



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
DECEMBER 9, 2020**

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, December 9, 2020 at 7:00 p.m. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle (joined meeting at 7:08 pm), Trustees Michael J. Hill, Shane Hampton, Claudia Frost (joined meeting at 7:04 pm), Mary Louise Gobel, Director Edith G. Craig (in person), and Administrative Assistant Virginia Tsipas. Library staff present: Cheryl Matthews, Mary Merritt, Amy Vidlak Girmscheid, Jasmina Lapo, Sutton Skowron, and Kelly Stulgate. Guest: community member Bonnie Dauer.

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.

Trustee Kaluzsa left the meeting due to technical difficulties at 7:03 pm.

III. APPROVE CONSENT AGENDA

Minutes of Regular Monthly Meeting, November 11, 2020

Minutes of Finance Committee Meeting, November 24, 2020

Minutes of Policy Committee Meeting, November 30, 2020

IIIT Investment Report: November

Lauterbach & Amen, Monthly Financial Report: November

Check Register, Payroll: November

Motion by Trustee Hill, second by Trustee Hampton, to approve the Consent Agenda. **AYES:** Gephart, Hill, Hampton, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kaluzsa (due to technical difficulties), Steimle, Frost.

Trustee Kaluzsa rejoined the meeting at 7:04 pm.

Trustee Frost joined the meeting at 7:04 pm.

IV. APPROVE THE FORM AND CONTENT OF MINUTES CLOSED SESSION MEETING OF REGULAR MONTHLY MEETING, NOVEMBER 11, 2020

Ms. Craig referenced a typographical error in the minutes which indicated that Trustee Steimle was present. Trustee Steimle was not present for the November 11, 2020 Closed Session Meeting and the minutes have been updated to reflect that correction. **Motion** by Trustee Hill, second by Trustee Frost, to approve the form and content of Minutes Closed Session Meeting of Regular Monthly Meeting, November 11, 2020, as corrected and remain closed to the public. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

IV. INVOICES FOR BOARD APPROVAL TO PAY

Ms. Craig stated a portion of the roof on the two-story level had to be replaced. The shingles could not be salvaged because there was damage underneath.

Trustee Steimle joined the meeting at 7:08 pm.

TRUSTEE RECOGNITION

None.

V. DIRECTOR'S REPORT, NOVEMBER 2020

Ms. Craig sent the Trustees the link for the In-Service videos. She received an email from a staff member saying she enjoyed this year's version of In-Service in working with inter-departmental teams and the self-directed professional development. There may be a couple videos shared on social media.

A student from the Career Online High School program will be graduating in January. This program is for adults over 21 years of age and the graduate receives an actual high school diploma, not a GED. There are two other adults working towards their diplomas. It is a long commitment and an exciting journey for the students. The last graduate was almost two years ago. We are very proud of the graduates. Ms. Craig and Trustee Kaluzsa attended the last graduation and provided congratulatory comments. The graduation in January will be virtual and Ms. Craig would like two Trustees to attend and provide remarks. The graduation is scheduled for January 24, 2021 at 2:00 pm and will be a RingCentral invite.

The 99th annual St. Charles Chamber of Commerce Charlemagne Award Dinner will look very different next year. Ms. Craig is on the planning committee for the 100th Charlemagne Award Dinner to be held in 2022. Jim Di Ciaula, President of the Chamber, and the committee are very excited for this event. The Library is up for the civic award in 2022 for the renovation and expansion of the Library.

The Library closed to the public November 18, 2020 and thereafter is offering vestibule pick-ups of holds, which has been going very well. In addition to patrons picking up the usual materials, our Youth Services staff have created craft kits that have been extremely popular. Kudos to our Youth Services staff for creating these fun crafts for the patrons to enjoy. The Library has served almost 3,000 patrons in the last month who are making appointments to pick up their holds, averaging approximately 900 patrons a week.

Today Ms. Craig received the *Library Journal* issue that includes the 2020 list of America's Star Libraries. Last year our Library did not make the list. Three years ago our Library received three

stars, two years ago our Library received four stars, and this year our Library is back to three out of five stars. We are excited to be back on the list.

Our Library now provides outreach services to a new senior facility, Anthony's Place at Prairie Senior Living, located at Randall Road and Route 38.

Our Library has been selected to be a test library for SWAN's new catalog interface for patrons, Aspen. We are excited to have been chosen and we will have some say in how the catalog will look. Our staff will be trained before moving back into the remodeled Library. Ms. Craig believes it is a much improved catalog. Trustee Gephart agrees.

Ms. Craig recognized Susan Mitchell from Technical Services who retired two weeks ago after 28 years of dedicated service. We wish her well and know she will enjoy the holidays with her family in her retirement.

Trustee Gephart asked about the red-lined items on the budget summary. He knows one is for materials, but wanted clarification for "other." Ms. Craig stated the categories in the summary match the monthly financial reports by type. For example, of the \$895,730 "other" budget line item, liability and casualty insurance expense is \$56,000 and gift and special Trustee expense is \$14,000. Other operating expenses are also included which brings the total budgeted to \$825,000. Trustee Hampton pointed out that, overall, we are under budget for the year. Ms. Craig confirmed that and said at the sixth-month mark she will review budget line items with the management team.

Trustee Hill asked about patron comments that have been received due to the closing caused by COVID. Ms. Craig stated patrons are thankful we are concerned about safety, and there are more positive comments than negative. If someone calls the same day, we absolutely help them. The frustration is when patrons do not realize we are closed and make the trip to the Library and cannot come in to browse.

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

VI. COMMITTEE REPORT

Intergovernmental Group (Trustee Hill)

The Intergovernmental Group will meet virtually at 7:30 am on December 10, 2020. The City is hosting the meeting.

Foundation (Trustee Kaluzsa)

The Foundation will meet virtually at 5:30 pm on December 10, 2020. Trustee Gephart stated the Foundation received a \$10,000 donation for the lite-brite interactive wall to be installed in the Youth Services Department.

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

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

None

VIII. TRUSTEE COMMENTS

None.

IX. UNFINISHED BUSINESS**55. BUILDING PROJECT UPDATE**

The project is on budget as of November 30, 2020. The project schedule had a critical review this month and we may receive a new schedule in January. There is a project meeting on December 10, 2020 and Ms. Craig will ask about the timeline. Trustee Gephart stated the good weather has been a benefit for the project. A contingency report was emailed to the Trustees as part of the Board packet. We are working on signage for the meeting rooms and services desks. Ms. Craig presented an update of the project at a Noon Rotary meeting. She and Trustee Gephart were at the Library today and saw that the construction team is busy with the installation of drywall and door framing. Construction is moving along quickly. Trustee Gephart stated the walkway into the Carnegie building has been created. After the holidays, Ms. Craig will schedule a Board walk through.

56. ONLINE STATISTICAL DASHBOARD; OPENGOV (REPLACES STATISTICAL REPORTS)

This month a physical statistical report was not included in the Board packet. The online statistics have launched on the Library's website today. One of our strategic goals is to be fiscally responsible and establish procedures and policies so that we can be good stewards of taxpayer dollars. The tool that enables the Library to place the statistics online is OpenGov. A handful of libraries are using this transparency tool. At any time, patrons, Trustees and staff can review the interactive statistics online. The data will be updated each month, providing real time results.

Heidi Krueger, Adult Services Manager, provided the initial research after seeing a presentation of OpenGov at a conference. She contacted OpenGov to conduct a demonstration and receive a proposal. Ms. Craig had a team create the visually appealing dashboard that was previously included in the Board packet. This same team was involved in learning, training and implementing OpenGov. OpenGov simplifies the data collection process and makes the data cohesive and consistent across multiple departments sharing information.

Mary Merritt, Business Office Manager, is the lead for this new monthly process. A financials module has been budgeted for next fiscal year. Ms. Merritt worked closely with Julie Tegtmeier, Cataloging Librarian, to collect the statistical data to present to the Board. Pamela Salomone, Communications & Marketing Manager, has assisted with the branding of the webpage. This project was very involved and we are very proud of the work that has been completed. On the Library's website, "SCPLD: By the Numbers" will take you to the portal. This site is hosted by OpenGov, and is not hosted by the Library's cloud server.

Ms. Merritt thanked Ms. Craig, the management team and especially Ms. Tegtmeier for working on the OpenGov project. This is a dynamic interactive tool and Ms. Merritt demonstrated how to navigate the tool to receive up-to-date statistics. Data is available for circulation of materials, library cardholders, adult collection, youth collection, additions to and withdrawals from the collection, the three most popular adult titles, the three most popular youth titles, interlibrary loan lending and borrowing, total programs scheduled, program attendance, the top two most popular programs, outreach programs, patron interactions with service desk staff, IT services for staff and patrons and website statistics.

The link for the most popular titles provided will take you to the catalog so that you can place a hold for that particular title. Trustee Gephart asked if we could provide more than three most popular titles for both adults and youth. Ms. Craig said we could add more titles. The link for the most popular programs will take you to a recording of that program. Clicking on any statistic will take you into more detail and allows you to customize the information. The Trustees liked the module and thought it was very impressive. Ms. Craig said we are very proud of the OpenGov tool and excited to roll it out. Trustee Hill asked who would be updating the data. Ms. Craig said staff from each department would send updated data to Ms. Merritt to upload. Ms. Tegtmeier is back up for Ms. Merritt. Trustee Gephart asked that the link to OpenGov be included in each Board packet. Trustee Gephart thanked Ms. Merritt for a great job.

X. NEW BUSINESS

57. RECOMMENDATIONS OF POLICY COMMITTEE

a. Employee Handbook Update

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve updates to the Employee Handbook, as presented. Ms. Craig highlighted the updates which were included in the Board packet. Some of the changes included the addition of the Library's EDI statement, repayment requirements by staff for overpayment of payroll funds, correction of errors in the benefits section, allowance of part-time staff to make up lost hours from Library closings, clarification of continuous employment with regard to paid time off accruals, payment of unused earned vacation time upon termination, use of paid personal time off, informing staff that the Library will contact a staff member's emergency contact in the event the staff member does not report to work, adding grandchildren for a bereavement benefit, clarifying that shared workspaces should not display political, religious or other offensive information, updated staff parking for the remodeled building, and stating that Library vehicles will be maintained by the Facilities Department. Trustee Hampton said the updates were very thorough. Ms. Craig thanked Cheryl Matthews, Human Resources Manager, for her work. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

58. RECOMMENDATIONS OF FINANCE COMMITTEE

a. 2021 Merit Structure

Motion by Trustee Kaluzsa, second by Trustee Hill, to accept the 2021 Merit Structure, as presented. Ms. Craig provided requested information from a Finance Committee member for the percentages of staff receiving merit increases. Eighty-two eligible staff would receive the cost of living and merit increases, seven staff members received the highest total increase of 5%, 31 staff members received 4%, and 42 staff members received an increase of 3.5%. One staff member, who scored lower than the recommended points for a merit increase, is working with their manager to improve their performance. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

b. 2021 Benefit Summary

Trustee Gephart stated the biggest difference in benefits for 2021 is that the staff had to change health care providers, from BlueCross/BlueShield to Aetna. Trustee Kaluzsa asked if the staff were unhappy. Ms. Matthews said she will conduct a survey in May to receive feedback. Ms. Craig stated one positive aspect is that the cost for premiums to staff and the Library have not changed.

59. ORDINANCE 2020/2021 – 4, ORDINANCE ESTABLISHING DATES OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE ST. CHARLES PUBLIC LIBRARY DISTRICT FOR CALENDAR YEAR JANUARY 2021 – JANUARY 2022

Motion by Trustee Hill, second by Trustee Kaluzsa, to adopt **Ordinance 2020/2021 – 4**, as presented. The Board will not meet in August 2021. Ms. Craig stated that the July 14, 2021 meeting would be held in the remodeled Library. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

60. 2021 HOLIDAY CLOSING

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve the 2021 holiday closings, as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

61. POLICY COMMITTEE TO MEET, WEDNESDAY, JANUARY 20, 2020 AT 7:00 P.M.

No comment.

62. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS
None.

XI. MONTHLY REPORTS

63. DEPARTMENT MANAGERS' REPORT, NOVEMBER 2020

No comment.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:01 pm. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.



Karen L. Kaluzsa
Secretary, Board of Trustees