



St. Charles Public Library
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**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JULY 13, 2022**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, July 13, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Trustees Michael J. Hill, Shane Hampton, and Claudia Frost, and Administrative Assistant Virginia Tsipas. Absent: Treasurer Cynthia N. Steimle, and Trustee Mary Kruse.

Guests: Kevin Noll, Esq. and Catherine Locallo, Esq. of Robbins Schwartz, and three community members.

Library staff present: Kate Boyle, Brandon Buckley, Brian Dunk, Heidi Krueger, Jasmina Lapo, Cheryl Matthews, Mary Merritt, Junior Renteria, Pam Salomone, Kelly Stulgate, and Kirsten Wright.

6:00 PM BOARD WALK THROUGH

Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Trustees Michael J. Hill, and Claudia Frost. Administrative Assistant Virginia Tsipas, Business Office Manager Mary Merritt and Facilities & Security Manager Junior Renteria. Absent: Treasurer Cynthia N. Steimle, Trustees Shane Hampton and Mary Kruse.

The Trustees walked the outside grounds and inside of the Library for the annual walk through.

Ms. Merritt confirmed that approximately 12 trees on the grounds with a pink ribbon will be replaced in the spring. Landworks is pushing back on the replacement, stating the Library did not water the trees properly. Shales McNutt supports Mr. Renteria and Ms. Merritt who have stated the trees were watered according to planting instructions. Ms. Merritt stated the water retention area contains prairie grasses and in the fall they will present more blooms. Trustees Kaluzsa and Hill asked if a more secure fence could be installed around the retention area with warning signs. Mr. Renteria stated a more secure fence could be installed if there are funds remaining from the FY 2022/2023 budget and it was approved by the Board. Ms. Merritt stated signs have been ordered to indicate Monarch butterfly habitat. Trustee Frost asked if Library staff or a Library volunteer could identify all plants on the Library grounds in a format that would be available for patrons. Ms. Merritt said she would look into this request.

Trustee Gephart stated the plantings by the condensing unit on the south side of the Library will grow in height each year to hide the unit. He indicated that safety ladders were placed in the deep window wells outside of the Youth Services manager's office and the Communications & Marketing manager's office. These ladders are in place in case of a dangerous emergency and the staff need to exit the Library from within.

The Trustees requested signage above the book drop and drive-up window areas to direct patrons. An awning above the book drop was suggested to keep patrons and materials dry during inclement weather.

There was some litter on the west side of the Library along Route 25 and within the Carnegie walkway. Trustee Frost asked if there would be more landscaping on the front lawn of the Carnegie building. Mr. Renteria said it is too late in the season to plant now, but the plan is to have this completed in the spring.

Inside the lobby of the Library, Trustee Hill asked if the wall in the main entrance could be replaced with glass so patrons could view the display case from the entrance. Ms. Merritt stated a construction meeting was scheduled for July 14, 2022 and this issue would be discussed.

Trustee Frost stated the large print catalog stand should be lowered.

In the Neighborhood area of Youth Services, the Trustees asked if a ramp could be installed behind the grass feature to be ADA compliant. Ms. Merritt stated it could possibly be a fundraising project for the Foundation. There was a concern that young children could get their heads stuck in the grass feature. Mr. Renteria stated that, to date, that has not happened.

The large boulders in the terrace garden are beginning to crack. Mr. Renteria stated both Landworks and Sheehan Nagle Hartray Architects have confirmed that the natural rock will chip and crack over time due to being a natural stone and inclement weather.

I. CALL TO ORDER

Trustee Gephart, called the meeting to order at 7:00 pm. Trustee Gephart confirmed there was a quorum.

II. WELCOME OF GUESTS

Trustee Gephart welcomed staff and guests and read the Mission Statement.

III. Approve Consent Agenda

Minutes of Regular Monthly Meeting, June 8, 2022

IIIT Investment Report: June

Lauterbach & Amen, Monthly Financial Report: June

Check Register, Payroll: June

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the Consent Agenda. Carried unanimously. Trustees Steimle and Kruse absent.

IV. INVOICES FOR BOARD APPROVAL

No invoices.

V. TRUSTEE RECOGNITION

Trustee Gephart recognized Trustee Frost as a member of the Norris Cultural Arts Center and stated some of her paintings are displayed in the Library for the month of July, along with other members' paintings. Trustee Frost said the Norris Cultural Arts Center has done a lot for the community.

VI. ADMINISTRATIVE REPORT, JUNE 2022

Ms. Merritt stated the fine-free policy was rolled out on July 1, 2022. The June financials in the Board packet are preliminary and the final numbers will be available in September. Ms. Merritt thanked the Board for allowing the Library to partially close on June 29, 2022 for staff training. Fifteen staff members attended the training. All other staff will meet with their managers to review the safety training process. Trustee Gephart asked if the building budget was completed with spending 99.99%. Ms. Merritt said "yes."

VII. COMMITTEE REPORTS

Intergovernmental Group (Hill)

The report was in the Board packet. The next meeting will be hosted by the School District and the new superintendent and communications director will be introduced to group members.

Foundation (Frost)

The report was in the Board packet. A reminder was shared of the October 15, 2022 Trivia Night. The Foundation Board Officers will continue in their positions for the 2022/2023 fiscal year. The Friends' sculpture will be installed in the terrace garden in the fall.

Motion by Trustee Hampton, second by Trustee Kaluzsa, to accept the Committee Reports. Carried unanimously. Trustees Steimle and Kruse absent.

VIII. Communications and Citizens' Comments – On Agenda Items

None

IX. TRUSTEE COMMENTS

Trustee Gephart provided information for the Reparatory Theatre performing the play *Twelfth Night* on July 28, 29, and 30, and August 6, 11, and 12 at Pottawatomie Park.

Trustee Frost stated the St. Charles Arts Council, in partnership with the Library Youth Services Department, will be painting sidewalks on Sixth Avenue and Riverside Drive on July 30 from 10:00 am to 12:00 pm.

X. UNFINISHED BUSINESS

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

[5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives

Motion by Trustee Gephart, second by Trustee Kaluzsa, to adjourn to Closed Session at 7:08 pm for [5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives. Trustee Gephart asked the Library's bargaining team, Kevin Noll, Esq. and Catherine Locallo, Esq. to attend the Closed Session Meeting. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle, Kruse.

2. MOTION TO GO INTO OPEN SESSION

Resumed in Open Session at 8:02 pm.¹

XI. NEW BUSINESS

3. RESOLUTION 2022/2023-1: AUTHORIZING NON-RESIDENT CARDS (REVIEWED ANNUALLY)

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve **Resolution 2022/2023 -1: Authorizing Non-Resident Cards** for the period of August 1, 2022 through July 31, 2023. Trustee Gephart stated Resolution 2021/2022 – 2, Non-Resident Cards was approved on March 9, 2022 covering the period of April 1, 2022 through March 31, 2023. However, the tax rates for Kane and DuPage Counties are available July of each year and Resolution 2021/2022 – 2, does not have current rates. A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle, Kruse.

4. ORDINANCE 2022/2023-1, BUILDING AND MAINTENANCE TAX OF .02% FOR FY 2022/2023

Motion by Trustee Hill, second by Trustee Kaluzsa, to approve **Ordinance 2022/2023 -1, Building and Maintenance Tax of .02% for FY 2022/2023**. The Finance Committee recommends approving this Ordinance. As a reminder, this ordinance does not officially levy the tax, but it allows the Library to levy the special tax when passing the full levy ordinance in November. A public hearing will be held before the September Board meeting, although it is not required by law. A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle, Kruse.

5. UPDATE ON DIRECTOR SEARCH

The search firm has received 14 resumes, which includes several excellent candidates. The submission deadline is July 24, 2022. An updated job description was provided to the Trustees since there were four minor typographical errors in the job description in the Board packet. At the request of Trustee Kaluzsa, Ms. Tsipas outlined the revisions made to correct those errors.

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the job description, as revised. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle, Kruse. Trustee Gephart asked Ms. Matthews to inform him once the job description was finalized.

6. SCHEDULE SPECIAL MEETINGS FOR DIRECTOR SEARCH IN AUGUST

Deiters & Todd will hold phone interviews after July 25, 2022 to narrow the pool down to the four-to-six best candidates to bring before the Board. The Board scheduled two Special Meetings on August 9 and 10, to hold interviews over Zoom with those four-to-six candidates. A Special Board Meeting will be scheduled in either late August or early September for in-person interviews of the final candidates.

¹ **2. MOTION TO GO INTO OPEN SESSION**

This motion is included in the Closed Session Minutes of the Regular Monthly Meeting of July 13, 2022.

7. DEPARTMENTAL PRESENTATION – EARLY LITERACY

Kelly Stulgate, Youth Services Manager, Kate Boyle, Early Literacy Librarian and Anna Johanson, Preschool Outreach Librarian provided the Early Literacy presentation to the Trustees.

All Youth Services staff conduct story times. Ms. Boyle and Ms. Johanson are the first point of contact for families. Ms. Johanson visits preschools and childcare centers and Ms. Boyle conducts two- and three-year old story times.

Hand-held shakers were passed out to all in attendance to participate in an interactive tune, *A Circle's Like a Ball*". During story times with reading *Brown Bear, Brown Bear, What Do You See?* the children are learning sign language. Young children need songs, stories and finger plays for brain development.

Children are offered in-house story times, virtual and YouTube story times. Maker space items are prepared for grab and go kits.

The Library partners with D303 schools and private schools to bring the Library to the children and connect with the community.

Future outreach services will be offered at festivals in St. Charles, new schools in the area and services will continue for Lazarus House, the Northern Illinois Food Bank, Salvation Army, the fire station and other local businesses.

The early literacy collection includes bags with themed books, diverse board books with 13 categories and 124 subcategories, and bonus books, which are copies of books that are presented at story times for families to check out.

Grown-up support is a big part of early literacy. Some services are sharing non-judgmental ideas in programs, parenting book clubs, teacher loans, and parenting kits for challenging topics that maintains the privacy of the patron during check out.

The Neighborhood area in Youth Services was created with a generous donation from the Jensen Family. Some themed setups for dramatic play include a grocery store, construction zone, pet vet and groomer, and *D303 Daily Bean Coffee Shop*.

Staff continue training on developmental milestones, supercharged story times, up-to-date technology, resource sharing and an in-person puppet workshop.

Patrons have commented that Ms. Boyle, Ms. Johanson and all Youth Services staff are very passionate about their programs and services. Staff want patrons to become life-long learners and know that the Library is a safe space to learn.

Trustee Gephart asked what the Board could do for Youth Services. Ms. Stulgate stated extra support staff is always helpful and needed. It would be great if the Library hired an in-house social worker to work with patrons. After almost every story time, Ms. Boyle has parents/caregivers asking her questions about developmental issues.

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

[5 ILCS 120/2 (c)(11)] – Litigation when the public body finds that an action is probable or imminent

Motion by Trustee Gephart, second by Trustee Kaluzsa, to adjourn to Closed Session at 8:34 pm for [5 ILCS 120/2 (c)(11)] – Litigation when the public body finds that an action is probable or imminent. Trustee Gephart asked Ms. Merritt to attend the Closed Session Meeting. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle, Kruse.

9. MOTION TO GO INTO OPEN SESSION

Resumed in Open Session at 9:07 pm.²

10. POSSIBLE VOTE ON [5 ILCS 120/2 (C)(11)] – LITIGATION WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT

Motion by Trustee Gephart, second by Trustee Kaluzsa, to take no action. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle, Kruse.

11. SCHEDULE AUDIT COMMITTEE MEETING FOR BIENNIAL REVIEW BEFORE SEPTEMBER MEETING

The Audit Committee Meeting was scheduled for September 7, 2022 at 7:00 pm.

12. REMINDER OF EMPLOYEE APPRECIATION EVENT, FRIDAY, JULY 15, 2022

Trustee Gephart reminded the Trustees of the upcoming Staff Appreciation Event on Friday, July 15, 2022, to begin at 6:15 pm at St. Charles Bowl.

13. COMMUNICATIONS AND CITIZENS' COMMENTS – ON NON-AGENDA ITEMS

No comments.

XII. MONTHLY REPORT**14. DEPARTMENT MANAGERS' REPORT, JUNE 2022**

No comments.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 9:11 pm. Carried unanimously. Trustees Steimle and Kruse absent.



Karen L. Kaluzsa
Secretary, Board of Trustees

² **9. MOTION TO GO INTO OPEN SESSION**

This motion is included in the Closed Session Minutes of the Regular Monthly Meeting of July 13, 2022.