



**St. Charles Public Library**  
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**MINUTES  
 REGULAR MONTHLY MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 DECEMBER 8, 2021**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, December 8, 2021 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, and Mary Kruse, Director Edith G. Craig and Administrative Assistant Virginia Tsipas. Absent: Trustee Claudia Frost. Guests: Catie Locallo, Esq. and Kevin Noll, Esq. of Robbins Schwartz.

Library staff present: Brian Dunk, Heidi Krueger, Jasmina Lapo, Cheryl Matthews, Mary Merritt, Pamela Salomone and Kelly Stulgate.

**I. CALL TO ORDER**

Trustee Gephart, called the meeting to order at 7:03 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, November 10, 2021**

**IIIT Investment Report: November**

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

**Check Register, Payroll: November**

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

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

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

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

**V. INVOICES FOR BOARD APPROVAL**

There were no invoices to approve. The contingency report was in the Board packet. There were residual PCO's that came in for Kellenberger to wrap up extra projects, e.g., power supply to

doors, new lights for the flag pole, and replacement of underground wiring for lights. There was a credit for thermoplastic cross walks and stop bars and a payment for repair of the monitor in the Huntley Community Room. Trustee Kaluzsa asked if the monitor was under warranty. Ms. Craig said it was under warranty, but the damage was not covered because someone bumped into the screen. The \$2,561.95 cost was less than the price of replacing the monitor.

## **VI. TRUSTEE RECOGNITION**

None.

## **VII. DIRECTOR'S REPORT, NOVEMBER 2021**

In lieu of closing the Library for an In-Service day in November, professional development of six hours per staff member were spread out over a two-week period. Some topics were required and others were optional. The required sessions were recorded for those staff who could not attend in person. Ninety staff participated and the sessions went very well. We received good feedback.

The EDI program vocabulary document was rolled out to all staff at the In-Service Meetings. Staff are required to spend one hour of professional development each month on the vocabulary document beginning in January. The focus of the excellence initiative was on customer service. Jasmina Lapo, Circulation Manager, and Kelly Stulgate, Youth Services Manager, led the training. The staff will have a professional development focus on customer service over the next year. These professional development trainings meet a goal within our strategic plan.

The website RFP process is underway. This coming Friday Ms. Craig and Pamela Salomone, Communications and Marketing Manager, will interview four firms to select a vendor.

About 97% of the reconstruction project budget has been spent. The retaining fees for architects and the construction manager will soon close out. There are some outstanding miscellaneous exchange order fees remaining.

**Motion** by Trustee Kaluzsa, second by Trustee Hampton, to accept the Director's Report, November 2021. Carried unanimously. Trustee Frost absent.

## **VIII. COMMITTEE REPORTS**

### Intergovernmental Group (Hill)

The report is in the Board packet. Tomorrow the group will meet for their annual breakfast meeting at Southern Café. Trustee Gephart will join the meeting with Ms. Craig and Trustee Hill.

### Foundation (Kruse)

The report is in the Board packet. Kathy Brens, who is donating \$10,000 towards the Carnegie fireplace restoration, attended the meeting. After the meeting, Foundation Board-members conducted a phone thank-a-thon for Foundation donors.

The Foundation Board will not meet in December. Trustee Hill was glad to see the project focus in this year's year-end campaign letter.

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

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

None.

**X. TRUSTEE COMMENTS**

Trustee Steimle had a question about the content of the Closed Session Minutes of November 10, 2021. She was not sure if she could discuss this question in Open Session. Ms. Craig stated that Trustee Steimle could either request to talk with the Board in Closed Session or speak with the Board Secretary. Trustee Gephart asked Trustee Steimle to speak with Secretary Kaluzsa after the meeting. Ms. Craig will place approval of the revised Minutes of the Closed Session Meeting for November 10, 2021 on the January agenda.

**XI. UNFINISHED BUSINESS****35. 457(B) COMMITTEE FOLLOW-UP REPORT**

At the November meeting report of the 457(B) Committee, Trustee Steimle suggested Ms. Craig survey the staff to find out why they are not participating in the Fidelity program. Cheryl Matthews, Human Resources Manager, included the survey results in the Board packet.

**36. FISCAL YEAR 2021/2022 PER CAPITA GRANT REQUIREMENTS****a. *Serving our Public 4.0 Standards for Illinois Public Libraries*© Illinois Library Association, 2019**

Ms. Craig and the management team reviewed the Serving our Public 4.0 Standards and provided a summary sheet for the Trustees regarding what the Library has completed and those standards the Library has to complete. The Trustees' responsibility is to review the checklist at the end of each chapter. Ms. Craig will send the Trustees a digital link. Trustees were asked to inform Ms. Craig when they completed the review of the checklists.

**XII. NEW BUSINESS****37. ORDINANCE 2021/2022 – 4, ORDINANCE ESTABLISHING DATES OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE ST. CHARLES PUBLIC LIBRARY DISTRICT FOR CALENDAR YEAR JANUARY 2022 – JANUARY 2023**

There was a discussion about whether to meet in August or possibly change the schedule to not hold a meeting in July, due to vacation schedules. The Trustee Bylaws state that the Board will not meet in August. Ms. Craig stated the fiscal year begins July 1 of each year and the tentative budget is discussed at that meeting. However, if the Board decides to meet in August and not July, the Library would have a working budget at that time.

**Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve **Ordinance 2021/2022-4**, as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Kruse. **NAYS:** None.

**ABSTAINING:** None. **ABSENT:** Frost.

**38. 2022 HOLIDAY CLOSING**

Ms. Craig recommended that the Board approve Monday, December 26, 2022 and Monday, January 2, 2023 as closings in observance of the Christmas holiday in 2022 and the New Year's holiday in 2023. These closings will help with staff scheduling. Without these closings, eligible staff would be required to take three floating holidays within a two-week pay period.

**Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve the 2022 Holiday Closing schedule. Carried unanimously. Trustee Frost absent.

**39. INTERGOVERNMENTAL AGREEMENT WITH ILLINOIS LIBRARIES PRESENT**

This agreement is with a group of other suburban libraries, to share the cost of six programs in the next calendar year. The Library's cost is \$1,150 and it is in the Library's budget. Over 90 libraries will be participating.

**Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve the Intergovernmental Agreement with Illinois Libraries Present. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost.

**40. 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 Kaluzsa, second by Trustee Hampton, to adjourn to Closed Session at 7:35 pm regarding **5 ILCS 120/2 (C) (2)** for collective negotiating matters between the public body and its employees or their representatives. Trustee Gephart stated that all managers are able to attend the Closed Session for the presentation. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost.

Resumed in Open Session at 8:37 pm.<sup>1</sup>

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

None.

**XIII. Monthly Report**

**43. DEPARTMENT MANAGERS' REPORT, NOVEMBER 2021**

No comments.

**XIV. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Hampton, to adjourn at 8:38 pm. Carried unanimously.

Karen L. Kaluzsa

Secretary, Board of Trustees

<sup>1</sup> **41. MOTION TO GO INTO OPEN SESSION**

This agenda item included in Closed Session Minutes of the Regular Monthly Meeting of December 8, 2021.