problems, drug, alcohol or substance abuse and legal issues. Staff are eligible for three visits at no cost and provided with references as needed. No one at the Library knows if a staff member uses this program. Ms. Matthews has referred quite a few staff to the program and she has received positive feedback. Ms. Craig stated that Ms. Matthews coordinates a wellness plan every year for staff, which has included chair yoga sessions, recipes, and a walking challenge. Staff are encouraged to provide suggestions. Trustee Hampton stated in the military and in business he has had safety programs to share feelings and thoughts and to note any concern for staff, for suicide, work or family matters. With staff working from home, we need to pay attention and listen, be proactive to encourage people to say something and speak up if they observe anything troubling from a coworker. There should be a way to encourage staff to come forward for help. Ms. Matthews stated the Library covers this subject a couple times a year in *Staff Chat*, the internal staff newsletter, reminding staff about the EAP and that it is available.
- *Collection Management* – We have met standards and surpassed minimum material expenses. The collection management is 16% of our operating budget.
- *System Member Responsibilities and Resource Sharing* – We have met all standards.
- *Reference Service* – There were discussions to do better with support in training patrons with technology, working with people with disabilities, and to circulate adaptive equipment. We will take a proactive approach as opposed to reactive. We evaluate all reference services monthly and annually and we are going to formalize to analyze that data this year.
- *Reader's Advisory Service* – We have met all standards.
- *Programming* – Our programming is diverse, and we will focus on a diverse group of presenters. This is one goal of the Equity, Diversity & Inclusion (EDI) group to offer that support through programming.
- *Youth/Young Adult Services* – There were discussions to do better with support in training patrons with technology, working with people with disabilities, and to circulate adaptive equipment. We will take a proactive approach as opposed to reactive. We evaluate all reference services monthly and annually and we are going to formalize to analyze that data this year.
- *Technology* – We will place our internet acceptable use policy on the annual review list. We will work with Brian Dunk, Information Technology Manager, on the connectivity option to formalize.
- *Marketing, Promotion, and Collaboration* – We have met all standards.
- *Appendix C (Topics Recommended for Inclusion in Board Bylaws)* – We have met all standards.
- *Appendix E (Recommended Staffing Levels)* – We are at established level based on population and full-time staff equivalent.
- *Appendix G (Recommended Hours of Service by Population)* – We are between growing and established, open 72 hours a week.
- *Appendix K (Facility Management)* – With going into the new building and having new processes and new software, we will be sure all standards will be met.

Trustee Hill thought it was unusual that Appendix C did not include a requirement for public comments. Ms. Craig stated we have always had two places in the Library to receive public

comments. She will email the Illinois Secretary of State with regard to an inclusion of public comments. Trustee Hill stated it was a very thorough job. Ms. Craig thanked Trustee Hill.

69. POLICY COMMITTEE 2021 REVIEW TIMELINE PER BY-LAWS

The Policy Committee will meet on Wednesday, January 20, 2021 to review the IT Strategic Plan and the Meeting Room Policy. Ms. Craig included a timetable of policies to be reviewed according to the Library Bylaws. The Trustees can decide if they want to wait until the new Board is seated in June, or review some policies that have not changed but require an annual review.

70. SCHEDULE SEMI-ANNUAL AUDIT COMMITTEE MEETING

The Audit Committee will meet at the Library on January 26, 2021 at 7:00 pm.

71. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS

None.

XII. MONTHLY REPORTS

72. DEPARTMENT MANAGERS' REPORT, DECEMBER 2020

No comment.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:06 pm. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.



Karen L. Kaluzsa

Secretary, Board of Trustees