



**St. Charles Public Library**  
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 scpld.org

**MINUTES  
 REGULAR MONTHLY MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 APRIL 13, 2022**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, April 13, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, Trustees Michael J. Hill, Shane Hampton, Claudia Frost, and Mary Kruse, Director Edith G. Craig and Administrative Assistant Virginia Tsipas. Guests: Michelle Binns of PMF Management, Ltd., and five community members.

Library staff present: Becky Dubbert, Amanda Kaiser, Heidi Krueger, Jasmina Lapo, 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, March 9, 2022**

**IIIT Investment Report: March**

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

**Check Register, Payroll: March**

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

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

None.

**V. TRUSTEE RECOGNITION**

None

**VI. DIRECTOR'S REPORT, MARCH 2022**

Reminder for Trustees to file their Statements of Economic Interest to be filed with Kane County by May 2, 2022. A copy of the receipt for filing should be emailed to Virginia Tsipas,

Administrative Assistant. Ms. Craig previously emailed a PowerPoint and Podcast to the Trustees to explain the process.

With regard to outstanding building updates, Mary Merritt, Business Office Manager, Junior Renteria, Facilities & Security Manager and Brian Dunk, Information Technology Manager are up to date on all building issues. Most of the outstanding issues should be wrapped up this month. The curb work has been delayed because of inclement weather. The contractor is hoping to start work on the curb by the drive-through window and book drop area tomorrow. Ms. Craig will send an update to all Trustees and staff.

Last fall there was one mechanical unit where the flue was too long and a temporary solution was found to restart that mechanical unit. There are two parts ordered for this unit and it should be fixed by the end of the month.

Trustee Hill was concerned about the concrete flaking in the walkway along the railing above the terrace garden. Ms. Craig stated the contractor working on the curb will take care of those issues along with three sections of concrete that are cracked.

The asphalt will be repaired from the installation of the boulders in the terrace garden. Altamanu Landscape Architecture Chicago will replace trees and shrubbery that did not survive the winter weather.

Trustee Hill was concerned about the acoustics in study rooms one and two. Ms. Craig stated a project meeting with the architect and construction manager is scheduled for next week and they will discuss this matter at that meeting.

Ms. Craig provided the Trustees with a folder of information for discussion during the Closed Session Meeting. The folder contains her letter of resignation.

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

## **VII. COMMITTEE REPORTS**

### Intergovernmental Group (Hill)

The March report is in the Board packet. The group will meet on April 14, 2022 at City Hall. Trustee Kruse has been invited to attend the meeting.

### Foundation (Kruse)

The March report is in the Board packet. Friends of St. Charles Public Library will have a used book sale on April 22, 23 and 24, 2022.

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

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

No comments.

**IX. TRUSTEE COMMENTS**

No comments.

**X. UNFINISHED BUSINESS**

None.

**XI. NEW BUSINESS****63. QUARTERLY PRESENTATION BY PFM ASSET MANAGEMENT, LLC**

Michelle Binns of PFM Management Ltd. provided the Board with an update of the Library's investments over the last five years. The long term fixed income investments in the Illinois Trust CD Program and the cash in the Illinois Portfolio, IIIT Class have declined over the past few quarters due to the renovation and expansion of the Library.

There is a shift of fixed termed assets and the Library has had less spending as the building project comes to a close. Yields are now on the rise. CD rates have declined over the last year. CDs are laddered out every couple of months into 2023. Future investments will depend on cash flow and interest.

Trustee Gephart asked if the balance was going down, steady or rising. Ms. Binns said the balance is at its lowest point and will rise in September and October due to levy receipts. Ms. Craig stated the Board's goal is for the Special Reserve Fund to have \$1.8 million after the building project. Trustee Gephart asked for the current balance of the Special Reserve Fund. Ms. Craig stated it is now at \$687,000, however all assets equal \$1.9 million.

Ms. Binns stated the market is very positive and U.S. Treasury Yields have risen dramatically in the three-month to two-year time frame. Tax monies received will be invested at higher levels which is good news for the Library.

The Federal Reserve members are projecting large growth. The Library can expect higher interest. The Fed is projecting seven rate hikes this year and four more next year. This looks bright for investment yields. Trustee Steimle asked what previous predictions were compared to what we see now, given world issues. Ms. Binns said the rise in interest rates will not address all issues. Historically, predictions are not always accurate because of uncontrollable and unforeseen events.

Trustee Gephart thanked Ms. Binns for the presentation.

**64. FY 2022/2023 LEGAL CALENDAR**

**Motion** by Trustee Kaluzsa, second by Trustee Hill, to accept the 2022/2023 legal calendar as presented. Ms. Craig stated the legal calendar contains dates and deadlines of legal obligations for the Library. She will have templates ready for Ms. Merritt to prepare. Ms. Craig and Ms. Merritt will work on the budget for the next fiscal year and when the Finance Committee meets in May, it will have a solid budget to review and present to the full Board. Ms. Merritt will be available to answer any questions. Ms. Craig and Ms. Tsipas have previously worked together regarding filing requirements for both Kane and DuPage Counties. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**65. LITERACY VOLUNTEERS FOX VALLEY, UPDATE SERVICE AGREEMENT**

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to approve the Literacy Volunteers Fox Valley Service Agreement, as presented. Ms. Craig and Peg Coker, LVFV Director, reviewed this Agreement. The language was refreshed to delete a reference to fax utilization, update the available spaces for use by LVFV staff and tutors and state the Library is available to LVFV staff and tutors any time the Library is open. Trustee Gephart stated he is glad to support LVFV. A voice vote was requested. Carried unanimously.

**66. COMMUNITY GARDEN, MEMO OF UNDERSTANDING**

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to approve the Community Garden Memo of Understanding, with typographical updates. Trustee Kaluzsa stated there were typographical errors in the Memo and she will send the corrected Memo to Ms. Craig. Ms. Craig stated that St. Mark's Lutheran Church and Lincoln Elementary School would like to use the garden beds. Kelly Stulgate, Youth Services Manager, Brandon Buckley, Young Adult Librarian and Sarah Mackh, Youth Services Librarian, provided input for the Memo. Ms. Stulgate is working with St. Mark's Lutheran Church and Lincoln Elementary School regarding their interests in the garden. A voice vote was requested. Carried unanimously.

**67. DEPARTMENTAL PRESENTATION – COMMUNICATIONS & MARKETING**

Tabled until July.

**68. SCHEDULE POLICY COMMITTEE**

**a. Director Review**

**b. Programming Policy**

**c. Photography, Security Camera And Other Recording Devices Policy**

The Policy Committee Meeting was scheduled for April 26, 2022 at 7:00 pm.

**69. 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 7:27 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**. Trustee Gephart asked Cheryl Matthews, Human Resources Manager, to attend the Closed Session Meeting. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

Resumed in Open Session at 8:16 pm.<sup>1</sup>

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to accept the letter of resignation of Ms. Craig, effective April 30, 2022. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse.

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<sup>1</sup> **70. MOTION TO GO INTO OPEN SESSION**

This agenda item is included in Closed Session Minutes of the Regular Monthly Meeting of April 13, 2022.

**NAYS:** None. **ABSTAINING:** None. **ABSENT:** None. Trustee Gephart thanked Ms. Craig for everything she has done for the Library.

Trustee Gephart stated he would work with Ms. Craig and Ms. Matthews to find a search firm to procure a new director. This information will be presented at the May 11, 2022 Board meeting. If there is a need for the Board to meet sooner, a Special Board Meeting will be scheduled.

After April 30, 2022, Katherine Merritt, Business Office Manager, will handle all financial and legal matters for the Library. Cheryl Matthews, Human Resources Manager, will handle all human resources matters. Trustee Gephart will handle final action for all other matters until a new director is hired.

Trustee Steimle said her recollection was that the Library worked with three search firms in the past. Trustee Gephart said he is aware of John Keister & Associates and Bradbury Associates/Gossage Sager Associates and he will find out the name of the third search firm.

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

No comments.

**XII. MONTHLY REPORT**

**72. DEPARTMENT MANAGERS' REPORT, MARCH 2022**

No comments.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:19 pm. Carried unanimously.



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Karen L. Kaluzsa  
Secretary, Board of Trustees