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St. Charles Public Library
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**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JUNE 8, 2022**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, June 8, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Treasurer Cynthia N. Steimle, Trustees Michael J. Hill, Shane Hampton, Claudia Frost, and Mary Kruse, and Administrative Assistant Virginia Tsipas. Absent: Vice President/Secretary Karen L. Kaluzsa. Guests: Jim Deiters of Deiters & Todd, and five community members.

Library staff present: Kate Boyle, Brandon Buckley, Nick Chaney, Becky Dubbert, Brian Dunk, Amanda Kaiser, Kit Kassel, Heidi Krueger, Jasmina Lapo, Jill Larson, Cheryl Matthews, Mary Merritt, Pam Salomone, Jane Shelton, Sutton Skowron, Kelly Stulgate, Lexy Twidell and Kirsten Wright.

I. CALL TO ORDER

Trustee Gephart, called the meeting to order at 7:01 pm.

II. WELCOME OF GUESTS

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

Motion by Trustee Gephart, second by Trustee Kruse, to nominate Trustee Hill as Secretary Pro Tem in absence of Vice President/Secretary Kaluzsa. There were no other nominations. **Motion** by Trustee Gephart, second by Trustee Frost, to appoint Trustee Hill as Secretary Pro Tem. **AYES:** Gephart, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kaluzsa, Steimle.

III. APPROVE CONSENT AGENDA

Minutes of Regular Monthly Meeting, May 11, 2022

Minutes of Policy Committee Meeting, May 23, 2022

Minutes of Finance Committee Meeting, May 24, 2022

IIT Investment Report: May

Lauterbach & Amen, Monthly Financial Report: May

Check Register, Payroll: May

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

IV. APPROVE THE FORM AND CONTENT OF MINUTES

- a. **CLOSED SESSION MEETING OF REGULAR MONTHLY MEETING,
MAY 11, 2022, FOR [5 ILCS 120/2 (C)(2)]**

Motion by Trustee Frost, second by Trustee Hampton, to approve the form and content of Minutes Closed Session Meeting of Regular Monthly Meeting, May 11, 2022, for [5 ILCS 120/2 (c)(2)]. Carried unanimously. Trustees Kaluzsa and Steimle absent.

**b. CLOSED SESSION MEETING OF REGULAR MONTHLY MEETING,
MAY 11, 2022, FOR [5 ILCS 120/2 (C)(1)]**

Motion by Trustee Hampton, second by Trustee Frost, to approve the form and content of Minutes Closed Session Meeting of Regular Monthly Meeting, May 11, 2022, for [5 ILCS 120/2 (c)(1)]. Carried unanimously. Trustees Kaluzsa and Steimle absent.

V. INVOICES FOR BOARD APPROVAL TO PAY

Mary Merritt, Business Office Manager, stated the invoice for SMC Construction Services is the final invoice for the renovation project and is for the installation of the inline fan for the HVAC system on the second floor. **Motion** by Trustee Frost, second by Trustee Hampton, to approve the invoice for SMC Construction Services for \$42,920.51. **AYES:** Gephart, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kaluzsa, Steimle.

VI. TRUSTEE RECOGNITION

No comments.

VII. ADMINISTRATIVE REPORT, MAY 2022

Trustee Gephart requested a Library representative attend future Foundation Board meetings. Ms. Merritt answered questions from the Trustees relative to this report. Weatherguard made some roof repairs on June 7, 2022. There were some stained ceiling tiles replaced in the Loft that were from old leaks. The old roof covers the main level of the Library up to the Huntley Community Room and the roof outside the Loft is where the old roof meets the new roof. Phase two for the restoration of the Carnegie Room fireplace will be completed by the end of the summer with a new vent, gas log set, glass doors, remote control and facing material. Trustee Hill stated this restoration was paid for from a generous donor and from other Foundation donors. Ms. Merritt said the staff and patrons responded well to gathering in the tornado shelter area for the recent tornado warning.

Motion by Trustee Frost, second by Trustee Hampton, to accept the Administrative Report. Carried unanimously. Trustees Kaluzsa and Steimle absent.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Hill)

The May report was in the Board packet. The meeting this month will be held at the Baker Community Center at 8:00 am. The group will bid farewell to the school superintendent and the school district communications director.

Foundation (Kruse)

The May report was in the Board packet. The Friends' used book sale raised approximately \$6,000.00. The Foundation will host a holiday themed trivia night on October 16, 2022.

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

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

No comments.

X. TRUSTEE COMMENTS

No comments.

Trustee Steimle arrived at 7:08 pm.

XI. UNFINISHED BUSINESS

None.

XII. NEW BUSINESS**87. DIRECTOR SEARCH PROCESS**

Jim Deiters of Deiters & Todd requested insight from the Trustees for hiring a new director. Mr. Deiters stated it may be October or November before a new director is hired.

The qualities the Trustees are looking for is someone to connect with the staff on a personal level so staff members feel the director is interested in them as a person, not just a worker. An individual willing to work with the union and team building. It is not necessary for the candidate to have union experience, but someone who has experience managing many staff. Outreach to the community is very important. Outgoing and enthusiastic about the Library. Active in keeping partnerships with the school district, city and other organizations in the community. Someone very organized.

Top priorities are to participate in the strategic plan; looking to the future for the Board's expectations and the community's expectations. The health and safety of staff and patrons. Team building and supportive, productive, positive culture of the Library. A sense of humor.

For candidates out of state, the Trustees commented it is sometimes good to have new blood and experiences that can be enriching, a new perspective.

With regard to opportunities for growth in the Library and the community, the candidate will be a part of the Intergovernmental Group and will be able to find out how the Library can partner with other community groups. Patron-centric is crucial and one of the Library's core values. The Library provides personal and professional development.

Regarding knowledge about the Library and the community, the Trustees stated the majority of the community supports the Library. The mask protest did not represent the majority and some protestors were not from St. Charles. St. Charles is a fantastic community providing great quality of life, leisure and culture. The Library has many supportive legacy patrons. The depth of artistic talent present in the Fox Valley area with wonderful art galleries, including the Library's art collection. Places of interest near St. Charles include Cantigny Park, The Morton Arboretum, St. Charles Park District, and the St. Charles History Museum. The Trustees stated there is a lot of competition in the Tri-City area and they feel our Library is the best.

The St. Charles Public Library Foundation would like to be part of the director search. Mr. Deiters stated the Library Board is responsible for the search and his recommendation is not to include any other participants outside of the Board. During in-person interviews, the Foundation and Friends Presidents could be present if the Board Trustees agree. However, they would not have a vote.

Mr. Deiters said he would prepare the job advertisement and send it to Trustee Gephart who can then share it with all Trustees. The Board should schedule a special meeting in August. The first round of interviews will be by Zoom. The final interviews will be in person with the Board Trustees.

88. POLICY COMMITTEE RECOMMENDATIONS**a. Director Review Process**

The evaluation form for the director was changed to provide real tangible feedback from the Trustees. Each section will be tied to a goal for the director. The ranking system was removed. The 360 evaluation by the management team is still part of the process. The Board President will meet with the director quarterly to discuss the progress of goals.

Motion by Trustee Gephart, second by Trustee Hill, to approve the Director Review Process, as presented. Carried unanimously. Trustee Kaluzsa absent.

b. Computer and Internet Access Policy

Trustee Kruse stated most changes were wordsmithing. The statement that parents or guardians are responsible for students' use of internet permission is included and very important. Trustee Kruse thanked Brian Dunk, Information Technology Manager, for his work in updating the policy. Trustee Steimle asked about records of patrons' use of the internet and wanted to know why the records will not be available for subpoenas. Mr. Dunk stated filters are in place and there is no collection of personal use. Some information is collected only on a computer level, not a personal level. If problems arise, IT staff address the problems as they arise.

Motion by Trustee Gephart, second by Trustee Hill, to approve the Computer and Internet Access Policy, as presented. Carried unanimously. Trustee Kaluzsa absent.

89. FINANCE COMMITTEE MEETING SUMMARY & FY 2022/2023 BUDGET PRESENTATION**TENTATIVE ANNUAL BUDGET AND APPROPRIATION ORDINANCE FY 2022/2023**

Ms. Merritt reviewed the budget presentation in the Board packet, discussing tax extensions, anticipated income, Operating/Corporate Fund, Building & Maintenance Fund, Audit Fund, IMRF/FICA Fund, Liability Fund, and Gift and Special Trustee Fund.

The Revenue Recapture Levy is new this year for all libraries and governmental institutions. This levy is for properties that received lower assessments from PTAB, errors or court decisions with their taxes reduced and the tax burden is shifted to the rest of the district. The \$16,511.04 levy is part of the \$8.2 million tax extension received. The Library will be fine free beginning FY 2022/2023. Interest income continues to decrease due to the building project.

For the Operating Fund, we are requesting the same funds as last year and refining expenses to the budget. This fund includes the fourth debt certificate payment. Last year we had the smallest surplus. Utilities are now under the Building and Maintenance Fund. Funds from the Per Capita Grant of \$20,000 are for Strategic Planning. Our levy allowed The Corporate Fund to receive extra monies this year (\$99,000). These funds are slated for back paying staff to January 1, 2022, once the Union contract negotiations are finalized. This is a balanced budget.

The Building and Maintenance Fund will be over budget this year (FY 21/22). Funds will be moved over from the Corporate Fund to make this fund balance zero. For FY 22/23, we are planning on having a small surplus of \$25,000 to account for any overages in utilities.

The Audit Fund is for accountants and auditors. There is a surplus of \$1,400 and this fund will be drawn down by \$1,000.

For the IMRF/FICA Fund, the IMRF employer rate went from 13.36% to 10.69%. There was no major increase for FICA. There is a surplus of \$550,000 and this fund will be drawn down by \$123,888.

The Liability Fund was increased due to an increase in insurance rates of \$14,000. This is a balanced budget.

The Gift and Special Trustee Fund is non-taxpayer dollars. We are budgeting for two employee recognition events. Typically this annual event is held in May, but this fiscal year it was not scheduled. The first event will be in July 2022 and the second, hopefully in May 2023. This fund also covers costs for a Board retreat and other expenses including registration and membership fees.

Motion by Trustee Frost, second by Trustee Hampton, to approve the Tentative Annual Budget and Appropriation Ordinance FY 2022/2023, as presented. **AYES:** Gephart, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kaluzsa.

90. RESOLUTION 2021/2022 – 3, TRANSFERRING FUNDS FROM THE CORPORATE FUND TO THE BUILDING AND MAINTENANCE FUND

Motion by Trustee Hill, second by Trustee Frost, to approve **Resolution 2021/2022-3**, Transferring Funds from the Corporate Fund to the Building and Maintenance Fund, as presented. Ms. Merritt stated this fund will be zero at the end of the fiscal year. A roll call vote was requested. **AYES:** Gephart, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kaluzsa.

91. RESOLUTION 2021/2022 – 4, TRANSFERRING THE CORPORATE FUND BALANCE TO THE SPECIAL RESERVE FUND

Motion by Trustee Hill, second by Trustee Frost, to approve **Resolution 2021/2022-4**, Transferring the Corporate Fund Balance to the Special Reserve Fund, as presented. Ms. Merritt stated monies in the salary line will not be transferred as they are for back pay for staff as of January 1, 2022. A roll call vote was requested. **AYES:** Gephart, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kaluzsa.

92. ANNUAL REPORT OF CUSD 303 STUDENT CARDS PROGRAM

Kelly Stulgate, Youth Services Manager, stated the second year of this program just finished. She worked with Carol Smith of D303 and her staff. This program came about as part of the Strategic Plan to incorporate all D303 students into the Library's service network. Approximately 25% of D303 students live outside of the Library District and are not eligible for a library card from any library.

This year, 604 cards were issued compared to 305 last year, which could have been affected by COVID. Student household numbers have stayed steady. The average cost per household card is \$312.46, based on an average formula in the IGA. Taxes will be changing and now the medium home value is \$300,000. In FY 2021/2022 the program cost was \$92,175.70 and in FY 2020/2021 the cost was \$51,243.44. The cost of the cards is covered by in-kind services. For teacher loans, 3,359 items were picked-up, delivered to teachers and returned to the Library. All D303 students have access to the Library if they choose. Year three started June 1, 2022 and we have renewed many cards.

We now have complete access to all schools. There were 160 school visits which reached 6,085 students. We partnered with D303 for their March Madness program. The Library picked books for that program and it was a success.

Trustee Steimle asked if these cards are only for student use and asked if their parents could have access to the Library if they purchased a fee card. Ms. Stulgate responded yes. Trustee Steimle asked if parents did not know they could purchase a fee card. Ms. Stulgate said some families do purchase fee cards and some families cannot afford the fee cards. However, all students can use our databases.

Trustee Hill stated this program has increased the relationship with the School District and this has benefitted the Library, students and parents. Ms. Stulgate said the barriers for students are no longer there.

Motion by Trustee Gephart, second by Trustee Hill, to approve the IGA with D303. Carried unanimously. Trustee Kaluzsa absent.

93. ANNUAL OUTPUT MEASURES UPDATE

Nick Chaney, Young Adult Librarian, provided the Output Measures update. During one week each year every single point of interaction with patrons by phone, in person and by computer are tracked throughout each day, to calculate an estimate for the full year. The final tally is a crucial part of reports on the state and national level. For the state level, these statistics are part of the IPLAR report and our SWAN membership is conditioned on these numbers. On a national level, the staff of Library Journal look at these numbers to determine Star Libraries. Internally, the statistics are compared on a year-to-year basis. The door count was 5,344, which is consistent with pre-pandemic levels.

94. STAFF TRAINING, JUNE 29, 2022

This training is for safety measures. There are many new staff members who have not had this training. The safety drills not covered on June 29, 2022 from 9:00 am to 10:00 am will be covered in November at the Staff In-Service Day. If staff are not available on June 29, 2022 for training, their manager will review the training with them. Patrons will be notified of this partial closure by signs on the doors, on the website, on social media and for 11,000 patrons who signed up for the Library newsletter.

Motion by Trustee Gephart, second by Trustee Frost, to approve the Library closing on June 29, 2022 from 9:00 – 10:00 am for staff training. **AYES:** Gephart, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kaluzsa.

95. DEPARTMENTAL PRESENTATION – SUMMER READING

Lexy Twidell, Youth Services Assistant Manager, provided a presentation to the Board for Youth Services Summer Reading. The theme this year is *Reach Beyond the Beaten Path* and runs from May 31 to July 31, 2022. Reading is logged by minutes for children aged birth to 8th grade. Prizes are awarded at levels of 500 minutes and 1,000 minutes. With every 500 minutes of reading, children are entered in the grand prize drawing. A winner can only win one grand prize. During the first week of Summer Reading, 1,349 children were registered. Some children heard about Summer Reading through school visits where they could register early and others registered online. As of June 7, 2022, 143,122 minutes have been read by children. There has been an increase in participation from years past and children are very excited. Some teen volunteers have assisted patrons in registering and handing out prizes.

Mr. Chaney provided a presentation to the Board for Young Adult and Adult Summer Reading. The young adults log each book read. All types of books are eligible, including comic books and audio books. Prizes are awarded after reading four books and then eight books. There are grand prizes for young adults. Mr. Chaney contacted community business for gift cards. Last year there were 119 participants and currently this year there are 101 participants.

With Adult Summer Reading, each book read is logged. Prizes are awarded for reading four books and then eight. There are weekly drawings, trivia games and the end of program grand prizes. Currently 384 adults have registered, compared to 479 adults at the end of last year's program.

The Summer Reading program for staff awards prizes after reading four books. There are weekly drawings from entries for each book read and grand prizes. All staff are eligible to receive a free Summer Reading t-shirt if they choose. Staff wear the Summer Reading t-shirts throughout the duration of the program.

96. SCHEDULE BOARD WALK THROUGH IN JULY

The Board walk through is scheduled for July 13, 2022 at 6:00 pm.

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

Citizen MJ Gordon spoke before the Board. He requested the Board apologize to the mother who came into the Library on January 15, 2022 with her two children wearing face shields. The face shields did not comply with Library policy. He also requested that a reference on the website with regard to the health and safety at the Library of "30 women and children" protesting also include "two men". Mr. Gordon said he has requested to speak with Trustee Gephart a few times but has not received a response. Trustee Gephart thanked Mr. Gordon for his comments.


XIII. MONTHLY REPORT

98. DEPARTMENT MANAGERS' REPORT, MAY 2022

No comments.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Hampton, to adjourn at 8:49 pm. Carried unanimously.



 Michael J. Hill
 Secretary Pro Tem, Board of Trustees