



**MINUTES
 REGULAR MONTHLY MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 JANUARY 12, 2022**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, January 12, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa (attending virtually), 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.; Carla Williams and unknown community member.

Library staff present: Brandon Buckley, Brian Dunk, Heidi Krueger (attending virtually), Jasmina Lapo (attending virtually), Mary Merritt (attending virtually), Pamela Salomone, Kelly Stulgate (attending virtually), and Sutton Skowron.

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, December 8, 2021

IIIT Investment Report: December

Lauterbach & Amen, Monthly Financial Report: December

Check Register, Payroll: December

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

IV. APPROVE THE FORM AND CONTENT OF MINUTES

**AMENDED CLOSED SESSION OF REGULAR MONTHLY MEETING,
 NOVEMBER 10, 2021**

Motion by Trustee Steimle, second by Trustee Hill, to approve the form and content of the Minutes of Amended Closed Session of Regular Monthly Meeting, November 10, 2021. Carried unanimously.

CLOSED SESSION OF REGULAR MONTHLY MEETING, DECEMBER 8, 2021

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the form and content of the Minutes of Closed Session of Regular Monthly Meeting, December 8, 2021. Carried unanimously.

V. INVOICES FOR BOARD APPROVAL TO PAY

The repair of the water leak in the staff hallway is being covered by the contractor and therefore, does not appear on the contingency report.

VI. TRUSTEE RECOGNITION

Trustee Gephart recognized Trustee Steimle's birthday.

VII. DIRECTOR'S REPORT, DECEMBER 2021

Ms. Craig attended the St. Charles Arts Council meeting and 75 schools throughout the Fox Valley area will participate in the student art show in April. This will be a good engagement opportunity for the Trustees; more information will be forthcoming. Kelly Stulgate, Youth Services Manager is a board member for the Arts Council. Ms. Craig is a member of their Art in Public Places subcommittee.

The Library will close two hours early on Thursday, January 13, 2022 at 7:00 pm, for repair work on the substantial leak in the staff hallway. This time is least disruptive for patrons and will allow for the mechanicals to go back to normal during the evening hours. The boiler will be shut off, flushed out and brought back to a normal cycle to open Friday morning.

Library programs have been scheduled virtually, postponed or canceled due to the increased numbers of COVID cases in Kane County. Managers are informing Ms. Craig if there are any staffing issues. The Library attorney sent information from the Illinois Department of Labor's ruling regarding President Biden's mandate that in organizations having more than 100 staff, employees must either be vaccinated or agree to testing. We are waiting for the Supreme Court to issue a ruling and have been advised by legal counsel to prepare for the collection of the vaccination status of all staff.

At this time, February programs are still scheduled in-person. The Library is open and the drive-up service is heavily used.

The December 2021 issue of the *ILA Reporter* displayed a full page ad showing the Library renovation with a photo from Sheehan Nagle Hartray Architects. The Excellence Initiative professional development kicked off this month for staff. Graduates of the Mentorship Program enjoyed a luncheon in celebration of their training. The Mentorship Program will start again in February. Ms. Craig and Pamela Salomone, Communications and Marketing Manager, met with the Glantz Design team for the initial website redesign meeting.

Beginning Monday, January 17, 2022, Friends of St. Charles Public Library will be accepting proposals from artists for a sculpture for the terraced garden at the Library. Trustee Frost represents the Board on the subcommittee for this project.

The Charlemagne Award dinner has been postponed, with a rescheduled date to be announced.

The Library is on budget at the six-month date for FY 2021/2022. In 2021, certain Library policies were reviewed and there will be additional policies to review in 2022.

Trustee Kaluzsa asked if work has been completed for the drive-up window area. Ms. Craig stated asphalt work in front of the drive-up window was completed, but the curb work will begin in the spring.

Motion by Trustee Steimle, second by Trustee Hill, to accept the Director's Report. Carried unanimously.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Hill)

The December report is in the Board packet and the December meeting was the annual breakfast meeting. The School District announced that three students will each receive \$200,000 scholarships. The Park District will host the January meeting.

Foundation (Kruse)

The Foundation did not meet in December. The January meeting will be virtual.

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

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

No comment.

X. TRUSTEE COMMENTS

No comment.

XII. NEW BUSINESS

45. 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 are in the Illinois Trust CD Program and the cash is in the Illinois Portfolio, IIIT Class. During the last few months the balances have dropped due to building project expenditures. There is a 50/50 split of funds in fixed term assets and cash.

The yield environment was higher in 2020 and dropped in 2021. Cash rates went down in 2020. The Library's CD investments are laddered through 2022 and 2023. The next large influx of funds will be in May or June 2022 when property taxes are received. Those funds will be invested based on both market conditions and any remaining building project expenses.

Trustee Gephart thanked Ms. Binns for the presentation.

XI. UNFINISHED BUSINESS

44. FISCAL YEAR 2022/2023 PER CAPITA GRANT REVIEW

The Per Capita Grant Application lists how the Library will spend any funds received. Recommendations include book carts, consultant fees for strategic planning and marketing expenses, summer reading, Zoom licensing and book shelves. **Motion** by Trustee Steimle, second by Trustee Hill, to approve the Per Capita Grant Application, as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

XII. New Business

46. UPDATE TO SALARY SCHEDULE

Motion by Trustee Hill, second by Trustee Kaluzsa, to approve the salary schedule, as presented. The proposed update is to move the HR Manager position from Grade E4 to Grade E5, due to

additional duties with collective bargaining work taking up 20% of the HR Manager's duties. Ms. Craig surveyed other libraries and received multiple responses. Voice call vote requested. Carried unanimously.

47. DEPARTMENTAL PRESENTATION – EDI WORKING GROUP

Ms. Craig and Marlise Schiltz, Reader Services Librarian, presented information about the EDI Working Group to the Board.

Ms. Schiltz stated with the social unrest in 2020, the murder of George Floyd and many organizations making EDI statements, the Library Board approved an EDI Statement on July 8, 2020. Most groups started out strong with their convictions, but our Library followed through discussing long-term complex issues and actionable deliverables. The first year the group had a lot to learn and unlearn. The group made short-term and long-term goals. They started with the framework for some basic understanding of shared vocabulary. They looked at policies that impacted the Library as we moved back into our renovated building. Long-term goals are setting forth a vision, being a model and source of EDI work in our community and developing our collection. Ms. Schiltz thanked the Board for their support.

Ms. Craig stated the shared EDI vocabulary is available through One Note and accessible by all staff. It is a fluid document with the EDI Working Group being open to feedback and making sure the document stays relevant. There are definitions, visuals, examples, resources for further reading, and a time frame to review each topic. Staff are expected to dedicate one hour a month during work shifts to learn the vocabulary. There is a checklist to track what the staff is learning. Staff will discuss this topic at departmental meetings, and be expected to ask questions and provide ideas. EDI will be presented in *Staff Chat* each month.

Trustee Gephart asked how often staff members change within the group. Ms. Craig said it is a one year commitment. The group meets once a month for one hour with expectation of additional work for each member. There were six members in January 2021 when the group began and now that number has doubled. Staff are excited to see actionable deliverables.

Trustee Gephart asked what the Board could do to help. Ms. Schiltz said a lot of the work is education. The group initially participated in *Library Journal* course work. There could be requests to cover costs for training. Trustee Hampton asked if this group is participating with another library as a pilot program or with a RAILS committee. Ms. Craig said they are working with both and she sits on the RAILS committee, which is trying to gather resources for libraries to learn more.

48. SCHEDULE POLICY COMMITTEE MEETING FOR DIRECTOR REVIEW PROCESS

The Policy Committee Meeting is scheduled for Wednesday, February 2, 2022 at 7:00 pm.

49. SCHEDULE AUDIT COMMITTEE MEETING FOR BI-ANNUAL REVIEW

The Audit Committee Meeting is scheduled for Wednesday, January 26, 2022 at 7:00 pm.

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

No comment.

XIII. MONTHLY REPORT

51. DEPARTMENT MANAGERS' REPORT, DECEMBER 2021

No comment.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Hampton, to adjourn at 7:47 pm. Carried unanimously.



Karen L. Kaluzsa

Secretary, Board of Trustees