



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
FEBRUARY 10, 2021**

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, February 10, 2021 at 7:00 p.m. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Trustees Michael J. Hill, Shane Hampton, Claudia Frost, and Mary Louise Gobel, Director Edith G. Craig (in person), and Administrative Assistant Virginia Tsipas. Absent: Treasurer Cynthia N. Steimle. Library staff present: Brian Dunk, Cheryl Matthews, Mary Merritt, Pam Salomone, and Kelly Stulgate.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 7:03 pm, and read the Mission Statement.

II. WELCOME OF GUESTS

Trustee Gephart welcomed all staff attending.

III. APPROVE CONSENT AGENDA

Minutes of Regular Monthly Meeting, January 13, 2021

Minutes of Policy Committee Meeting, January 20, 2021

Minutes of Audit Committee Meeting, January 26, 2021

IIT Investment Report: January 2021

Lauterbach & Amen, Monthly Financial Report: January 2021

Check Register, Payroll: January 2021

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

**IV. APPROVE THE FORM AND CONTENT OF MINUTES OF THE
CLOSED SESSION AUDIT COMMITTEE MEETING, JANUARY 26, 2021**

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the form and content of the Minutes of the Closed Session Audit Committee Meeting of January 26, 2021, and for said Minutes to remain closed to the public. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

V. INVOICES FOR BOARD APPROVAL TO PAY

The contingency report was included in the Board packet. Of the original \$700,000 contingency, the remainder is \$206,879. The current change orders are shown on page 00952. The largest item for \$46,000 is for video conferencing in the Huntley Community Room. This addition is in light of the impact COVID has had on gatherings with restrictive attendance numbers. All meeting rooms will have an AV projection screen and wireless microphone. The second largest amount for \$7,600 is to fill the major cracks in the floor of the 1960's addition. They will be filled with epoxy and then ground out to be level with the floor. The structural engineer checked the cracks and they do not continue to open. The third largest amount for \$6,900 is for modifications to existing duct work in the main stairway.

VI. TRUSTEE RECOGNITION

Ms. Craig congratulated Trustee Frost on the arrival of her second grandchild this week. Trustee Frost thanked Ms. Craig and the Trustees for their well wishes.

VII. DIRECTOR'S REPORT, JANUARY 2021

Ms. Craig said the Library apparel store for all staff and Board Trustees would be launched on February 12, 2021. Each staff member and Board Trustee will receive a \$50 credit towards their choice of Library apparel. This gift is in lieu of the May 2020 Staff Recognition Dinner that was canceled due to COVID. The delay in launching this gift was because the original company the Library contacted did not work out. Celtic Customs in St. Charles was chosen as the new vendor and all staff and Board Trustees will receive an email on Friday with a link to purchase their apparel. Items will be delivered to the Library in mid-March. Ms. Craig thanked Pamela Salomone, Communications & Marketing Manager and Virginia Tsipas, Administrative Assistant, for their help with this project.

Trustee Gephart mentioned the ILA Legislative Meet Up scheduled on February 19, 2021. He will be attending. He asked Ms. Craig about the Library planned grand opening question mark stated in the Director's Report. Ms. Craig said that a grand opening committee would be formed to discuss logistics, activities and Library tours. There will be an opportunity for interested Trustees to be a part of this committee or participate in any way they choose.

Motion by Trustee Kaluzsa, second by Trustee Frost, to accept the Director's Report of January 2021. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle

VIII. COMMITTEE REPORTS

Intergovernmental Group (Trustee Hill)

The Library will host the virtual meeting of the Intergovernmental Group on February 11, 2021. Trustee Hill stated he hoped the group would meet in person before Mayor Rogina and Mark Koenen retire.

Foundation (Trustee Kaluzsa)

The Foundation will meet virtually on February 11, 2021.

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

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

None

X. TRUSTEE COMMENTS

Trustee Hill stated he appreciated the Interlibrary Loan services and its connection with many libraries. His sister-in-law in North Carolina recommended a book for him and he placed a hold. The book arrived in three days from the Blue Island Public Library. Trustee Hill grew up in Blue Island, Illinois and has fond memories of visiting their Carnegie library building.

Trustee Gephart is pleased to see the progress of the Library renovation project with many new windows.

XI. UNFINISHED BUSINESS**73. BUILDING PROJECT UPDATE**

Ms. Craig and Eric Penney, Architect with Sheehan Nagle Hartray, greeted staff and Board Trustees at the first tour of the Library to see the progress of the renovation. Trustee Frost attended the tour and was very impressed. Trustee Frost stated it looks like an entirely different place with the high ceilings. She added that the teen department is impressive and different from what we are used to. She was able to see the old windows from the original Carnegie building. It was a very enjoyable tour. Ms. Craig stated if the other Trustees were unable to attend Friday's tour, she does visit the site each Monday at 3:00 pm. With the observance of President's Day, Monday, February 15, 2021, the Library will be closed. Ms. Craig would like to invite the Library Board, St. Charles Public Library Foundation Board and Friends of St. Charles Library members one evening or weekend day when the mechanicals are working and there is heat in the building. Trustee Frost stated there is so much natural light coming through the windows and entrances that is very beneficial. Patrons will enjoy that aspect. Trustee Frost stated that the new ramp going into the Carnegie Community Room would be very accessible for those attending programs.

Ms. Craig credited the construction team with bringing the project back on schedule. They were able to stack tasks and compress the timeline. The good weather was very beneficial. We are on target to move out by May 31, 2021. Next week the furniture vendors will coordinate with movers to confirm the schedule.

Trustee Frost asked when the grand opening would be held for the public. Ms. Craig stated it depends on COVID and the construction timeline. There may be a soft opening and then a grand opening a couple weeks later in July. It depends on the COVID situation.

In February and early March there will be so much happening week by week. The ceilings tiles will be installed, the windows will almost be completed, with final installations in the main entrance and terrace garden. We will be coordinating furniture, millwork and both external and internal signage.

The project is on budget. Milestones continue to include reviewing the project schedule at this meeting, finishing up Board and staff tours, ordering dedication plaques, and coordinating signage with Ms. Salomone and Amarelis Morales, Graphic Artist.

Ms. Craig stated that community engagement continues with positive articles in the Daily Herald and Kane County Chronicle. Ms. Craig presented the progress of the building renovation at a Rotary Club and New Neighbors of Fox Valley meeting. She is working with the Foundation for a possible

donor event. Ms. Craig asked the Trustees to contact her if they are planning to stop by the Library on a Monday at 3:00 pm for a tour.

XII. NEW BUSINESS

74. POLICY COMMITTEE RECOMMENDATIONS:

a. Meeting Room Policy

Motion by Trustee Hill, second by Trustee Kaluzsa, to approve the Meeting Room Policy, as presented. Ms. Craig stated the Policy Committee met twice to review this policy. The new building will have more meeting rooms and study rooms and the policy needs to be inclusive and welcoming. The Library's attorney reviewed the policy and the major changes were reformatting sections to improve the flow. An addition to the policy included allowing the serving of alcoholic beverages at Library sponsored events. A separate Alcoholic Beverages Policy was created and reviewed by the attorney as well.

Trustee Hill asked how tutors would be impacted by the revised policy. Ms. Craig said study tables will be placed on the second floor along the windows, further away from the public for privacy and quiet. It will imitate the tutor area that we previously had on the main floor. There will also be more seating for two people throughout the Library. Trustee Hill asked about tutor space in Youth Services. Ms. Craig stated there will be study booths and more study areas. Trustee Hill stated it will be more welcoming for young students in Youth Services than in the past. There will be a study room on the second floor that will be dedicated to serving our long-time partner, Literacy Volunteers Fox Valley. This is new found space and was not in the original plans. The addition of a study room will serve as a long-term investment for the Library. Ms. Craig does not have all the costs yet for the creation of this space. Trustee Hill was pleased to hear about strengthening this partnership.

Trustee Frost asked about the makerspace, what the rental would be for the public and what would be included in the room. Ms. Craig said it will be called STC Creative and is located on the main floor. In the beginning, it will only be used by staff for programming and opportunities for learning. Brian Dunk, Information Technology Manager, stated there will be a 3D printer and a laser cutter. There will be an opportunity to assemble larger items and craft work than what is now available with traditional 3D printing. We will have small scale Cricut cutters for many interesting projects to create with 2D sheets of paper and vinyl stickers. We are looking at liquid, resin 3D printing which has remarkable results. We will also invite Youth Services to participate in some programming. Ms. Craig mentioned that we have a sound booth as an opportunity to create podcasts and music recordings. Trustee Hill said that sounds great. Trustee Gephart asked if the public can reserve the sound booth. Mr. Dunk said we will eventually create an opportunity for patrons after some instruction on using the space.

A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

b. Alcoholic Beverages Policy

Motion by Trustee Hill, second by Trustee Kaluzsa, to approve the Alcoholic Beverages Policy, as presented. Ms. Craig worked with the Park District, the St. Charles Police liaison and borrowed language from other libraries who already have this policy in place to create this new policy. This will allow the Library to host events serving alcoholic beverages with the Foundation and Friends. With the permit through the City, the Library will be allowed to hold twelve events a year, with the requirement to obtain a permit for each event. The Library will hire a vendor to serve the alcohol.

That vendor will be certified and hold the license and insurance for serving alcohol. The Library has insurance and we are covered.

Trustee Gephart stated that originally we were talking about allowing outside groups to serve alcoholic beverages, but we have backed away from that option. Ms. Craig stated ideally we would host these events when the Library is closed. We could host an event when the Library is open, but we would need to hire security or find a way to guarantee the general public will not be allowed to enter the space.

A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

c. Technology Strategic Plan

Motion by Trustee Kaluzsa, second by Trustee Hill to approve the Technology Strategic Plan, as presented. Mr. Dunk prepared a summary of the Technology Strategic Plan that he and Ms. Craig worked on. The Policy Committee reviewed the plan. Ms. Craig stated this plan would fulfill one of our long-term strategic goals.

Mr. Dunk stated the Technology Strategic Plan is for 2021 to 2025. The core values of the Library are woven throughout the plan to ensure purposeful technology integration. We want to enhance the core values for the patron experience and ensure an efficient work flow for staff.

The plan contains two parts, policy and outcomes. The policy addresses the Library's recent history of technology and changes that were made after reviewing the 2017 Library technology survey. Our patrons' main request was to have up-to-date technology. Flexibility is part of our response to those daily face-to-face requests at the help desk.

Our focus is to have an action plan and recommended timeline for actions. We will make the projects meaningful. The Tech Team will regroup, review patron and staff experiences, and pay attention to details other members of the Library bring to the table.

Our patrons were interested in a makerspace and that will be incorporated in our renovated building. Our computer lab will be more compact and focused with instruction led classes. From our 2017 technology survey, we will impress upon our patrons that we are listening and we are committed to providing a great patron experience. We will continue with community surveys.

Our technology strategic plan incorporates a living document and will be updated to allow future personnel to understand our intent and recommended action plans to ensure continuity of our Library.

Trustee Frost has talked with community members and they are asking for classes to learn about Zoom and other technology, especially for people of retirement age. They believe the Library should be in the forefront. She wanted to know if there are provisions for ongoing education of technology. Mr. Dunk said yes, Sarah Pistilli, IT Educator, has developed a few online classes for Microsoft and Google Site. We are planning to schedule programming in the computer lab and makerspace, which works best in teaching face-to-face. Trustee Frost said it would be great to train people before they use the equipment in the sound booth. She said our community members are lifelong learners and with the pandemic, we have jumped way ahead and were forced to learn different platforms and some people are overwhelmed. Mr. Dunk stated that we will address the

larger issues and focus on the greater need. Trustee Frost said it would be great to go beyond that and teach classes on assistive listening technology. It would be nice to demonstrate different social media platforms besides Facebook, learn how to set up streaming with TV and understanding different technologies used in the home.

Trustee Hill said he likes what he is seeing and the plan is very well done. He asked if staff at the help desk were comfortable with different types of systems like Macintosh. Mr. Dunk stated he has staff with a variety of skill levels in operating systems. We use macs consistently and have updated and are ready to assist those needs as well. Trustee Hill asked if many patrons came in asking for help with their phones. Mr. Dunk said absolutely.

A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

75. AUDIT COMMITTEE RECOMMENDATIONS:

a. Report on Secretary's Minutes and Records for the Period July 1, 2020 to December 31, 2020

The Committee reviewed the Secretary's Minutes and recordings for the period July 1, 2020 through December 31, 2020, and found the Secretary's Minutes and recordings to be in good order without errors or discrepancies. The Committee reviewed the Minutes on the website and found them to be linked properly and in good order.

b. Recommendation regarding whether to open or keep closed, minutes from the closed sessions of July 1, 2020 to December 31, 2020

Motion by Trustee Kaluzsa, second by Trustee Hampton, that the Minutes of Closed Session of August 26, 2020 Audit Committee Meeting, be open to the public; and that the Minutes of Closed Session of November 11, 2020 for the Director's review, remain closed to the public. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

c. Recommendation regarding whether to open or keep closed, minutes from the closed sessions of January 13, 2016 through November 14, 2018

Motion by Trustee Kaluzsa, second by Trustee Frost, that the Minutes of Closed Sessions of August 17, 2016, August 30, 2016, August 31, 2016 and January 11, 2017, be open to the public; and that the Minutes of Closed Sessions of January 13, 2016, January 27, 2016, February 3, 2016, February 10, 2016, March 9, 2016, March 16, 2016, April 13, 2016, April 27, 2016, May 11, 2016, June 8, 2016, September 12, 2016, September 14, 2016, October 12, 2016, April 5, 2017, August 16, 2017, September 13, 2017, November 8, 2017, February 14, 2018, April 11, 2018, July 11, 2018 and November 14, 2018, relating to personnel and litigation matters, remain closed to the public. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

d. Recommendation regarding the destruction of closed session recordings according to 5 ILCS 120/2.06, for recordings of meetings prior to July 1, 2019

Motion by Trustee Kaluzsa, second by Trustee Frost, that the recording of Closed Session of February 13, 2019, be destroyed in accordance with 5 ILCS 120/2.06. The Minutes for Closed Session of February 13, 2019 were verified to be in written form. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

76. INTERGOVERNMENTAL AGREEMENT FOR PROPERTY TAX APPEALS BOARD

The Intergovernmental Agreement was initially approved at the July 10, 2019 Board meeting and one entity excused themselves. The agreement was revised and re-approved at the September 11, 2019 Annual Board meeting. At the August 22, 2019, January 22, 2020 and August 26, 2020 Audit Committee Meetings, the Committee verified that the Intergovernmental Agreement had not yet been signed by Elgin Community College. Elgin Community College has now decided not to enter into the Intergovernmental Agreement. The attorney for D303 will revise the Intergovernmental Agreement and it will be presented at the March 10, 2021 Board meeting for approval.

77. STRATEGIC PLAN YEAR THREE REVIEW

A status summary of all short-term and long-term goals was included in the Board packet. We are still working on one of the short-term goals on marketing and branding ties with the website redevelopment once the building renovation project is complete.

Two long-term goals have been completed, the development of a comprehensive technology plan and implementation of partnership with D303. Ms. Craig thanked Kelly Stulgate, Youth Services Manager, for taking the lead and creating the relationship with her staff to work with teachers and enriching teacher loans. This is a great service for our community. Ms. Craig and Ms. Stulgate hope to meet in March with Dr. Pearson, D303 Superintendent, and Carol Smith, D303 Director of Communications and Community Relations, to discuss the new year student cards, evaluate what went well and what still needs to be done, the challenges and obstacles, and receive the new value for the following year.

We are looking forward for year four major strategic initiatives in the completion of the building renovation project, implementation of the strategic plan, the website commitment to customer service and implementation in our new building, and a leadership program for the quality of our staff. Cheryl Matthews, Human Resources Manager, developed a curriculum for staff on all levels for this eight-month Leadership Mentor Program. We are very excited about this valuable and unique program.

Our new green team with sustainable initiatives will soon kick off. We will continue to strengthen our relations with the St. Charles Public Library Foundation, Friends of St. Charles Library and Literacy Volunteers Fox Valley. Our EDI Committee will continue to enhance our staff and community with their mission.

Trustee Gephart asked when we would update our strategic plan for the next five years. Ms. Craig stated this is not on schedule yet, but it will be some time mid to late 2022 and will be incorporated in that budget year.

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

XIII. MONTHLY REPORTS

79. DEPARTMENT MANAGERS' REPORT, JANUARY 2021

No comment.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:20 pm. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.



Karen L. Kaluzsa
Secretary, Board of Trustees