



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
 OCTOBER 14, 2020**

The Regular Meeting of the Board of Trustees of the St. Charles Public Library District met at the Library, on Wednesday, October 14, 2020 at 7:00 pm. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle (attending electronically at 7:03 pm), Trustees Michael J. Hill, Shane Hampton, Claudia Frost, and Mary Louise Gobel (attending electronically at 7:06 pm), Director Edith G. Craig and Administrative Assistant Virginia Tsipas. Staff present: Mary Merritt, Junior Renteria and Pam Salomone. Guest: Michelle Binns of PFM Asset Management (attending electronically).

Trustee Gephart cited Governor Pritzker's Executive Order (COVID-19 Executive Order No. 5, March 16, 2020) to be able to electronically bring in Trustees Steimle and Gobel to attend the meeting remotely.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at **7:02 pm**, and read the Mission Statement.

II. WELCOME OF GUESTS

Trustee Gephart welcomed all staff and guests attending.

III. Approve Consent Agenda

Minutes of Public Hearing on Budget and Appropriation Notice, September 9, 2020

Minutes of Annual Meeting, September 9, 2020

Minutes of Finance Committee Meeting, September 29, 2020

IIIT Investment Report: September

Lauterbach & Amen, Monthly Financial Report: September

Check Register, Payroll: September

Motion by Trustee Gephart, second by Trustee Kaluzsa, to approve the Consent Agenda and move New Business Agenda Item 34, Presentation of Quarterly Report by PFM Management before Unfinished Business. Carried unanimously. Trustees Steimle and Gobel absent.

IV. INVOICES FOR BOARD APPROVAL TO PAY

The updated contingency items included in the Board packet are highlighted to show the purpose of the change orders. Some overtime was paid, there were some changes with radiation piping, a credit

was placed back into the contingency account and there was a change order that reflected the finishing of the exposed Carnegie wall windows.

Trustee Steimle arrived at the meeting at 7:03 pm.

Trustee Hill asked for clarification of the change order relating to the Carnegie building. Ms. Craig stated when demolishing work started on the interior Carnegie walls, the original exterior Carnegie wall with windows was discovered intact. The added costs were to refinish the original exterior brick wall and windows to keep them exposed in the remodeled building.

V. TRUSTEE RECOGNITION

None.

Trustee Gephart announced the four-year anniversary celebration for Ms. Craig, who was presented with flowers, chocolates and a card. Ms. Craig thanked the Trustees, who also congratulated Ms. Craig and thanked her for her service.

VI. DIRECTOR'S REPORT, SEPTEMBER 2020

Ms. Craig introduced Junior Renteria, the Library's recently hired Facilities and Security Manager. Mr. Renteria came from JLL and he managed many McDonald's buildings in northern Illinois. The Trustees welcomed Mr. Renteria, who thanked the Trustees and said he looks forward to working with them.

Trustee Gobel arrived at the meeting at 7:06 pm.

Ms. Craig shared a presentation of Opengov software, a transparency tool which the Library recently purchased to allow the posting of Library stats on the website for community members to easily access.

The statistics can be broken down by day, month and year, will display the size of our collection, with materials broken down for adults, teens and children, will provide circulation stats and registration numbers for Library cardholders. Ms. Salomone said the Communications and Marketing team are working on this project and it will be live on the website by the end of the year. Ms. Craig stated the reports provided in the Board packets would continue until the information is available on the website. Trustee Kaluzsa said this was very good. Ms. Craig said financials will be posted to the website next fiscal year, which will meet one of our strategic goals.

Ms. Craig asked the Trustees if they would be amenable to accessing the statistical information online as opposed to receiving printed reports in the Board packets. All Trustees said it was fine. Ms. Craig will continue to provide reports as requested, but informed the Trustees that they will be able to view the dynamic information on the website at any time, once posted.

Ms. Craig provided bookmarks promoting the Scistarter program, Citizen Science. Kimiko Majors, Administrative Assistant, coordinates the Library's volunteers and during this time when they are not present at the Library, she is finding opportunities to keep them engaged. There is a science need to assist with research and this program is a database of subjects people can participate in at home with their families. Ms. Majors created a special Library page on the SciStarter.org website for our patrons, suggesting a few interesting projects. One project is iNaturalist, where one can take photos of plants, insects and animals outside, download the photo to the app, the photo will be

verified, authenticated and then placed in line for research. Response from staff and patrons has been wonderful. Trustees were encouraged to discuss this program with community members and informed bookmarks are available at the Library.

Ms. Craig stated Trustee Hill had asked how the Library's staff demographics compares with the district community. According to the 2010 Census for the St. Charles community, 88% are white, 1.5% are black, 3.1% are Asian, 10.6% are Hispanic, and 1.9% are two or more races. The Library staff numbers match closely, with 82% white, 3% Asian, 7% Hispanic and 2% two or more races. Although the Library staff does reflect the community, it is not yet a completely diverse group. The Library is working on improving this.

Ms. Craig has applied for a coronavirus federal relief grant in the amount of \$43,000. The application has been approved and verification of the amount given will be available at the end of October.

Ms. Craig was contacted by someone from a historical society in Wisconsin about the Library's Frances Badger art pieces. In the 1930s the Library acquired these paintings through the WPA initiative. Currently these paintings are in storage and were previously displayed in the Tech Center. The historical society in Wisconsin would like to purchase the paintings for their collection. They believe the artist spent time in a cabin in this area and painted the pieces. If they could not purchase the original paintings, they would at least like to purchase prints.

Trustee Gephart asked if the Library was planning to display these paintings in the remodeled Library. Ms. Craig said yes. Trustee Hampton asked why the Library would not keep them. Ms. Craig said she would like feedback from the Board since it was a library WPA purchase. Trustee Hill stated our inventory is pretty vast. Ms. Craig said the Library's art curator will determine which paintings will be displayed when we return to the Library. The art curator has researched the entire art collection and will recommend which pieces the Library should keep and which do not hold much value. Trustee Kaluzsa said the Library should have the pieces appraised in order to sell them. Trustee Gephart stated if the pieces are not about St. Charles then they may have deeper value and more meaning to the people in Wisconsin who have a connection to the artist. Trustee Hill is curious if the art curator thinks it is okay to sell these paintings. Trustee Frost asked why they wanted the paintings. Ms. Craig said to bring them back to their community, located near the area of Wild Rice known to the Ojibwe People, a historical significance to people who live there. This is the subject of the two pieces.

Ms. Craig said she would have the paintings appraised and talk with the art curator. She will send information to the Trustees before the November Board meeting.

Motion by Trustee Kaluzsa, second by Trustee Frost, to accept the Director's Report of September 2020. Carried unanimously.

VII. COMMITTEE REPORTS

Intergovernmental Group (Trustee Hill)

The September and October reports were included in the Board packet. Mayor Rogina made the announcement that he is not going to run for re-election. Mark Koenen, City Administrator, is planning to retire. These City officials have worked well together and supported the Library many times. Mr. Hill is looking forward to in-person meetings in the future that allows for more interaction with discussions with members sharing common interests.

Foundation (Trustee Kaluzsa)

In September, the Foundation meeting was conducted by emails. A new slate of officers were elected, and money was reimbursed to the Library for the cancellation of the Books & Brunch event. The Foundation netted over \$5,000 in donations from canceled tickets. The Foundation members will be attending a library fundraising webinar. Their art project is moving along.

Motion by Trustee Hampton, second by Trustee Kaluzsa, to accept the Committee Reports. Carried unanimously.

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

No comments.

IX. TRUSTEE COMMENTS

No comments.

XI. NEW BUSINESS**34. PRESENTATION OF QUARTERLY REPORT BY PFM MANAGEMENT**

Michelle Binns of PFM spoke before the Board with regard to the Library's investments. She indicated a fluctuation in the Library's cash balance with a slight upward increase. The Library is spending for the expansion project and PFM is working to be sure those dollars are readily available when needed by the Library.

CDs provide good value and safety with FDIC insurance. Last year the Library's funds were divided half and half between CDs and cash, and this year there has been a little more in cash. The yield last year on cash and average CDs were at 2.1%, which is quite significant due to the Fed's response to COVID in dropping interest rates down to boost the economy. The average CD rate was 1.58% at the end of September and the Library CD investments have been laddered out.

Going forward, future investments will depend on how the project is going and current market conditions. Currently interest rates are low. Each time CDs mature, PFM looks at better rates available to maximize the Library's interest.

At the end of September all bond funds were cashed. The last CDs matured over the last quarter in August with a remaining \$2.28 million in the account.

The Library's portfolio is in good shape with the number one priority being safety of investments. The number two priority is to have enough liquidity on hand for ongoing expenses for the expansion project. PFM will buckle down knowing that rates will be lower in the foreseeable future, which will have an effect on the Library's interest income budget for the next two years.

Trustee Gephart thanked Ms. Binns for her presentation.

X. UNFINISHED BUSINESS**31. BUILDING PROJECT UPDATE**

The project is on budget and the Library is still projected to re-open to the public in summer 2021. The construction team will revisit scheduling the move out from Haines after the winter season. During October and November, phase two of the parking lot construction work will be completed. People will be able to drive down Walnut Avenue and park in the south parking lot during the remodeling of the St. Marks' parking lot. The construction site will be closed for the winter. In the

last seven days, all steel has gone up showing the new height of the Library entrance. The floors have been poured. A tour will be offered for the Board and staff in January or February. The sign for Sixth Avenue is currently being prepared. There will be a virtual open-bids meeting for the furniture packages on Friday, October 16. Work has begun on interior signage. Upcoming milestones for the Board will be to continue looking at change orders, staying engaged, project review in December, and to approve furniture packages at the November Board meeting. The biggest driver for community engagement is the construction camera. There will be a new *Inside Voices* podcast airing in a week or two featuring updates on the project. The next *Discover Your Library* newsletter will also feature a project update.

Trustee Hill stated there were many temperature issues at Haines in the summer. He is hoping going into the winter that there is a balance. Ms. Craig said there is a balance, but it is not equal throughout the building. When the temperature outside is less than 55 degrees the heat kicks on. The building is very hot in the mornings and takes an hour or two to fluctuate. Windows can be opened. There are no more problems with heat in the sixth grade section.

Trustee Gephart thinks the new building height is impressive and encourages Trustees to visit the site.

32. UPDATE: GOVERNOR PRITZKER'S PUBLIC ACT IN OBSERVANCE OF NOVEMBER ELECTION DAY

Ms. Craig stated clarification is expected tomorrow with regard to whether or not the public act was intended to apply to schools and libraries. Some libraries will remain open and some will be closed; RAILS will close on November 3, 2020. Ms. Craig wanted to know the Board's opinion if the Library can remain open. Her recommendation is that the Library stay closed since we will not receive deliveries from RAILS and it encourages staff to go out and vote. Ms. Craig will proceed however the Board directs.

Trustee Gobel felt the Library should close because of the reasons given. Trustee Hill thinks the Library should stay open because we recently have been closed so much. Trustee Kaluzsa asked if it was advertised that we would be closed. Ms. Craig said yes, it is on the website. Trustee Hampton felt Ms. Craig should make the decision. **Motion** by Trustee Gephart, second by Trustee Hill, that after receiving clarification on October 15, if the Public Act was not intended to apply to libraries then the Library should remain open on Election Day. Carried unanimously.

33. STAFF RECOGNITION PLANS

Ms. Craig stated with the cancellation of the Staff Recognition Dinner sponsored by the Board, she wanted to suggest a way for the Board both to honor the staff with milestone anniversaries and to express its appreciation for all staff. She would like to provide a photo op for honorees to receive their award pins from a Trustee, and celebrate with balloons and a six-foot check that states the honoree is priceless. The photos would be shared both in the Library's in-house newsletter *Staff Chat* and on social media. At the yearly staff dinner, each staff member receives an appreciation gift. Ms. Craig suggested offering an option for the staff to choose St. Charles Public Library apparel equal to the value of the dinner. The Trustees liked the idea. Ms. Craig sent an email to honorees and Trustees to narrow down dates for the presentation of honoree awards. Ms. Craig will move forward with the gift idea for all staff. She thanked the Board members for their flexibility and appreciation.

XI. NEW BUSINESS**35. REPORT OF FINANCE COMMITTEE MEETING****a. Levy Review****b. Resolution 2020/2021-1: Resolution to Determine Estimate of Funds Necessary for 2020/2021**

Motion by Trustee Gephart, second by Trustee Hill, to approve **Resolution 2020/2021-1**, as presented. The Finance Committee recommends the levy value be held constant for the fourth consecutive year. A hearing is not required, however the Board will hold a public hearing on November 11, 2020 at 6:45 pm. A roll call vote was called: **AYES:** Gephart, Hill, Kaluzsa, Steimle, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

36. ANNUAL PATRON FEEDBACK SUMMARY

Each October Ms. Craig compiles feedback from patron comment cards, survey results, and emails or verbal comments from patrons. Next year she will also include what is discussed at service desks. With the Library being closed a few months this year, only 20 comment cards were received compared to approximately 110 cards last year. Most comments were about ideas for the remodeled Library. Thirty-seven percent were compliments for the collection, programs and staff. Twenty-three percent were complaints about the bathrooms and heat issues in the Haines building.

This year 169 community members participated in the technology survey. Their responses will help with the IT comprehensive plan and programming for the new building. Last year's survey had approximately 200 participants. The survey this year was 12 questions, compared to five-to-six questions in the last two years. With regard to technology, quality responses were overwhelmingly about computers, computer usage, eBooks and comments on digital topics. For the question about what a makerspace should provide, some comments were about having crafts and coding. About 14% of comments said they were not sure, but "show us". The plans for our makerspace will include a 3D printer, digital lab, sound studio and audio visual equipment.

Sixty-six percent of participants have the same technology at home as the Library has. Many people requested classes for learning cutting-edge technology. When asked where they turn for help with technology, responses (in order) were search Google, ask family and friends and then ask the Library staff. There were 3.526% with positive comments in relation to staff. When asked what would make someone come back to the Library, many said books. Some respondents want technology classes, programs for seniors and a class on how to use the copier.

For things to change about technology at the Library, people would like more computers, classes, staff help, online accessibility, help for seniors, information about all equipment available for circulation, and the makerspace. Overwhelmingly, people responded positively about availability of equipment. People would like the computers moved closer to the front entrance.

In summary, patrons do not know all the technology we have to offer, there is a definite need for senior programs, classes on how to use new technology, DIY activities and digital learning. Many patrons do not know what a makerspace is. When we promote the makerspace, we need to define what it would offer. Patrons want computers in the Library spaced further apart, more equipment to circulate and no waiting for equipment availability.

There were many complaints about how the Library is currently inaccessible due to COVID-19 and that is understandable. Processes are reviewed on a weekly basis to try to make the Library more accessible to patrons. Patrons would like to see more open hours for the café. The student cards are

very popular. Wait time for materials is a common complaint and patrons would like more study spaces. Many things that patrons want will be available in our new building, such as the makerspace and improved computer lab.

Trustee Frost asked if electronic equipment can be checked out. Ms. Craig said not now because we do not have the space to quarantine them and we cannot easily sanitize equipment, for example the projectors. Hotspots are circulating and more have been purchased. Hotspots circulate for two-week periods. Materials are still fine free, but if materials are lost, there are replacement charges.

37. DIRECTOR EVALUATION PROCESS

Director evaluation packets were presented to each Trustee. Trustee Gephart requested all forms be returned by November 1 in order to compile the comments for his meeting with Ms. Craig in early November. There will be a Closed Session Meeting to discuss the evaluation at the November 11, 2020 Board meeting. After that meeting, Trustee Gephart will meet with Ms. Craig again. Trustees were asked to return their packets to Trustee Gephart or Virginia Tsipas by November 1, 2020.

Trustee Gephart will email Trustees their comments from last year's evaluation. Trustee Kaluzsa asked if she could submit her evaluation form digitally. Trustee Gephart said yes. Ms. Craig will email the evaluation packet to all Trustees.

38. E.D.I. WORKING GROUP GOALS & OBJECTIVES

In July the Board approved the Equity, Diversity and Inclusion (EDI) statement with deliverables. This statement is posted on the Library website. An EDI working group was formed and members are Ms. Craig, Virginia Tsipas, Kelly Stulgate, Marlise Schiltz and Emily Conradt. The group meets once a month and has created short and long-term goals. The first goal is to create and distribute a shared vocabulary for the work place. By July 2021, the Meeting Room Policy and Display and Exhibit Policy will be reviewed with proposed revisions with an EDI lens. One goal is to have the community feel comfortable with displays and exhibits. Drafts of the policies will be presented to the Policy Committee for its review.

Another short-term goal will be for the Library to become a source and model of EDI in the community and to engage other community partners. Our Collection and Programming Development Policy will also be reviewed with an EDI lens. Additional goals are EDI training for the entire staff, and developing ways to help parents and caregivers talk with children about race and racism. As the group works through its goals, Ms. Craig will provide the Board with updates, milestone dates and when goals are achieved.

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

None

Trustee Hill said at the October Intergovernmental Group meeting, the Park District spoke about virtual programming and were very pleased with the number of people attending programs. Ms. Salomone stated that patrons cannot get out and want educational and entertaining programming. Virtual programming has gone up 89%. The recent survey revealed that 80% of people would still like virtual programming after COVID, which is a positive surprise.

XII. MONTHLY REPORTS

40. DEPARTMENT MANAGERS' REPORT, SEPTEMBER 2020

No comments.

41. STATISTICAL REPORT, SEPTEMBER 2020

No comments.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:19 pm. Carried unanimously.



Karen L. Kaluzsa
Secretary, Board of Trustees