



**MINUTES  
REGULAR MONTHLY MEETING  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
MAY 11, 2022**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, May 11, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle (attending electronically), Trustees Michael J. Hill, Shane Hampton, Claudia Frost, and Mary Kruse, and Administrative Assistant Virginia Tsipas. Guests: Kevin Noll, Esq., and three community members.

Library staff present: Brandon Buckley, Becky Dubbert, Brian Dunk, Amanda Kaiser, Heidi Krueger, Jasmina Lapo, Jill Larson, Cheryl Matthews, Mary Merritt, Pam Salomone, Kelly Stulgate.

**I. CALL TO ORDER**

Trustee Gephart, called the meeting to order at 7:00 pm.

**II. WELCOME OF GUESTS**

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

**III. APPROVE CONSENT AGENDA**

**Minutes of Regular Monthly Meeting, April 13, 2022**

**Minutes of Policy Committee Meeting, April 26, 2022**

**IIIT Investment Report: April**

**Lauterbach & Amen, Monthly Financial Report: April**

**Check Register, Payroll: April**

**Motion** by Trustee Kaluzsa, second by Trustee Hill, to approve the Consent Agenda. Carried unanimously.

**IV. APPROVE THE FORM AND CONTENT OF MINUTES**

**CLOSED SESSION MEETING OF REGULAR MONTHLY MEETING,  
APRIL 13, 2022**

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to approve the form and content of Minutes Closed Session Meeting of Regular Monthly Meeting, April 13, 2022. Carried unanimously.

**V. INVOICES FOR BOARD APPROVAL TO PAY**

Mary Merritt, Business Office Manager, stated SMC Construction Services completed the curb work by the drive-up window, removed five bollards, cut the curb from 18" to 12" and depressed

the curb for improved access to the building. **Motion** by Trustee Kaluzsa, second by Trustee Kruse, to approve the invoice from SMC Construction Services for \$40,110.00.

Discussion followed as to why the Library was paying for this work when the design was not correct in the first place. Trustee Gephart stated the architects wanted to protect the building from damage and were not negligent in the design. The cost would have come from the contingency, however the project closed out a couple months ago. Because the original design has not met our patrons' needs, the decision was made to improve the drop box and drive-up window areas. Unfortunately, so far Circulation Services is still receiving complaints.

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

## VI. TRUSTEE RECOGNITION

### Trustee Karen L. Kaluzsa, 5 Year Anniversary

Trustee Gephart presented Trustee Kaluzsa with a pin to celebrate her five-year anniversary with the Board. Trustee Kaluzsa thanked the Board.

Trustee Gephart commended Trustee Steimle for being appointed chief of surgery at Sherman Hospital for the next two years.

## VII. DIRECTOR'S REPORT, APRIL 2022

There were no questions about the April Director's Report prepared by former Director Edith Craig. Trustee Gephart reminded the Trustees of the 100<sup>th</sup> Annual Charlemagne Dinner to be held on May 13, 2022 at 6:00 pm at The Q Center.

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to accept the Director's Report. Carried unanimously.

## VIII. COMMITTEE REPORTS

### Intergovernmental Group (Hill)

The April report was in the Board packet. The Library will host the meeting tomorrow beginning at 8:00 am.

### Foundation (Kruse)

The April report was in the Board packet. The Friends' Used Book Sale was very crowded and people waited to enter the Huntley Community Room. Trustee Kruse will report next month on the amount raised by the Friends. The Foundation is planning a trivia night in October.

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to accept the Committee Reports. Carried unanimously.

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

No comments.

## X. TRUSTEE COMMENTS

Trustee Hill attended the *Frances Badger: Artist Discussion* program and it was very good. Two of Frances Badger's paintings hang in the Huntley Community Room. Our Library provided prints of these paintings to the North Wood County Historical Society in Wisconsin, which was very

appreciative and Trustee Hill read their letter. The Library had the paintings assessed and the art curator currently values each painting at \$4,500.00.

## **XI. UNFINISHED BUSINESS**

### **73. POLICY COMMITTEE RECOMMENDATIONS**

#### **a. Programming Policy**

This is a new policy that mirrors the philosophy of the Library's Collection Management Policy, supporting the Board's EDI Statement. It was reviewed by the programming managers and the EDI Working Group. **Motion** by Trustee Gephart, second by Trustee Hill, to approve the Programming Policy, as presented. Carried unanimously.

#### **b. Photography, Security Camera And Other Recording Devices Policy**

This policy was updated at the recommendation of the Library's attorney to allow filming and taking photos inside the Library. **Motion** by Trustee Gephart, second by Trustee Kaluzsa, to approve the Photography, Security Camera and Other Recording Devices Policy, as presented. Carried unanimously.

## **XII. NEW BUSINESS**

### **74. 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 7:25 pm regarding **[5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives**. Trustee Gephart asked Cheryl Matthews, Human Resources Manager and Kevin Noll, Esq. to attend the Closed Session Meeting. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

Trustee Hampton left the meeting at 8:09 pm.

### **75. MOTION TO GO INTO OPEN SESSION**

Resumed in Open Session at 8:12 pm.<sup>1</sup>

### **76. DIRECTOR SEARCH PROCESS & REVIEW OF SEARCH FIRMS**

Seven search firms were contacted to request proposals. Two proposals were received, two firms did not reply, and three firms decided not to provide a proposal. Trustee Gephart and Ms. Matthews interviewed both firms and received great feedback. Bradbury Miller Associates is located in Ohio and Deiters & Todd is located in Illinois.

Bradbury has 11 current searches and completed 30 searches in 2021. They have four staff members and conducted the search to hire Edith Craig. Deiters placed nine directors in three years. Their firm has two staff members who are both library directors in the Chicagoland area. They currently do not have any active searches and we would be their only client.

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<sup>1</sup> **75. MOTION TO GO INTO OPEN SESSION**

This agenda item is included in the Closed Session Minutes of the Regular Monthly Meeting of May 11, 2022.

Both firms will conduct the searches online until final in-person interviews. Both firms estimated the search will take three-to-four months, and both will conduct national searches. **Motion** by Trustee Gephart, second by Trustee Hill, to hire Deiters & Todd for \$13,000.00.

Trustee Kaluzsa asked if references were checked. Trustee Gephart checked references for Deiters & Todd and they were very positive. He talked with both board members and candidates they have placed. Deiters & Todd is providing a competitive discounted rate as they are not as well-known as Bradbury.

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

**77. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:**

**[5 ILCS 120/2 (c)(1)] – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body**

**Motion** by Trustee Gephart, second by Trustee Hill, to adjourn to Closed Session at 8:23 pm regarding **[5 ILCS 120/2 (c) (1)] – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body**. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hampton.

**78. MOTION TO GO INTO OPEN SESSION**

Resumed in Open Session at 8:35 pm.<sup>2</sup>

**79. POSSIBLE VOTE REGARDING COMPENSATION**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to approve as part of the Library's succession plan, a stipend for the Business Office Manager of \$2,700.00 a month, a stipend for the Human Resources Manager of \$2,700.00 a month, and a stipend for the Administrative Assistant of \$1,350.00 a month, until a new Director is hired. **AYES:** Gephart, Kaluzsa, Hill, Frost, Kruse. **NAYS:** None. **ABSTAINING:** Steimle. **ABSENT:** Hampton.

**80. FINE FREE PROPOSAL**

Ms. Lapo worked with Ms. Craig on a proposal for the Library to no longer issue overdue fines. Currently, if a patron has \$10.00 in fines they are blocked from using the Library's resources and checking out additional materials. Materials damaged or lost are billed to the patrons. Patrons with fines and fees over \$100.00 are sent to a collection service. Patrons with materials out more than 45 days, are billed the replacement cost and their account is blocked.

Overdue fines make up less than 1% of our total revenue.

Currently 8,685 patrons have outstanding fines, with a total of \$54,642.90 not paid since 1996. The Library will probably never receive those fees. Thirty-six percent of outstanding fines are at least three years old. Of the 8,685 patrons owing more than \$10.00 in fines, 507 patrons are blocked. There are 8,178 accounts with fines under \$10.00.

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<sup>2</sup> **78. MOTION TO GO INTO OPEN SESSION**

This agenda item is included in the Closed Session Minutes of the Regular Monthly Meeting of May 11, 2022.

The essential mission of publicly funded libraries is free, equal and equitable access to information in all its forms. Our mission is to provide this information, however, with fines in place community members do not have access to information.

Many fines have been waived when working with patrons. Some patrons who have outstanding fines feel uncomfortable returning to the Library. Fines could be a barrier for those who cannot afford to pay and thus do not continue to receive services from the Library.

Within the SWAN consortium of 100 libraries, 63 are fine free. Approximately one-third of all overdue fines are waived throughout the system. There are 800 libraries nationwide that are fine free or partially fine free.

Studies conducted after libraries have gone fine free have shown improved customer relations, increased returned materials, library card registrations, library card renewals and increased door counts.

Prior to the pandemic, the Chicago Public Library approved their fine free policy and in five months, long overdue items of six months were returned. This was an increase in returned items of 83%. Eleven thousand blocked accounts were again able to renew and resume borrowing and checked out items increased 7%. A Chicago Public Library item was returned after 80 years.

Trustee Steimle stated charging for damaged or lost items should be reconsidered. A low income patron may not be able to afford a cost of \$30. A consideration should be made not to block a patron for one damaged or lost item. Trustee Steimle asked if the fine free policy would apply to materials that can only be borrowed for three days. Ms. Lapo stated the fine free policy would depend on circulation rules for items that are borrowed for three weeks or three days. The Library is very flexible and works with patrons on an individual basis. Some fees are waived, payment plan options are offered and sometimes if the item came from another library, we pay for those damaged or lost items.

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to approve the Fine Free Proposal. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hampton.

## **81. EMPLOYEE APPRECIATION EVENT**

The Employee Appreciation Event for the last few years prior to COVID was held at the Royal Fox Country Club. This year, Ms. Salomone looked at options for a casual event either with the Kane County Cougars or at St. Charles Bowl. The baseball game would be more expensive and there is a concern for inclement weather.

At St. Charles Bowl, with approximately 100 staff members and possibly a guest each, we would have the entire space to ourselves to enjoy bowling, eating and socializing. St. Charles Bowl would provide pizza and soft drinks and would allow us to bring in appetizer and dessert trays. The venue has a bar which would be at staff expense. This option falls within our \$7,000 budget for the event. The available dates for a bowling event are July 15, July 29 and August 19. Ms. Salomone stated some staff who have heard about this option are very excited. The Library would close early for the event as in past years.

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to approve the Employee Appreciation Event to be held at St. Charles Bowl for each staff member, plus one guest on July 15, 2022. The Library would close at 6:00 pm. Carried unanimously.

## **82. DEPARTMENTAL PRESENTATION – CIRCULATION SERVICES**

Jasmina Lapo provided a presentation on the Circulations Services Department. Circulation staff follow the Library's four core values of patron-centric, stewardship, innovation and excellence when servicing patrons. Circulation is the largest department in the Library with 34 staff members, including Specialists, Associates and Clerks.

Before COVID, the Library's monthly circulation was approximately 99,000. Now the monthly circulation is approximately 65,000. The busiest day at the Library is the day after President's Day. RAILS delivers 12-15 bins each day with items requested from other libraries. There are approximately 10-13 new library card registrations per day, either requested online or in person. There are five book drops in the community and the Facilities staff pick up materials each day. We serve 32,179 registered card holders, which includes 569 D303 student cards for those living outside the Library District. Library cards for patrons in district are automatically renewed every three years. Non-resident fee card holders and business card holders are required to renew their library cards every year. In one month we had approximately 400 online card applications.

The Trustees viewed a video of "A Day in the Circulation Department". Trustee Gephart asked Ms. Lapo if there was anything the Board could do for the Circulation Department. Ms. Lapo stated she has had a huge turnover of staff in the last year. She believes if she had more positions with IMRF benefits it would encourage staff to stay.

## **83. SCHEDULE FINANCE COMMITTEE MEETING FOR FY 2022/2023 BUDGET DRAFT REVIEW**

The Finance Committee Meeting was scheduled for Tuesday, May 24, 2022 at 7:00 pm.

## **84. SCHEDULE POLICY COMMITTEE MEETING FOR REVIEW OF POLICIES**

- a. Director Review Process**
- b. Fund Balance Policy**
- c. Computer and Internet Access Policy**

The Policy Committee Meeting was scheduled for Monday, May 23, 2022 at 7:00 pm.

## **85. COMMUNICATIONS AND CITIZENS' COMMENTS – ON NON-AGENDA ITEMS**

No comments.

## **XIII. MONTHLY REPORT**

### **86. DEPARTMENT MANAGERS' REPORT, APRIL 2022**

No comments.

## **XIV. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 9:25 pm. Carried unanimously.



Karen L. Kaluzsa  
Secretary, Board of Trustees