



00921

St. Charles Public Library
Temporary Location:
March 2020-Summer 2021
305 S. 9th St., St. Charles IL 60174
630-584-0076 ■ FAX 630-584-9262
scpld.org

**MINUTES
AUDIT COMMITTEE MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JANUARY 26, 2021**

The Audit Committee of the Board of Trustees of the St. Charles Public Library District met at the Library at 7:00 p.m. on Tuesday, January 26, 2021, for their bi-annual Audit Committee meeting. Present: Audit Committee members Karen L. Kaluzsa, Claudia Frost and Shane Hampton, Director Edith G. Craig and Administrative Assistant Virginia Tsipas.

1. Call to Order

Trustee Kaluzsa called the Audit Committee meeting to order at 7:00 pm and determined there was a quorum.

2. Communications and Citizen's Comments – on Agenda Items

No comments made.

3. Review of Secretary's Minutes and Records for the Period July 1, 2020 through December 31, 2020.

The Committee reviewed the Secretary's Minutes and recordings for the period July 1, 2020 through December 31, 2020, and found the Secretary's Minutes and recordings to be in good order without errors or discrepancies. The Committee reviewed the Minutes on the website and found them to be linked properly and in good order.

4. Intergovernmental Agreement between Certain Taxing Districts Regarding the Process for Handling Property Tax Appeals, initially approved on July 10, 2019, revised and re-approved on September 11, 2019.

The Intergovernmental Agreement was initially approved at the July 10, 2019 Board meeting and revised by another entity and re-approved at the September 11, 2019 annual Board meeting. At the August 22, 2019, January 22, 2020 and August 26, 2020 Audit Committee Meetings, the Committee verified that the Intergovernmental Agreement had not yet been signed by Elgin Community College. Ms. Craig reported that Elgin Community College has now decided not to enter into the Intergovernmental Agreement. The attorney for D303 will revise the Intergovernmental Agreement and it will be presented at the March 10, 2021 Board meeting for approval.

5. Roll Call Vote to go into Closed Session for:

- a. **“Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act 5 ILCS 120/2(c)(21)”**

Motion by Trustee Frost, second by Trustee Hampton, to go into closed session at 7:12 pm, to hold a discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act 5 ILCS 120/2(c)(21). **AYES:** Kaluzsa, Frost, Hampton. **NAYS:** None. **ABSENT:** None. **ABSTAINING:** None.

Reconvened in Open Session at 7:29 pm.ⁱ

10. Possible vote regarding whether to open or keep closed, Minutes from the Closed Sessions of July 1, 2020 to December 31, 2020.

Motion by Trustee Hampton, second by Trustee Kaluzsa, to recommend the Minutes of Closed Session of August 26, 2020, be open to the public. The Committee will further recommend that the Minutes of Closed Session of November 11, 2020, remain closed to the public. Carried unanimously.

11. Possible vote regarding whether to open or keep closed, Minutes from the Closed Sessions of January 13, 2016 through November 14, 2018.

Motion by Trustee Hampton, second by Trustee Frost, to recommend the Minutes of Closed Sessions of August 17, 2016, August 30, 2016, August 31, 2016 and January 11, 2017, be open to the public. The Committee will further recommend that Minutes of Closed Sessions of January 13, 2016, January 27, 2016, February 3, 2016, February 10, 2016, March 9, 2016, March 16, 2016, April 13, 2016, April 27, 2016, May 11, 2016, June 8, 2016, September 12, 2016, September 14, 2016, October 12, 2016, April 5, 2017, August 16, 2017, September 13, 2017, November 8, 2017, February 14, 2018, April 11, 2018, July 11, 2018 and November 14, 2018, remain closed to the public. Carried unanimously.

12. Possible vote regarding the destruction of Closed Session recordings according to 5 ILCS 120/2.06, for recording of meetings prior to July 1, 2019.

Motion by Trustee Hampton, second by Trustee Frost, to recommend the tape recording of Closed Session of February 13, 2019, be destroyed in accordance with 5 ILCS 120/2.06. Carried unanimously.

13. Communications and Citizen's Comments – on Non-Agenda Items

No comments made.

14. Adjournment

Motion by Trustee Hampton, second by Trustee Frost, to adjourn at 7:31 pm.

Karen L. Kaluzsa
Audit Committee Chair

ⁱ Agenda Items 6, 7, 8 and 9, are referenced in Closed Session Audit Committee Minutes of January 26, 2021.



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 JANUARY 26, 2021**

This is to certify that we have examined the Secretary's Minutes and other records for the period July 1, 2020 to December 31, 2020, and found all records to be in good order without errors or discrepancies. The Committee also reviewed the Minutes on the website to make sure they are linked properly and found them to be in good order.

Ms. Craig informed the Committee that Elgin Community College has now decided not to enter into the Intergovernmental Agreement between Certain Taxing Districts Regarding the Process for Handling Property Tax Appeals, which was initially approved at the July 10, 2019 Board meeting and revised by another entity and re-approved at the September 11, 2019 annual Board meeting. The attorney for D303 will revise the Intergovernmental Agreement and it will be presented at the March 10, 2021 Board meeting for approval.

In addition, we have examined the written Minutes and recordings of Closed Sessions for the same period, and make the following recommendations:

Motion by Trustee Hampton, second by Trustee Kaluzsa, to recommend the Minutes of Closed Session of August 26, 2020 be open to the public. The Committee will further recommend that the Minutes of Closed Session of November 11, 2020, remain closed to the public. Carried unanimously.

Motion by Trustee Hampton, second by Trustee Frost, to recommend the audio recording of Closed Session of February 13, 2019, be destroyed in accordance with 5 ILCS 120/2.06. Carried unanimously.

Karen L. Kaluzsa

Karen L. Kaluzsa

Shane Hampton

Shane Hampton

Claudia Frost

Claudia Frost

Date: February 10, 2021



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BOARD OF TRUSTEES
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JANUARY 26, 2021**

This is to certify that we have examined the Secretary's Minutes of Closed Sessions for the period January 13, 2016 through November 14, 2018, and make the following recommendation:

Motion by Trustee Hampton, second by Trustee Frost, to recommend the Minutes of Closed Sessions of August 17, 2016, August 30, 2016, August 31, 2016 and January 11, 2017, be open to the public. The Committee will further recommend that Minutes of Closed Sessions of January 13, 2016, January 27, 2016, February 3, 2016, February 10, 2016, March 9, 2016, March 16, 2016, April 13, 2016, April 27, 2016, May 11, 2016, June 8, 2016, September 12, 2016, September 14, 2016, October 12, 2016, April 5, 2017, August 16, 2017, September 13, 2017, November 8, 2017, February 14, 2018, April 11, 2018, July 11, 2018 and November 14, 2018, remain closed to the public. Carried unanimously.

Handwritten signature of Karen L. Kaluzsa in blue ink.

Karen L. Kaluzsa

Handwritten signature of Shane Hampton in blue ink.

Shane Hampton

Handwritten signature of Claudia Frost in blue ink.

Claudia Frost

Date: February 10, 2021