



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
 REGULAR MONTHLY MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 NOVEMBER 11, 2020**

The Regular Meeting of the Board of Trustees of the St. Charles Public Library District met at the Library, on Wednesday, November 11, 2020 at 7:00 pm. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa (attending electronically at 6:45 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. Absent: Treasurer Cynthia N. Steimle. Staff present: Mary Merritt and Kelly Stulgate.

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 Kaluzsa and Gobel to attend the meeting remotely.

6:45 PM PUBLIC HEARING FOR LEVY

Trustee Gephart called the Public Hearing for Levy to order at 6:46 pm. There were no public comments presented at the Public Hearing. Trustee Gephart closed the Public Hearing at 7:02 pm.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 7:06 pm, and read the Mission Statement.

II. WELCOME OF GUESTS

Trustee Gephart thanked all Veterans for their service and stated because of our Veterans we are the home of the free. Trustee Gephart welcomed all staff and guests attending.

III. APPROVE CONSENT AGENDA

Minutes of Regular Monthly Meeting, October 14, 2020

IIIT Investment Report: October

Lauterbach & Amen, Monthly Financial Report: October

Check Register, Payroll: October

Motion by Trustee Hampton, second by Trustee Kaluzsa, to approve the Consent Agenda. Carried unanimously. Trustee Steimle absent.

IV. INVOICES FOR BOARD APPROVAL TO PAY

A document provided in the Board packet shows contingency items spent to date for a total of \$382,218.66 out of the initial \$700,000.00 contingency. We are half way through the contingency and half way through the project.

V. TRUSTEE RECOGNITION

00712

None.

VI. DIRECTOR'S REPORT, OCTOBER 2020

Trustee Hill asked about the lite-brite wall mentioned in the Director's Report. Ms. Craig referenced the lite-brite wall at the DuPage Children's Museum. It is an interactive wall with pegs that light up when inserted into the peg board wall. The architects are looking at various options for us that are similar to this. We are making sure sustainability and maintenance are factors when choosing this piece.

The two art pieces by Artist Frances Badger have been appraised by Heritage Auctions, who also appraised previous paintings that were found in storage during the move. As the two Frances Badger paintings are now in storage, Heritage appraised these paintings by images provided. In 2008, the two paintings were valued at approximately \$3,500.00 each, and Heritage has now valued them at \$4,500.00 each. Dr. Thurman, Art Curator hired by the Library, recommends that we keep the paintings. Kimiko Majors, Administrative Assistant, has also researched the artist and assisted us with curating the art, and agrees that the Library should keep the paintings. These pieces are rare and have connections through the WPA initiative. The artist is not a prolific artist and was a long time student of the Art Institute of Chicago. Ms. Craig agrees and will work with the historical society in Wisconsin to enable them to purchase prints. The paintings will be on display in the Library. The Trustees were in agreement.

Ms. Craig stated that over the last couple of weeks, our situation with COVID has deteriorated in Kane County and today, Kane County is considered under tier two. Tier two only affects us with limiting gatherings no larger than ten people because of the Library's minimal capacity limits currently in place. Things are constantly changing. For example, two days ago, tier two did not recommend remote work. Today, however, Governor Pritzker encourages remote work if possible. It is not a requirement. Our county is currently at 16% positivity rate, but the way this keeps rising, there may be closures of retail businesses, with only essential businesses to remain open.

Tier three brings the Library back to closing with only virtual services and no contactless pick-ups. We are considering going back to contactless pick-up only in tier two. Ms. Craig has discussed this matter with department managers. We have not had the positivity rates our peer libraries have had internally. However, in the last seven days, we have had 11 exposure cases, where someone has been exposed to someone with positive testing outside of the Library. If we continue at this rate, we will not be able to serve our patrons as expected. Thankfully, the last two days has yielded no further exposure cases. Ms. Craig meets with department managers every Thursday. There are many concerned staff. The Library has followed the same protocol since March, and we have reviewed data and what county officials are recommending. Today is business as usual. Every day things are changing. Between now and the December Board meeting, Ms. Craig is not sure what level of service we will be delivering. Trustee Frost asked if an employee is exposed are they home for two weeks. Ms. Craig said yes, if they are positive they have to quarantine for 14 days. We do have remote capability to work from home. If work for our Circulation, Facilities and Technical staff is compromised, computer usage may need to close. We are looking and planning ahead.

Trustee Hampton commended Ms. Craig and the staff for assessing constantly, preparing constantly and he has full confidence in what he has observed with Ms. Craig's decisions. Trustee Hampton said that Trustee Steimle has previously stated that in her profession it is a life and death kind of thing and books are not life and death, we should err on the side of caution. Ms. Craig will keep in

contact with Trustee Gephart. The next level is contactless service, unless we are in tier three. It is out of our control if the government places us in a new tier, but we are preparing for that. Ms. Craig will continue to inform all staff and Trustees with any updates regarding COVID. For the December Board meeting, Ms. Craig will be the one person required to be in attendance at the Library and it will be a virtual meeting with the link shared with the public by request.

Motion by Trustee Hill, second by Trustee Frost, to accept the Director's Report of October 2020. Carried unanimously. Trustee Steimle absent.

VII. COMMITTEE REPORT

Intergovernmental Group (Trustee Hill)

The Intergovernmental Group will meet on November 12, 2020.

Foundation (Trustee Kaluzsa)

The Foundation will meet on November 12, 2020.

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

None

IX. TRUSTEE COMMENTS

Trustee Hill applauded Trustee Gephart for his leadership throughout COVID and the building project. He also stated the Director's evaluation process was very well done.

X. UNFINISHED BUSINESS

42. BUILDING PROJECT UPDATE

The building project is 40% to 50% complete and on schedule for reopening in summer 2021. Trustee Gephart stated he saw masonry men working over the weekend. This month and early December the parking lot will be completed for the season and all milestones for that portion of the project have been met. The construction team is working on closing up the site for the winter, wrapping up the roof as much as possible to be water tight. They are bringing on the contractor to work on the monumental sign that will be completed in the spring. We are doing a lot of interior work on signage, verbiage and placement of signs. The project budget continues to be on budget and we are under budget for furniture packages. We have received the \$10,000.00 donation for the interactive wall for Youth Services. There will be a tour scheduled of the Library after the holidays. Trustees were encouraged to reach out to Ms. Craig with any questions that may arise from the community. The community engagement construction camera continues to receive high hits each month. The front cover article for the next issue of *Discover Your Library* will be about the artwork and the Foundation. Trustee Gephart stated the Daily Herald had a good article about the artwork early last week.

a. Awarding of Furniture Bid Package – 01 Bookshelves and End Panels

Ms. Craig stated this involved specific pieces of furniture. **Motion** by Trustee Hill, second by Trustee Frost, to award Bid Package – 01, Bookshelves and End Panels to Bradford Systems Corporation for \$173,816.36. **AYES:** Gephart, Hill, Kaluzsa, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

b. Awarding of Furniture Bid Package – 02 Haworth Furniture

Ms. Craig stated there is specific furniture that only Haworth produces. **Motion** by Trustee Frost, second by Trustee Hampton, to award Bid Package – 02, Haworth Furniture to Business Office

Solutions for \$82,573.00. **AYES:** Gephart, Hill, Kaluzsa, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

c. Awarding of Furniture Bid Package – 03 Open Line Furniture

Ms. Craig stated this package covers all other furniture including tables and chairs. **Motion** by Trustee Frost, second by Trustee Hampton, to award Bid Package – 03, Open Line Furniture to Business Office Solutions for \$453,203.00. **AYES:** Gephart, Hill, Kaluzsa, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

Ms. Craig stated twelve bids were received with just one vendor for Haworth. There were competitive bids for the Open Line furniture. Packets one and two were chosen for the lowest bid. Packet three was the third lowest bid, but the most responsible. Trustee Hill asked about the type of furniture representing the Haworth line. Ms. Craig said it is for red chairs throughout the Library and meeting room chairs.

XI. NEW BUSINESS

43. ORDINANCE 2020/2021 – 3, AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2020/2021

Motion, by Trustee Hill, second by Trustee Frost, to approve **Ordinance 2020/2021 – 3**. The \$8,005,000.00 value is the same as it has been for the past three years and the rate will actually drop. **AYES:** Gephart, Hill, Kaluzsa, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

44. 2020/2021 NON-RESIDENT FEE DETERMINATION

Motion by Trustee Hampton, second by Trustee Hill, to approve the calculation of the Non-Resident Fees as presented. Carried unanimously. Trustee Steimle absent.

45. 457 AUDIT COMMITTEE REPORT

Trustee Gephart, Ms. Craig and Cheryl Matthews, HR Manager, met to review the Library's 457(b) Plan, which is through Fidelity and offered to all staff. The review is to be sure the funds are invested appropriately and that the fees are competitive. The Committee found everything to be in order year to date. There is currently nine percent staff participation.

46. FY21 PER CAPITA GRANT REQUIREMENTS

The State Library is requiring Trustees and department managers to read the book, *Serving Our Public 4.0: Standards for Illinois Public Libraries, 2020*. Ms. Craig stated the department managers will review each chapter at their meetings and will complete checklists at the end of each chapter. She will report back to the Board the progress of the department managers. Trustees will soon receive and will need to read the book by the first of March. Trustee Hill asked if changes from the previous version would be highlighted. Ms. Craig said she is not sure. All the checklists will be included in the Board packets. The filing deadline for the Per Capita Grant has been extended to March 15, 2021 because of this requirement.

47. RESOLUTION 2020/2021 – 2, RESOLUTION FOR SIGNOR'S AUTHORITY OF CORONA VIRUS RELIEF FUNDS GRANT

Motion by Trustee Hampton, second by Trustee Frost, to approve **Resolution 2020/2021 – 2**. Ms. Craig applied for the \$43,000.00 grant for reimbursement costs for PPE and technology purchased because of COVID. These expenses were not in the budget. The Library was granted the full amount requested. The added position of Service Desk was in the budget and will be applied to

bottom line this year. The Library was not able to apply for reimbursement of this cost. The funds will be used to purchase another temperature kiosk for Door 15 and it will be taken to the Library when we move back. The funds will also cover costs for three deep cleanings. We have already instituted two deep cleanings. Ms. Craig will be authorized to sign the Intergovernmental Agreement with Kane County and will be required to provide reports each month to the Board. Trustee Gephart asked if the funds needed to be repaid. Ms. Craig said no, they are federal funds and not requested pay back. Roll call vote was called. **AYES:** Gephart, Hill, Kaluzsa, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

48. INTERGOVERNMENTAL AGREEMENT FOR CORONA VIRUS RELIEF FUNDS; KANE COUNTY

Motion by Trustee Hill, second by Trustee Frost, to approve the Intergovernmental Recipient Agreement for Corona Virus Relief Funds as presented. **AYES:** Gephart, Hill, Kaluzsa, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

49. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:

a. [5 ILCS 120/2 (c) (1)] – Evaluation of Director

Motion by Trustee Hill, second by Trustee Frost, to adjourn to Closed Session at 7:47 pm regarding 5 ILCS 120/2(c)(1) for evaluation of Director. Trustee Gephart reminded the Trustees that motions are not allowed to be made in Closed Session. Roll call vote was called. **AYES:** Gephart, Hill, Kaluzsa, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

Resumed in Open Session at 8:34 pm.

50. MOTION TO GO INTO OPEN SESSION

a. Vote regarding annual Evaluation of Director

Motion by Trustee Hill, second by Trustee Frost, to approve Ms. Craig's 2021 goals and to recommend a merit increase for Ms. Craig of five percent. The Trustees spoke of Ms. Craig's valuable leadership this past year considering all circumstances with the building project, move to Haines and COVID. Ms. Craig thanked the Trustees for their very generous and unexpected increase. Motion carried unanimously. Trustee Steimle absent.

51. RECOMMENDATIONS TO SET-UP MEETINGS:

a. Finance Committee – End of Year (Merit Structure, Benefits, etc.)

Ms. Craig will contact all Trustees to schedule the Finance Committee Meeting.

b. Policy Committee – Meeting Room Policy

Ms. Craig will contact all Trustees to schedule the Policy Committee Meeting.

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

Trustee Gobel asked if the RingCentral app was supposed to be placed on the Library tablet she was provided. Ms. Craig said Trustee Gobel should call to schedule an appointment with IT staff and bring the tablet in to be updated with the RingCentral app.

Ms. Craig mentioned the virtual all staff In-Service meeting that was presented in her Director's Report. A staff satisfaction survey recently revealed that collaboration between departments would be a good topic. Staff were broken up into ten teams and were given a directive, i.e., why is this Library wonderful, the top five places to visit in St. Charles, etc. Each team prepared a five-minute video and Ms. Craig has never been more impressed with the caliber of work that teams put

together. Ms. Craig will send the Trustees the In-Service link to view. Some of the videos will be shown at the December Board meeting and they will be shared on social media.

XII. MONTHLY REPORTS

53. DEPARTMENT MANAGERS' REPORT, OCTOBER 2020

No comment.

54. STATISTICAL REPORT, OCTOBER 2020

No comment.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 8:41pm. Carried unanimously. Trustee Steimle absent.



Karen L. Kaluzsa
Secretary, Board of Trustees