



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
 MARCH 10, 2021**

The Regular Meeting of the Board of Trustees of the St. Charles Public Library District met at the Library, on Wednesday, March 10, 2021 at 7:00 pm. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, Trustees Michael J. Hill, Shane Hampton, Claudia Frost (arrived at 7:04 pm), and Mary Louise Gobel (attending electronically), Director Edith G. Craig and Administrative Assistant Virginia Tsipas. Staff present: Amanda Kaiser, Heidi Krueger, Jasmina Lapo, Mary Merritt and Pam Salomone.

Trustee Gephart cited Governor Pritzker's Executive Order (COVID-19 Executive Order No. 5, March 16, 2020) to be able to electronically bring in Trustees Gobel to attend the meeting remotely.

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, February 10, 2021

Minutes of Policy Committee Meeting, February 17, 2021

IIT Investment Report: February 2021

Lauterbach & Amen, Monthly Financial Report: February 2021

Check Register, Payroll: February 2021

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

IV. INVOICES FOR BOARD APPROVAL TO PAY

The contingency report was included in the Board packet. Ms. Craig reported that \$32,000 covered the cost of the extra study room. Unused space was found on the second floor for this study room that will be used by Literacy Volunteers Fox Valley. The second highest change order was because of mechanical revisions for approximately \$10,600. The third highest change order, for approximately \$6,600, was to incorporate the costs to protect the renovated building

floors, walls and elevators during the move back into the building. The remaining contingency balance is \$145,000.

V. TRUSTEE RECOGNITION

Trustee Gephart and all Trustees wished Trustee Kaluzsa a happy birthday. Trustee Kaluzsa thanked the Trustees.

VI. DIRECTOR'S REPORT, FEBRUARY 2021

Ms. Craig toured the new Geneva Public Library that is open with occupancy limits. They have a wonderful commercial kitchen in one of their meeting rooms for culinary classes. They have a sensor to count people entering the building and monitors for staff to be sure they are within their occupancy limits. Our Library has a door counter but our current software does not have the capacity to project those statistics on a display.

Our Youth Services department is working to categorize picture books by genre. Kelly Stulgate, Youth Services Manager, Deidre Winterhalter, Assistant Youth Services Manager, and Katelyn Boyle, Early Literacy Librarian, are leading this project. There is an interdepartmental committee that chose the categories. The project will be monitored to measure its success once we are open at Sixth Avenue. Trustee Frost stated that it would be very helpful for parents. Ms. Stulgate proposed this change and provided supporting data. In Youth Services, the main patron is the child and we should consider their needs and give them a chance to explore by interest. Popularity of categories will be monitored and adjusted accordingly. Trustee Kaluzsa asked if other libraries are providing this service. Ms. Craig said other libraries are, but there are no circulation data yet for long term effects.

The Leadership Mentor Program has kicked off. Ms. Craig is not aware of any other libraries providing this training. She initially sent out inquiries for similar library programs through RAILS with no success. In fact, other directors have requested information about the program once we finalize it. Mentors will offer leadership training to their mentees so that they have the potential to advance into leadership roles at our Library or in any other organization. This initiative meets our strategic goal to offer interdepartmental opportunities and provide professional development opportunities to all levels of staff. Cheryl Matthews, Human Resources Manager, created this program with Ms. Craig. This year, there are five mentees and three mentors. Ms. Matthews created a tool box for mentors to use to deliver consistent messaging, yet offering customizable resources for each mentee.

The EDI Working Group is working hard to bring a facilitator for a staff discussion on censorship and bias. This discussion will be a volunteer forum and will meet a goal in the EDI statement approved by the Board in July 2020.

Staff at our Library, Geneva Public Library and Gail Borden Public Library are assisting community members who do not have access to technology to register for COVID-19 vaccination appointments with the Kane County Health Department. It has been stressful for library staff, however community members are very appreciative of this assistance. Ms. Craig meets with the Kane County Health Department on a biweekly basis. Pharmacies receive their own vaccines and handle their own appointments. Trustee Kaluzsa asked if Library staff could assist people with the pharmacy appointments. Ms. Craig stated that our Library staff do help people navigate the pharmacy websites.

Ms. Craig attended the virtual Meet the Candidate Forums for the mayoral and Fourth Ward Alderperson positions. Recordings of these forums are on the Chamber of Commerce website. Ms. Craig asked each candidate how they would enhance the City's relationship with the Library. Trustee Kaluzsa asked if there would be a forum for candidates running for the Library Board of Trustees. Ms. Craig stated the League of Women Voters will host a live stream on Tuesday, March 16, 2021 at 6:00 p.m. for the Library candidates and other contested positions throughout St. Charles.

Library apparel will arrive in the next week or two. Ms. Craig asked that Trustees check their emails so they can pick up their apparel at that time.

The Library has two graduates for the Career Online High School program and the ceremony will be held on April 24, 2021 at 2:00 pm. Ms. Craig cannot attend, but Trustee Hampton volunteered to attend and provide comments to the graduates. The library has had four graduates so far this year.

Joann Poole stepped down from the Foundation Board due to health issues. She sent a thank you card to the Library and Board for the flowers she received. Ms. Craig asked Trustees to let her know of any possible candidates for the Foundation Board and she will connect them with the nominating committee.

Ms. Craig included a Municipal Minute email in her Director's Report regarding someone who filed a complaint with the Attorney General because they asked a board to place something on its meeting agenda and it declined. The Public Access Counselor (PAC) responded the public does not have a right to dictate what is on a board's agenda, but the agenda should have a time for public comments. Trustee Gephart said the person who filed the complaint stated the director talked to several board members together, but that was not true. He reminded the Trustees not to reply to all with any emails.

Motion by Trustee Hampton, second by Trustee Kaluzsa, to accept the Director's Report of February 2021. Carried unanimously.

VII. COMMITTEE REPORTS

Intergovernmental Group (Trustee Hill)

Trustee Hill stated Chris Kious, President of the Forest Preserve, will be attending tomorrow's meeting that will be virtually hosted by the Park District.

Foundation (Trustee Kaluzsa)

The Foundation Board will meet virtually tomorrow at 5:30 pm. Trustee Gephart stated the art project will be exciting. Ms. Craig said there is no update this month because the art piece is at the forge and on schedule.

Motion by Trustee Frost, second by Trustee Kaluzsa, to approve the Committee reports. Carried unanimously.

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

No comments.

IX. TRUSTEE COMMENTS

Trustee Gephart stated it was nice to see everyone in person at the meeting and that they miss seeing Trustee Gobel. Trustee Gobel said a bill that passed the House is to be signed by the President on Friday to provide funds for libraries for technology. She thought the Library should request funds. Ms. Craig stated she received an email today from the American Library Association informing libraries of these funds. Once the allocations are determined, Ms. Craig will analyze the information to assess what our Library can request.

X. UNFINISHED BUSINESS**80. BUILDING PROJECT UPDATE**

The project is on schedule. This coming month and in early April, work will be completed on the monumental sign on Sixth Avenue and Illinois Avenue. The signage vendor will install ADA signs in the Library toward the end of April. The ceilings are completed and workers will begin painting, installing carpeting and all flooring. Last Friday, the ceiling in the teen room was painted and it looks beautiful. Shales McNutt is doing a wonderful job keeping the project on schedule. There are no changes in the project budget. We continue to be on budget.

Trustee Gephart was in the Library on Monday and said the lighting looks nice. He stated the fascia for the roof of the Carnegie building looks like it needs to be painted. Ms. Craig said the exterior of the Carnegie will be painted and is included in the project scope.

Ms. Craig mentioned a new ionization technology for the HVAC system that would detect and deactivate viruses, among other things. It would cost \$30,000 to \$40,000. While it is emerging technology, Sheehan Nagle Hartray engineers feel comfortable recommending it for the Board's consideration. Trustee Hampton asked Ms. Craig to look into the cost of maintaining this system. Ms. Craig said it would last for seven years and half of the initial cost is for the electrical installation into the duct work. It would cost \$15,000 to \$20,000 to maintain every seven years. Trustee Hampton said possibly the Library could request funds from the program Trustee Gobel mentioned. Ms. Craig agreed. Trustee Frost stated she would like to know about the research for this technology. Ms. Craig said she will send the research link and datasheet she received from the architects. She will work with the architects to see if this continues to be viable for the project.

With upcoming Board milestones, Trustees Hill and Frost have volunteered to sit on the grand reopening committee. The first meeting will be held on March 17, 2001 at 12:00 pm. Staff are excited to participate and the committee consists of fifteen part-time and full-time staff, interdepartmentally. For community engagement, Ms. Craig will meet with the Foundation Board to set a date for the donor event and will inform the Trustees of the date. The Library will close at Haines on May 17, 2021 to begin packing to move back to the Library. We hope to have full occupancy in the renovated Library on May 28, 2021, depending on approval by the City. There will be an all staff meeting about the move prior to our closure. The work-from-home policy will expire when we move back into the Library. The new space is much bigger and accommodations have been made for work stations to be six feet apart and with sneeze guards. Staff have been informed of these accommodations.

The grand reopening ceremony will be held in July and a soft opening is planned for late June. Ms. Craig suggested two dates to hold the Grand Re-opening Ceremony. It could be either July 17, 2021 or July 24, 2021. Trustee Hill suggested July 17, 2021, as it is sooner. Ms. Craig said

the ceremony will be held at 2:00 pm. Trustee Hill asked if the grand reopening would have behind-the-scenes tours. Ms. Craig said yes, but for the soft opening patrons will just tour open spaces. The grand reopening will have a ribbon cutting ceremony, presentation of the Foundation artwork, a dedication plaque, and programming, all within COVID restrictions. Ms. Craig has asked the St. Charles Arts Council to assistance with the art gallery.

81. INTERGOVERNMENTAL AGREEMENT FOR PROPERTY TAX APPEALS BOARD

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Intergovernmental Agreement for Property Tax Appeal Board. Ms. Craig stated it is the same agreement as the last approved version, but that one participant is no longer included. Trustee Hill noticed that the City has not signed the agreement. Ms. Craig will follow up with the City. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

82. PER CAPITA GRANT APPLICATION

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Per Capita Grant Application. Ms. Craig stated the Library is asking for different items with the building project being completed. The grant is for \$68,865 and Ms. Craig received requests for more than \$90,000. Prioritizes were made and initiatives are listed on page 01117 of the Board packet. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

XI. New Business

83. EMPLOYEE APPRECIATION DINNER 2021

Ms. Craig stated the traditional Staff Recognition Dinner will not be scheduled due to COVID. Mary Merritt, Business Office Manager, suggested a family night at the Library. Ms. Craig would like to offer food trucks and outdoor seating, along with the ceremony to honor the milestone staff in June. There can be an option to have alcoholic beverages with the new policy. Trustee Hill thought it was a great idea. Trustee Hampton said his wife planned a similar event and he could offer some assistance. Ms. Craig stated that the anticipated soft opening will be the week of June 21, 2021. A tentative date for the dinner could be June 17, 2021 or June 18, 2021 from 5:00 – 7:00 pm or 6:00 – 8:00 pm. Trustee Hampton said we could invite people from St. Mark's Lutheran Church. Trustee Gephart said we could invite them for the grand reopening. Ms. Craig suggested tours could be planned for the congregation the Sunday before the soft opening. Trustee Hampton said we could express our appreciation and he thought they would appreciate the tours. Ms. Craig will move forward with this plan. Ms. Craig will have a meeting with Pam Salomone, Communications & Marketing Manager, and Virginia Tsipas, Administrative Assistant, to determine the date and she will inform the Trustees.

84. RESOLUTION 2020/2021-3: AUTHORIZING NON-RESIDENT CARDS (REVIEWED ANNUALLY)

Motion by Trustee Kaluzsa, second by Trustee Hill, to adopt **Resolution 2020/2021-3**. This is the annual approval of the non-resident cards. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

85. FY 2021/2022 LEGAL CALENDAR

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the 2021/2022 legal calendar. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

86. POLICY COMMITTEE RECOMMENDATIONS:**a. Resolution 2020/2021 – 4, Establishing the Selection Policy**

Motion by Trustee Kaluzsa, second by Trustee Hampton, to adopt **Resolution 2020/2021-4**. This resolution explains how the Library selects materials and the major changes were explained in the Agenda Explanation contained in the Board packet. The Policy Committee recommended it for approval as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

b. Resolution 2020/2021 – 5, Use of Library Materials and Facilities Policy

Motion by Trustee Kaluzsa, second by Trustee Hill, to adopt **Resolution 2020/2021-5**. This resolution indicates where policies can be found and there were no changes. The Policy Committee recommended it for approval as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

c. FREEDOM OF INFORMATION ACT RULES AND REGULATIONS

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Freedom of Information Act Rules and Regulations. The pricing was clarified. The Policy Committee recommended it for approval as presented. Carried unanimously.

d. REFERENCE, INTERLIBRARY LOAN, AND READER SERVICES POLICY

Motion by Trustee Kaluzsa, second by Trustee Hill, to adopt the Reference, Interlibrary Loan, and Reader Services Policy. The fee structure for Interlibrary Loan was changed so that patrons are no longer charged. Other libraries are charged to offset the costs. The Policy Committee recommended it for approval as presented. Carried unanimously.

87. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS

No comments.

XII. Monthly Report**88. DEPARTMENT MANAGERS' REPORT, FEBRUARY 2021**

No comments.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:03 pm. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.



Karen L. Kaluzsa
Secretary, Board of Trustees