



St. Charles Public Library
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**MINUTES
 POLICY COMMITTEE MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 MAY 23, 2022**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Monday, May 23, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Trustee Mary Kruse (Chair), and Administrative Assistant Virginia Tsipas. Staff present: Mary Merritt.

I. Call to Order

Trustee Kruse called the meeting to order at 6:58 pm and established there was a quorum.

II. Communications and Citizen's Comments – On Agenda Items

No Comments.

III. Director Review Process

At the request of the Policy Committee in April, former Director Edith Craig revised the director review process to state the evaluation is based on the director's goals. The evaluation should also speak to the staff being managed appropriately and that staff feedback is received.

Committee members requested a form of evaluation for a non-bargaining union staff member. Mary Merritt, Business Office Manager, provided her 2021 evaluation for comparison to the current evaluation form of the director. The manager's evaluation is based on their job description and correlates to the Library's four core values: patron centric, excellence, stewardship and innovation. Three to five goals are created for the upcoming calendar year for the manager. The committee stated the director's evaluation could have goals tied to the core values.

Trustee Gephart met with the former director each month, mainly to review the agenda for the upcoming board meeting. Any concerns the director had were also discussed. The committee feels the director's goals should be discussed quarterly with the Board President going forward.

At the October Board meeting, Trustees are requested to complete the director evaluation form, review the director's self-evaluation and proposed goals for the upcoming calendar year. The Board President compiles all comments from the Trustees and meets with the director before the November Board meeting to conduct a preliminary review of the evaluation. The Board discusses the director's evaluation, goals and salary review in closed session at the November Board meeting.

Revisions requested to the director review process were to move statement number four referencing formal training of all Trustees to complete the evaluation form for the director up to number two. It

was suggested the Policy Committee chair conducts the training for all Trustees during open session at a Board meeting. All yearly dates should be removed in the numbered statements. The monthly references should remain as the process is conducted each calendar year.

There is a concern that managers do not complete the 360 evaluation for the director. The Board President will request this evaluation from the managers and follow up with each manager to be sure this evaluation is completed.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Director Review Process, as revised. Carried unanimously.

IV. Fund Balance Policy

There were no recommended changes presented to the committee. Ms. Merritt stated the policy covers standard language for transferring funds from the operating fund to the special reserve fund, or another fund as directed by the Board. Trustee Kaluzsa felt the Fund Balance Policy should be reviewed by the Finance Committee.

Trustee Kaluzsa asked for clarification of the special trustee fund. Ms. Merritt stated when the Library receives donations they are placed in the special trustee fund, which are tax-free monies. The Library previously had working cash 1 and 2 funds and those funds were brought into the special trustee fund. At the current rate of expenditures, the fund should remain solvent for 30 years.

Trustee Kaluzsa asked that the sentences referencing the 2019 decision for the Board to vote on the building expansion/renovation budget be removed as it speaks to the history of that time and is not policy.

Motion by Trustee Kaluzsa, second by Trustee Gephart, that the Fund Balance Policy be presented to the Finance Committee for review and recommendation to the Board. Carried unanimously.

V. Computer and Internet Access Policy

Brian Dunk, Information and Technology Manager, recommended the changes to this policy that are before the committee. Trustee Kaluzsa requested revisions to this policy:

- In the “Nature of the Internet” section:
 - Second paragraph should read “The Library has no control over the Internet and its resources and assumes no responsibility for the quality, accuracy, or currency of any information found on the Internet.”
 - Third paragraph, last sentence should read “Parents or guardians of minors are responsible for their children’s use of the Internet through connections provided by the Library.”
- The “Internet Permission” section should be moved from page one to the second page right before the “Adults and High School Students SIGN In” section. The sentence should read “Parents or guardians are responsible for their child/student’s Internet use.”
- In the “Use of Internet & Library Computers” section:
 - Fourth bullet point, the first sentence should read “If patrons choose to save files created on Library computers or the Internet on their own devices, they must provide their own storage devices, utilize their own cloud storage accessible on the Internet, or purchase a USB Flash Drive at any service desk.”

- The thirteenth bullet point should read “The Library reserves the right to terminate a patron’s computer session if the patron is in violation of the Library’s Patron Code of Conduct or this policy.”
- The fourteenth bullet point referencing “Microsoft Office” should be deleted as it is only a declarative statement.
- In the “Adults and High School Students SIGN In section:
 - Second bullet point should read “Young Adult (YA) Internet Stations in The Loft are available only to high school age patrons.”
 - Third bullet point should read “All other public computers on the main level are available to all adults, high school students and children with their legal guardians.”
- In the “Youth Services SIGN In” section:
 - Second bullet point should read “Children preschool through grade 2 may use computers when a caregiver remains at the computer with them.”
 - Third bullet point should read “Caregivers may use the computers in Youth Services only when their children are in the Youth Services Department or attending programs.”
 - Fourth bullet point should read “Up to two computers may be in use by a child and their caregiver at any time.”

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Computer and Internet Access Policy, as revised. Carried unanimously.

VI. Communications and Citizen’s Comments – On Non-Agenda Items

No comments.

VII. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Kaluzsa, to adjourn the meeting at 8:12 pm. Carried unanimously.



Mary Kruse
Policy Committee Chair