



**St. Charles Public Library**  
 Temporary Location:  
 March 2020-Summer 2021  
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 scpld.org

**MINUTES  
 POLICY COMMITTEE MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 FEBRUARY 17, 2021**

The Policy Committee 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 17, 2021 at 7:00 p.m. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, Director Edith G. Craig (in person), and Administrative Assistant Virginia Tsipas. Library staff present: Amanda Kaiser and Kelly Stulgate.

**I. Call to Order**

Trustee Kaluzsa called the meeting to order at 7:00 pm and established there was a quorum.

**II. Communications and Citizen’s Comments – On Agenda Items**

No Comments.

**III. Review Establishing the Selection Policy**

Ms. Craig stated all policies on the Agenda are scheduled to be reviewed every odd numbered year.

The Resolution Establishing the Selection Policy was reviewed by Ms. Craig, Heidi Krueger, Adult Services Manager, and Kelly Stulgate, Youth Services Manager and their teams. One major change to the policy is the addition of selection criteria for electronic resources. The language within the policy was updated to be more inclusive, for example, changing “foreign languages” to “world languages”.

Trustee Gephart thought the addition of Section F.8, should be moved to Section A, Purpose of the Collection. Committee members agreed. Section F.8 will be moved to Section A, with the removal of the word “shall” at the beginning of the sentence, and the word “all” in relation to “experiences”.

**Motion** by Trustee Gephart, second by Trustee Steimle, that the Committee recommends the Board approve the Resolution Establishing the Selection Policy, as presented and amended. **AYES:** Gephart, Kaluzsa, Steimle. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**IV. Review Use of Library Materials and Facilities Policy**

The Use of Library Materials and Facilities Policy was updated to indicate the location of specific Library policies on the website. Content to the policy has not changed.

**Motion** by Trustee Gephart, second by Trustee Steimle, that the Committee recommends the Board approve the Use of Library Materials and Facilities Policy, as presented. **AYES:** Gephart, Kaluzsa, Steimle. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**V. Review Freedom of Information Act Policy**

This policy is bound by statute and updates were made to include all FOIA officers and updated administrative hours.

**Motion** by Trustee Gephart, second by Trustee Steimle, that the Committee recommends the Board approve the Freedom of Information Act Policy, as presented.

Trustee Steimle requested clarification of fee schedule for copies of documents to be provided. The bullet points will be updated to clarify fees for pages after the first 50 sheets, and fees related to black and white copies and color copies.

**Motion** amended by Trustee Kaluzsa, second by Trustee Gephart, to state that the Committee recommends the Board approve the Freedom of Information Act Policy, as presented and amended. **AYES:** Gephart, Kaluzsa, Steimle. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**VI. Review Reference, Interlibrary Loan, and Reader Services Policies and Procedures**

The policy was reviewed by Ms. Craig, Ms. Krueger, Ms. Stulgate and Amanda Kaiser, Technical Services Manager. Most updates relate to verbiage changes. The fee section for ILL lending did change slightly. Our Library is no longer charging patrons the fees charged by other libraries when we borrow from their collections. The Library will charge other libraries for lending our materials. We may rarely charge the patrons for higher fees charged to our Library, with prior approval from the patron. Language was added relating to our genealogy collection.

Trustee Kaluzsa requested consistency of terms relating to the Library within the policy.

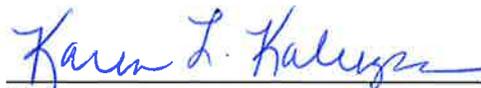
**Motion** by Trustee Gephart, second by Trustee Kaluzsa, that the Committee recommends the Board approve the Reference, Interlibrary Loan and Reader Services Policies and Procedures, as presented and amended. **AYES:** Gephart, Kaluzsa, Steimle. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**VII. Communications and Citizen's Comments – On Non-Agenda Items**

No comments.

**VIII. ADJOURNMENT**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to adjourn the meeting at 7:23 pm. **AYES:** Gephart, Kaluzsa, Steimle. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.



Karen L. Kaluzsa  
Policy Committee Chair