



**St. Charles Public Library**

Temporary Location:

March 2020-Summer 2021

305 S. 9th St., St. Charles IL 60174  
630-584-0076 ■ FAX 630-584-9262

scpld.org

**MINUTES  
REGULAR MONTHLY MEETING  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
APRIL 14, 2021**

The Regular Meeting of the Board of Trustees of the St. Charles Public Library District met at the Library, on Wednesday, April 14, 2021 at 7:00 pm. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle (arrived 7:06 pm), Trustees Michael J. Hill, Shane Hampton, Claudia Frost, and Mary Louise Gobel (attending electronically), Director Edith G. Craig and Administrative Assistant Virginia Tsipas. Staff present: Mary Merritt and Kelly Stulgate. Guest: Michelle Binns of PMF Management, Ltd.

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

**I. CALL TO ORDER**

Trustee Gephart called the meeting to order at 7:02 pm, and read the Mission Statement.

**II. WELCOME OF GUESTS**

Trustee Gephart welcomed staff and guests attending.

**III. APPROVE CONSENT AGENDA**

**Minutes of Regular Monthly Meeting, March 10, 2021**

**IIIT Investment Report: March 2021**

**Lauterbach & Amen, Monthly Financial Report: March 2021**

**Check Register, Payroll: March 2021**

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

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

The contingency report was included in the Board packet. The large change order for \$11,474 is for upgrading the assistive listening software for the meeting rooms. The original hardware is no longer supported. There is an \$11,000 decrease in the project as it was determined the "bring your own device" hardware was not needed. The Library already owns these devices.

The \$6,723 cost covered various paint changes throughout the building.

Trustee Steimle arrived at 7:06 pm.

## **V. TRUSTEE RECOGNITION**

### **Trustee Recognition, Trustee Cynthia N. Steimle, 10 Year Anniversary**

Trustee Gephart presented Trustee Steimle with her ten-year pin celebrating her dedicated service to the Board. Trustee Steimle made some celebratory remarks.

Trustee Gephart congratulated Trustees Hill and Frost who unofficially won the election. Mary Kruse was voted in for the vacant seat left by Trustee Gobel. Trustee Gephart stated the Board would miss Trustee Mary Louise Gobel.

## **VI. DIRECTOR'S REPORT, MARCH 2021**

Ms. Craig said the budget detail is different. This is the time of year to add detail if there were any overages or line items severely underspent. There have been a lot of costs for the grand reopening.

Ms. Craig reminded the Trustees to file their Statements of Economic Interest with Kane County and to send the email confirmation of the filing to Ms. Tsipas by May 1, 2021.

Ms. Craig has communicated with the Park District, St. Charles Police and City officials and the City felt it was in the best interest for the Park District and the Library to have their own liquor licenses. The Library will apply for this license every year and will not need to have each event throughout the year approved. There are stricter guidelines with this liquor license. Ms. Craig, Mary Merritt, Business Office Manager, and Junior Renteria, Facilities and Security Manager, are required to be Bassett certified. A City ordinance was approved allowing the Library to apply for this new liquor license. The ordinance will allow the Library to serve and sell alcohol, however our policy states that we will only host programs and hire vendors to serve alcohol. We will not change our policy at this time. Ms. Merritt and Mr. Renteria assisted Ms. Craig with procedures for allowing events at the Library with alcohol and those procedures were rolled out to managers last week. The Foundation will host the first event serving alcohol on June 17, 2021 as a Donor Thank You event.

The Trustees will soon receive an invitation for the Staff Family celebration on June 11, 2021. The food will be provided by two food trucks, serving pizza and tacos. Pam Salomone, Communications & Marketing Manager, and Ms. Tsipas are assisting Ms. Craig with the plans.

David Kelsey, Outreach Services Librarian, received the 2021 Joseph Campbell Award sponsored by the Reference & User Services Association (RUSA), a division of ALA for his outstanding contribution to the advancement of library services for the blind and physically handicapped, with a special focus on seniors with challenges. This is a national recognition. Christine Steck, Outreach Services Assistant, received the ILA Reaching Forward's Oberman and Rich Grant Award for her contributions as support staff to the community and Library. Julie Tegtmeier, Technical Services Cataloging Librarian, was accepted to be on SWAN's diversity and catalog group. She was selected out of nine candidates.

D303 sponsored a March Book Madness event with elementary schools voting on the best book. Our Youth Services staff submitted recommendations for picture books. Emily Conratt, Youth Services Preschool Outreach Librarian, recommended the title that was chosen for first place, *All*

*the Way to the Top: How One Girl's Fight for Americans with Disabilities Changed Everything*, by Annette Bay Pimentel. Natasha Wands, Youth Services Librarian, recommended a title that was chosen for second place, *Pacho Nacho*, by Silvia López. Other Youth Services Librarians and Assistants, Darcy Tatlock, Amelia Thomas and Kersten Wright participated.

In departmental reports, there was a 50% increase in patrons visiting the computer lab, which rose from 200 to 300 patrons last month. Kudos to our IT staff. Our Luck 'O the Irish concert had an attendance of 303.

**Motion** by Trustee Hampton, second by Trustee Frost, to accept the Director's Report of March 2021. Carried unanimously.

## **VII. COMMITTEE REPORTS**

### **Intergovernmental Group** (Trustee Hill)

Mayor Rogina attended his last meeting and next month, Mark Koenen, City Administrator, will attend his last meeting. Trustee Hill and Ms. Craig received a welcome email from the incoming administration for the City.

### **Foundation** (Trustee Kaluzsa)

The Foundation Board members are excited in planning the donor event. Foundation member Jo Ann Poole passed away in April.

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

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

No comments.

## **IX. TRUSTEE COMMENTS**

No comments.

## **X. UNFINISHED BUSINESS**

### **89. BUILDING PROJECT UPDATE**

The project is on schedule. There will be inspections for lights, fire safety and the elevator. The millwork of cabinets and casework is being installed in all offices. The drive-up window is operable. The main entrance sign has been installed, along with sconces and cedar wood under the main gable. Landscaping has started along with curb work in the parking lot adjacent to the Library. The project budget is on track.

Trustee Gephart asked if there were savings on the furniture included in the contingency. Ms. Craig stated a portion of the furniture budget is paid out of the operational account and this is where you will see savings. Photos included in the Board packet are from last week's progress. The IT desk has been installed.

Ms. Craig asked the Trustees if they were interested in providing tours of the Library for the grand reopening day and the week following. Tour guide training and a script will be provided. The staff will lead tours as well. Ms. Craig will send the Trustees the link to sign up for tours.

Two people will sign up for each tour, one conducting the tour and the second person to answer questions.

The Foundation Donor Event will be held on June 17, 2021 and the Foundation is currently preparing the invitations and all plans. The grand reopening will be July 17, 2021. The grand reopening committee met today and there are a lot of activities planned. The *Daily Herald* and the *Kane County Chronicle* are interested in our project. Ms. Salomone updates our website weekly with interior photos.

Trustee Hill asked about the ionization update. Ms. Craig stated that with any new technology, research is important and our architects and their engineers are not recommending the ionization product at this time. This product could be added at a later date. It does not have to be part of the mechanical system, but would be part of the duct work. Trustee Frost stated she has read a few articles and there are misgivings about the product. Ms. Craig agreed and stated we want to be sure it is cost effective.

Trustee Frost asked about the quality of the ventilation. Ms. Craig stated the new HVAC system is 100% more efficient than our previous mechanicals. The fresh air intake is increased more than 30%. The standards we have in place now are completely different than what we had. This will be a significant benefit for our building, staff and patrons.

#### **90. GRAND REOPENING UPDATE**

The grand reopening committee met today and the theme is Discover Your New Library; a celebration. Communications & Marketing will create a brochure that will include all events and details for the week. Each department is represented on the committee, along with Trustee Hill and Trustee Frost. The committee is finalizing the ceremony and programming for the week. Ceremony speakers will include members from the Historic Preservation Commission and St. Charles Alderman Rita Payleitner. Incoming Mayor Lora Vitek is unable to attend. Foundation President, Maggie Brewner and Library Board President, Robert T. Gephart will be in attendance. A patron may be chosen to give their comments as to why they love the Library and what motivates them. There will be a ribbon cutting ceremony outside. The stage will face the east with the backdrop being the Library's main entrance. The plan is to have the ceremony outside to be able to socially distance. In case of inclement weather, the ceremony will be moved inside the Library to the Huntley Community Room.

The ceremony will be invite only with a limited number of registrations, but also live streamed and recorded. An extended program has been planned for the entire week with tours, all cognizant of COVID precautions. Ms. Steck will represent Outreach Services and engage senior facilities with activity kits and will share the live stream video.

Programs are planned for children, teens and adults and will include viewing the program van, roaming characters, giveaways, a Friends' mini book sale, discussion of the featured art above the fireplace, and genealogy presented by the History Museum. Community partners will assist with the week-long celebrations.

Trustee Frost asked if the live stream will be viewed on the Library website. Ms. Craig said yes. Trustee Frost stated the Arts Council is preparing an art show with local artists in the new gallery

and the theme is colors of the Library, river and nature. Ms. Craig said there will be a program to meet the artists.

**91. EMPLOYEE APPRECIATION DINNER 2021 UPDATE**

Family Night is scheduled for June 11, 2021, with an informal event including two food trucks. There will be seating outside, weather permitting, and inside the Library. This will be an informal event for Library staff to provide tours for their families. A recognition ceremony for anniversary honorees will be held in the main Library near the fireplace. Invitations will be sent out soon.

Trustee Frost asked if an additional meeting of the grand reopening committee has been scheduled. Ms. Craig said no, if someone feels another meeting is necessary, it will be scheduled. Updates will be provided through email. Staff are working on various projects. Trustee Frost asked about the number of attendees on the tours. Ms. Craig stated tours will be registration only, with a limit of fifteen people per group, three groups at a time, starting on different levels.

**XI. New Business**

**92. QUARTERLY PRESENTATION BY PFM ASSET MANAGEMENT, LLC**

Michelle Binns of PFM Management Ltd. provided the Board with an update of the Library's investments. She spoke of the historic investments over the last five years. During the last couple of months, December 2020 to March 2021, balances have dipped down a bit and that was expected. The Library's proceeds were down by the end of 2020, and now costs are coming out of the general fund.

Allocations did not change much with just under 50% in cash and a little more than half in fixed rate products. The big change year over year is going to be the yield environment. In March of 2020, COVID hit and the Fed drastically cut rates by 1.5% and we just started to see that working through in the market. At that time, cash rates were yielding 1.3% and the CD rates on average were yielding just 2%. Today rates are very low historically. Cash now is earning four basis points or .04% and CDs are averaging about 46 basis points or .46%.

Yield holdings going forward with upcoming investments will depend on maturity dates that continue to be laddered out, every month or every few months in 2021, 2022 and a few in 2023.

Future investments will be based on the District's construction/expansion plans as they wrap up those costs and future market expectations. Now the yield environment is very low. As maturities come due and the Library receives property tax payments in the next month or two, we will look to find value in the market. On a net basis, we will look where the funds should be placed based on the Library's cash flow.

Ms. Binns will continue to monitor things for the best benefit of the Library. If things progress well with vaccinations, perhaps rates could move at a quicker pace. The Fed will keep rates as low for as long as they need to, to be sure the economy is in good standing.

Trustee Gephart thanked Ms. Binns for the presentation.

**93. ANNUAL REPORT OF CUSD 303 STUDENT CARDS PROGRAM**

Last year, Ms. Craig and Ms. Stulgate met with Dr. Pearson, Superintendent of School District 303, and school administrators regarding the Intergovernmental Agreement to allow student cards for students who do not live in the Library District, but live in the School District. D303 provided in-kind services to the Library equivalent to the tax value of those estimated library cards. That value and the program will be re-evaluated each year. We know that not 100% of the students living in the School District will activate their cards.

Each year the Library Board is provided a report for this program, as it is a critical component of our services. Ms. Craig discussed the calculation of in-kind services provided by the schools. Ms. Craig will provide D303 with the information presented tonight to share with their School Board.

This past school year, 2020-2021, we had 295 participating students out of a possible 1,688. This number represents 145 households with a \$54,665 in-kind value for services. This year does not constitute a baseline year since it was our first year and primarily due to COVID.

Trustee Steimle stated this program does not address the issue that the Library partners with schools. She asked if this captures children who would have been involved in school programs but did not come to the Library to check out books. Ms. Craig said yes. Trustee Gephart said the Library goes to the schools already and that is not considered in the in-kind value. Trustee Steimle stated in a sense our in-kind value is greater because some students participate in programs the Library brings to the schools and their families are not supporting the Library with tax dollars. Ms. Craig said yes, and two years ago we did not go to Bell Graham Elementary and Wasco Elementary. Some students who did live in our district and attended those schools did not benefit from our services and now they do.

We have received many positive comments from students, teachers and parents regarding the program. Our presence at the schools was stronger. We formed great partnerships not only with D303 administration, but with school librarians, teachers and staff. The challenges were mainly due to the pandemic. The schools were closed and we were not in the schools as often as we wanted to be. There were virtual services provided to us. In addition to their schools being closed, the Library was closed during various periods and students could not use the library as they wanted to. The pandemic also disrupted the delivery component that was critical to providing in-kind services. D303 did not have the staff to support delivery for most of the year and we did not want to put pressure on the administration during this incredibly difficult time. Delivery was re-established as soon as possible.

The non-COVID challenge was D303 taxpayers who had children enrolled in private schools who were not able to participate in the student card program. After much discussion with D303 Administration, we felt we would continue to monitor this situation. The Library will continue to work with all private and public schools in our district.

Trustee Steimle needed clarification regarding private school students. Students in private schools like St. Pat's, would presumably have a high percentage of students within the Library District. It would be unfair to not offer programming to them. Ms. Craig confirmed that the Library does offer programming to any private school physically located in our District. Trustee Steimle is speculating that the parents who are complaining want to use our databases, especially with e-learning and the materials.

Trustee Hampton asked for an example of a private school student not living in the Library District. Ms. Craig mentioned Campton Hill residents would be in this situation. Trustee Hampton stated they have an option to purchase non-resident library cards. He believes the Library is fair with their services in this program.

For the upcoming school year, Ms. Craig and Ms. Stulgate met Superintendent Pearson and Carol Smith, Director of Communications and Community Relations at D303, and everyone is on board with renewing the agreement with the new values. Ms. Craig will supply the values to the Board once she receives them. The same formula will be used to calculate the in-kind value. This program deepens our partnership with D303, embedding ourselves beyond just administration, making us part of their culture. Trustee Hill said this is a big improvement and he likes that the Library continues this program. He encourages us to continue to collect all of the data.

Trustee Hampton asked if there was a hardship procedure to pay for non-resident cards. Ms. Craig said yes, the State of Illinois has passed a Cards for Kids Act for households under the poverty level. These residents would need to show qualifications. We have not had anyone come to us with this situation. There may be some who are in D303, and they would have access to our card through the IGA with D303.

Ms. Craig thanked Kelly Stulgate, Youth Services Manager, and her team for working through all the logistical issues with deliveries.

**Motion** by Trustee Hill, second by Trustee Kaluzsa, to approve the IGA with D303. Carried unanimously.

#### **94. ST. CHARLES EARLY LEARNING PARTNERSHIP**

We are in year two of the St. Charles Early Learning Partnership. D303 approached Ms. Stulgate and asked the Library to partner with them. We have coaches from the State of Illinois. There is great momentum from the Kane County Health Department. We had big plans to roll out focus groups at the Library and then COVID hit. We want to ask families what services they are and are not receiving. In preschool screenings, parents do not know where to receive the services or where preschools are located. Our effort is to bring people together with services and resources as a community-wide resource. We will be sending out a survey by September and a summit will be hosted at the Library. We are going to serve children beyond early literacy who are having problems. There will be representatives from the Kane County Health Department, Northwestern Medicine and Family Focus. The Library will be working with D303, United Way and Family Focus. We applied for and received a grant from United Way for clerical work to send surveys and mailings. We are hoping incoming Mayor Lora Vitek will work with us on this partnership. Ms. Craig will email the survey to all Trustees and would like the Trustees to forward the survey to their friends. Ms. Stulgate said people believe all children's needs are met in this community and they are not. Trustee Gephart said this is an exciting partnership.

#### **95. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS**

No comments.

Ms. Craig stated before we closed at One South Sixth Avenue we could not hold the moving sale. At that time, a group out of Elgin asked to salvage some wood. The staircase railing to the mezzanine was donated to this non-profit, veterans group which creates wood projects. They have made bird houses from the wood they received from the Library and presented their first bird house to the Library. It will be placed in the Library's community garden. This group presents bird houses to non-profit companies.

**XII. Monthly Report**

**96. DEPARTMENT MANAGERS' REPORT, MARCH 2021**

No comments.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:24 pm. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.



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Karen L. Kaluzsa

Secretary, Board of Trustees