



St. Charles Public Library
 Temporary Location:
 March 2020-Summer 2021
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 scpld.org

**MINUTES
 POLICY COMMITTEE MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 JANUARY 20, 2021**

The Policy Committee 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 20, 2021 at 7:00 p.m. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, Trustee Shane Hampton, Director Edith G. Craig (in person), and Administrative Assistant Virginia Tsipas. Library staff present: Brian Dunk.

I. Call to Order

Trustee Kaluzsa called the meeting to order at 7:03 pm and established there was a quorum.

II. Communications and Citizen’s Comments – On Agenda Items

No Comments.

III. Review of Meeting Room Policy

After discussions between Ms. Craig, Administrative Assistants, Virginia Tsipas and Kimiko Majors, assisting with revisions to the policy, it was decided that since language for priority order of groups for reservations has never been enforced, that it will be removed from the policy. A statement that meetings or programs of the Library Board, Library-sponsored and Library-related events take precedence, is sufficient with regard to order of priority of meeting room reservations.

Ms. Craig researched homeowner associations and found there are many different types of organizational structures. There is great interest by St. Charles homeowner associations to reserve meeting rooms at the Library and it is recommended that they have their own group category. Library card restrictions are placed on this group and, whether or not they are non-profit, the fee remains the same.

After speaking to our St. Charles Police liaison regarding serving alcohol in the Library, Ms. Craig is recommending that the Library start off small, by only offering alcoholic beverages at Library-sponsored events. If we allow outside groups to hold meetings at which alcohol will be served, regardless of who holds the alcohol insurance, since it is our facility, the Library is

required to submit an application to the Police Department for approval of the event. We would have to guarantee those drinking alcohol are 21 years of age or older, and we would have the additional expense of staff and security for these events. Ms. Craig spoke with a Park District representative and, although they allow alcohol to be served at events at the Baker Community Center, the entire venue is dedicated 100% to that event and no other events are going on at the same time, whereas the Library may have other patrons present and other programs and meetings occurring concurrently.

We could revisit offering outside groups the option to serve alcohol in the future. Trustee Kaluzsa stated that offering outside groups the option to serve alcohol would add a level of complexity that she does not believe is worth pursuing. All the Trustees agreed. Trustee Steimle stated if a donor event for the Library or Foundation was planned at \$250 per ticket, it would generate enough revenue to cover additional costs of staff and security. Trustee Gephart stated it should be limited to Library sponsored events and the draft Alcoholic Beverages Policy, Section VI.B. states that the Director may determine if individual situations get approved.

Ms. Craig stated that Attorney Ritzman reviewed the proposed, revised Meeting Room Policy and made some changes to wording, but did not change content. He did, however, question the opening statement allowing different charitable, advocacy, religious or political organizations to reserve meeting rooms. He recommended we revise that verbiage to state organizations could reserve the meeting rooms for purposes and programs that align with our mission. Trustees Kaluzsa and Gephart agreed.

Trustee Gephart asked why under Section 12, "Damages & Liability", we would allow a group to reserve a meeting room that we thought would pose a threat to staff and the public, even with a \$1 million insurance policy. Ms. Craig stated if we were informed that a certain group may have caused a disturbance at another library or that a protest may arise, we would not ban the event, but we would hire additional security. Trustee Kaluzsa reiterated the question of why we would allow such a group to reserve a meeting room. Trustee Hampton believed we should allow such a group to meet because we are a public library, however, he felt the \$1 million liability was not enough. He suggested that Ms. Craig ask a risk insurance advisor if that amount was sufficient.

Ms. Craig stated that each group that reserves a meeting room at the Library is required to provide proof of general liability insurance in the amount of \$250,000. The \$1 million liability insurance would be required if there was a threat of damage and injury.

Ms. Craig stated that she was comfortable removing that paragraph from Section 12 of the policy. All Committee members agreed.

There was a lengthy discussion of proposed revisions to Section 11, "Regulations for Use of the Meeting Rooms", bullet points 14 and 23, stating that patrons under the age of 21 years will not be allowed in meeting rooms where alcoholic beverages are served.

After much discussion, it was agreed that Ms. Craig would consult the Library's attorney about the need for these two bullet points. Ms. Craig will inform the full Board at the next meeting of the attorney's recommendation.

Motion by Trustee Gephart, second by Trustee Hampton, that the Committee recommends the Board approve the Meeting Room Policy, as presented and with stated changes, and the Alcoholic Beverages Policy, as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hampton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

IV. Review Draft Technology Comprehensive Plan

Brian Dunk, IT Manager, prepared a summary of the Technology Comprehensive Plan that he worked on with Ms. Craig, and reviewed the same with the Committee members. He stated that this plan would fulfill a strategic long-term goal.

Mr. Dunk stated the plan contains two parts, the policy and the outcome of the plan. With regard to the policy of the plan, Mr. Dunk identified the Library's commitment to technology and its purpose. He addressed the Library's recent history of technology and changes that were made after reviewing the 2017 Library technology survey. Patrons' main request was to have up-to-date technology. Flexibility is part of our response to those daily face-to-face requests at the help desk.

Our focus is to have an action plan and recommended timeline for actions. We will make the projects meaningful. Our patrons were interested in a makerspace and that will be incorporated in our renovated building. Our computer labs will be more compact and focused with instruction led classes. From our 2017 technology survey we will impress upon our patrons that we are listening and we are committed to provide a great patron experience.

Our technology strategic plan exists now as a succession plan which will allow future personnel to understand our intent and recommended action plans to ensure continuity of our Library.

With regard to the policy side of the technology plan, we have important policies in place that we will update as technology changes. We will cycle the review of these policies and identify the need for any additional policies. We will consistently identify that our existing policies are not contradictory; a policy approved a few years ago may have contrary statements. The cycle of review needs to be more of an annual cycle, if not earlier.

We recently embraced mobility as a technology area for staff and will introduce more mobility for patrons for use in-house rather than just as a circulating device.

Trustee Hampton stated he read the policy and asked Mr. Dunk if he was satisfied that he had enough time to put the plan together and if he was ready to go before the Board in February for approval. Mr. Dunk said absolutely, we have spent a good amount of time on the drafts and in researching what other libraries are doing with their technology

Trustee Kaluzsa believes the plan is comprehensive and detailed. Mr. Dunk stated he would be happy to review any section of the plan and answer any questions. Trustee Hampton stated that it

is important to retain flexibility for the plan to work. Mr. Dunk said absolutely, the plan is detailed but flexible.

Motion by Trustee Steimle, second by Trustee Hampton, to recommend the Board approve the Technology Comprehensive Plan as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hampton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

Trustee Steimle left the meeting at 8:10 pm.

V. Possible Discussion of 2021 Policy Review Schedule

Ms. Craig asked the Committee members how they wanted to proceed with the Policy Review Schedule, whether to schedule another Policy Committee Meeting now, or wait until the new Board is seated in June 2021. Trustee Gephart stated that policies required for the new building should take precedence over waiting for the seating of the new Board.

Ms. Craig stated that in addition to the two policies reviewed today, the creation of a Security Camera Policy, review of the Exhibits and Displays Policy and possible review of the Collection Management Policy are the only other policies that need to be reviewed before we return to the renovated building. Ms. Craig believes the remaining policies on the Policy Review Schedule could be reviewed after the new Board is seated.

Ms. Kaluzsa suggested scheduling a Policy Committee Meeting in February to review the following policies:

- Resolution, Establishing the Selection policy of the SCPLD
- Resolution, Use of Library Materials and Facilities of the SCPLD
- Freedom of Information Act
- Reference, Interlibrary Loan, and Reader Services Policies and Procedures

The Policy Committee Meeting was scheduled for February 17, 2021 at 7:00 pm. Ms. Craig will update the Policy Review Schedule to present to the Board at the February meeting.

VI. Communications and Citizen's Comments – On Non-Agenda Items

No comments.

VII. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Hampton, to adjourn the meeting at 8:19 pm. **AYES:** Gephart, Kaluzsa, Hampton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.



Karen L. Kaluzsa
Policy Committee Chair