



St. Charles Public Library
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**MINUTES
 REGULAR MONTHLY MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 NOVEMBER 10, 2021**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, November 10, 2021 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle (arrived at 7:07 pm), Trustees Michael J. Hill, Shane Hampton (arrived at 6:55 pm), Claudia Frost and Mary Kruse, Director Edith G. Craig and Administrative Assistant Virginia Tsipas. Guest: Diane Hemmingsen, St. Charles Township Assessor.

Library staff present: Mary Merritt, Pamela Salomone, Kelly Stulgate, Lexy Twidell, Kersten Wright.

6:45 PM PUBLIC HEARING FOR LEVY

Trustee Gephart called the Public Hearing for Levy to order at 6:45 pm. He determined there was a quorum. There were no public comments presented at the Public Hearing. Trustee Gephart closed the Public Hearing at 7:00 pm.

7:00 PM REGULAR MONTHLY MEETING

I. CALL TO ORDER

Trustee Gephart, called the meeting to order at 7:01 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, October 13, 2021

IIT Investment Report: October 2021

Lauterbach & Amen, Monthly Financial Report: October 2021

Check Register, Payroll: October 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

There was not a contingency report this month but there will be one next month.

V. TRUSTEE RECOGNITION

None.

VI. DIRECTOR'S REPORT, OCTOBER 2021

Ms. Craig introduced Diane Hemmingsen, the St. Charles Township Assessor, to discuss the assessment process in St. Charles. Ms. Hemmingsen stated property owners feel their homes should be valued at what they paid for them. It is a mass appraisal system and the Assessors look at all properties. She discussed homes in St. Charles compared to Great Lakes with higher priced homes.

Trustee Steimle arrived at 7:07 pm.

Trustee Gephart asked if only lower priced home sales are going up since the summer. Ms. Hemmingsen said she has not seen the extent of increased sales for higher priced homes.

Ms. Hemmingsen does not feel she can increase assessments based on sales this year. She is required to revalue properties every four years. The next year to revalue properties is 2023 and there have been a lot of homes built over the past couple of years. There has also been a major influx of new apartments.

Trustee Hill asked about a recent article in the Kane County Chronicle about Geneva Township with Delnor Hospital requesting lower valuation. He asked if there were similar requests in St. Charles. Ms. Hemmingsen said all banks are going through hearings now. A lot of apartment buildings are asking for relief because of COVID.

Ms. Craig asked about anticipation of this 2021 year being an outlier when making sales comparisons. Ms. Hemmingsen said she thinks 2022 will slow down and then there will be two years of moderate increases that will level out with regard to 2021 sales. Ms. Hemmingsen said that is why we do it every three years. It used to increase every single year and you would not see such a big jump from one year to the next. People complained because some people see major changes from year to year. There are more and more exemptions people are qualifying for, more disabled veterans and homestead exemptions. Senior exemption requests have gone way up. There was an increase in qualifying income for seniors from \$55,000 up to \$65,000.

Trustee Gephart and Ms. Craig thanked Ms. Hemmingsen for her participation in the meeting.

Ms. Craig stated the RFP for the website project was reissued for another month to receive proposals. She will update the Board in January.

Trustee Gephart and Ms. Craig attended the Illinois Association of Park Districts' Best of the Best Gala in October and the Library received an award for intergovernmental partnership with the St. Charles Park District. The Library also received Pottawatomie Garden Club's annual Landscaping Commendation Award.

There have been two significant donations to the Library. One for \$10,000 will go towards improving Youth Services' The Neighborhood with interactives and a ramp. The cost is still being investigated. The second donation for \$14,000 is to partner with another agency like the Fox

Valley Special Recreation Association or D303's Transition Department for sustainable programming targeted towards children with disabilities.

Trustee Hampton asked about bringing people back into the Library for programming after COVID. Ms. Craig said we are going to continue with hybrid programming and definitely going back to more in-person programming. Trustee Steimle said we should not marginalize people who do not want to come into the Library because they are immune-compromised and those who are still concerned about the variants.

Trustee Hill appreciated the email about the book drop. Ms. Craig stated it is a big part of the annual patron feedback presentation. The architect has walked the space and now understands the problem. We did look for a less expensive extension for the book drop. The sidewalk curve is 12" wider than normal and was designed that way to protect the building. However in designing the curve, they failed to take into account that the book drop did not extend to an accessible point. The decision now is to cut the curve to the standard width for accessibility for the book drop and the drive-up window. There will be thinner bollards to provide some protection, but not what is in place now. The cost is not in the budget but will come out of the contingency.

The Trustees felt the architects should pay for the repair of the curved sidewalk because of their design flaw. Ms. Craig would bring this up to the architects.

There is a bollard near the community garden that does not work. Shales McNutt is investigating why it doesn't work and they will pay for these costs.

There have been more parking lot incidents in the past month and a half than in the last five years. Someone recently backed into a bollard and destroyed it. Trustee Frost reported that a patron ran over the handicapped parking sign and did not report the incident to the Library. The sign hit another patron's car and caused some small damage. The patron of the damaged car is not going to pursue the incident. Our staff will be able to fix the sign. Ms. Craig will call the patron who hit the sign as it is a crime not to report an accident.

There are three items from the walk through that have not been checked off. The shrub around the mechanical units will grow higher each year to cover the units. The trees on Rt. 64 will block the lettering as they grow and we will keep an eye on those trees. The book return issue was just discussed.

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

VII. COMMITTEE REPORTS

Intergovernmental Group (Hill)

The group met at the St. Charles Township and the report is in the packet. The Library will host the meeting on November 11, 2021.

Foundation (Kruse)

After the meeting on November 11, 2021, the Foundation members will call donors as a Thank-a-Thon. The annual appeal letter will be mailed before Thanksgiving with a focus on the Carnegie fireplace renovation. The cost for the renovation is approximately \$20,000 and an anonymous

donor will fund half of the cost. The fireplace will be gas, just like the fireplace in the seating area of the Library.

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

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

None.

IX. TRUSTEE COMMENTS

None.

X. UNFINISHED BUSINESS

27. ORDINANCE 2021/2022 – 3, AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2021/2022

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve **Ordinance 2021/2022 -3**, an Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2021/2022. The amount did not change from last month. The Ordinance will be filed with the Kane County and DuPage County Clerks. A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

XI. NEW BUSINESS

28. 457 AUDIT COMMITTEE REPORT

Trustee Gephart, Ms. Craig and Cheryl Matthews, Human Resources Manager, met to review the 457 Plan. Currently nine percent of staff participate. The plan is underutilized. A strategy to increase participation by offering automatic enrollment with an option to opt out of the plan was discussed. Fidelity does offer many funds and advice for staff.

Trustee Steimle asked if the plan was equivalent to a 401K. Trustee Gephart stated it is a government 401K. Trustee Steimle asked if the Library should offer a match. Trustee Gephart said that was discussed and the budgetary decision was not to offer a match. The main retirement savings for staff is IMRF for those who qualify.

Trustee Steimle suggested surveying the staff to determine why they do not participate. She stated it is difficult to develop a strategy without knowing why participation is low. Ms. Craig said this is a good idea.

29. FISCAL YEAR 2021/2022 PER CAPITA GRANT REQUIREMENTS

The Per Capita Grant report is not due until mid-January. All Trustees are required to read *Serving our Public 4.0 Standards for Illinois Public Libraries* © Illinois Library Association, 2019 and email Ms. Craig that they have read the standards before the January 12, 2022 Board meeting. The books were previously provided to the Trustees and Ms. Craig can provide a PDF of the book if requested. The management team will meet to review all chapters and a summary will be presented at the December Board meeting.

30. ANNUAL PATRON FEEDBACK PRESENTATION

Ms. Craig said the components of the annual patron feedback summary are the annual survey, written comment cards and verbal and email responses. The comment cards this year are from July

1, 2021 through November 1, 2021. Last year we were at Haines and only had vestibule pickup, three public computers and patron attendance was at 50% capacity. Typically we receive many comment cards, but during this time we only received 48. Comment cards at Haines complained of having to wear masks.

There are some concerns that bookshelves are too low or too high and we have made accommodations. We have some shelves that are angled to better display books. The catalog computers are low and there have been some complaints. However the catalog computers were designed for ADA compliance. Ms. Craig is looking for some solutions as all catalog computers do not have to be that low.

Before our landscaping contractor was onboard we had a lot of complaints about weeds. We have since had many positive comments about our landscaping. We received many comments that we have a lot of books.

We received 278 responses for this annual survey about our new library. Nine questions aligned with our long-term strategic goal to be a destination for the community. A majority of people visit the Library weekly or once a month. The number one answer of why people come to the Library is to check out materials and the second reason is to attend adult programs.

People like the new building because of the drive-up window, the way the collection is laid out, the design of the Youth Services department, the Carnegie quiet room and the parking lot layout.

What patrons would like to see here that they have seen at other libraries is more adult programs for health and financial aid, more food options with longer café hours and coffee available all hours the Library is open, more cozy spaces, magazine return slot, book exchange racks, puzzles to circulate and shaped cake pans. Many people want DIY programs, more book talks with local authors, daytime programs and genealogy.

More than half the people said the Library is their only downtown destination. We would like to explore where people go to visit and get their coffee, or eat at a restaurant, to help plan better programming and offer food options.

To improve one thing, 27% out of 185 responses said the drive-up window and book drop.

Ms. Craig stated one item on her wish list is a community display case to view from both sides.

Eighty-one percent of people said our Library is very valuable to their household.

With regard to not using the Library, 20 of the 185 who responded said most use digital resources, they did not have enough time to come to the Library and mask restrictions. A couple people said it is not part of their routine. Most people get their information from online news, google, and television news.

Trustee Steimle asked how people received the survey. Ms. Craig said it was on the website, social media, online newsletter and sent to all staff to share. Trustee Steimle said the problem with these survey responses is they come from people who generally already use the Library. We need to find out what people who do not use the Library think. She suggested teenage volunteers could talk

with people who attend movies in the park and ask them why they do not come to the Library. Ms. Craig thought that was a good idea.

31. DEPARTMENTAL PRESENTATION: YOUTH SERVICES

Kelly Stulgate, Youth Services Manager, Lexy Twidell, Preschool Outreach Librarian, and Kersten Wright, Youth Services Assistant presented Youth Services as a “whole new world”.

With the beginning of COVID, virtual programming was a big hit with story times, stary time for the night crowd, various programs, crafter noon, and pop bang fizz which transitioned into kits. Take home kits were very popular. One day 50 kits were made and gone before the end of the day. As of October 31, 2021, we have 430 students from D303 signed up for student cards. This is an amazing opportunity to get resources at the Library to students. D303 picks up teacher loan materials and returns them to the Library, which is very beneficial for teachers.

We have age-specific programming for zero to five years with My First Story Time and Two-to-Three Year-Old Story Times. There have been many positive comments and there is a waiting list for these two programs each week.

For middle school students we offer lit loot, Junior Friends and movies in the park. Lit loot provides a book and box full of items that go along with the theme of the book. The books are to be returned and the students keep the goodies.

The Junior Friends program was restarted with volunteers under high-school age who help to account for all pieces when board games are circulated and returned. They also help with other projects.

Movie nights with the Park District at Pottawatomie Park is very popular. One movie had over 100 attendees. Parenting kits that allow parents to discuss tough topics with their children are widely circulated. We now have 35 languages represented in our world language collection and work with D303 to mirror their student population. D303 has 42 languages in the School District. Our language collection also includes sign language and Braille.

We are partnering with D303 to update our STEAM lab. We offer popular programming for elementary students with coding and robotics. Our video game consoles collection and circulation of controllers is very popular for parents who do not want to purchase the latest device.

The picture book collection of approximately 10,000 books was reorganized while we were at Haines. They are now shelved in forward-facing bins to make them more accessible to adults and children. Categories were chosen in collaboration with an interdepartmental team, surveys from parents and the School District.

We are able to once again go out into the community for our outreach programs that were mainly virtual last year. Newsletters are prepared for schools each month. Outreach letters are also sent out for story time. Cards were made by students for senior citizens.

We have many community partnerships including the School District, Park District, Hickory Knolls, preschools, Salvation Army after school programs, Kane County Forest Preserve Story

Walk, St. Charles History Museum, Kimmer's Ice Cream, Blue Goose Market, and Magnolia Soap and Bath Company. Miss Katelyn's videos out and about in the community are very popular.

Since July 2021, our outreach attendance with schools has been 1,406 students. We have held 182 in-house programs with 4,253 attendees, and have offered 56 outreach programs. In total, we have held 238 programs with 5,659 attendees.

Trustee Gephart asked what the Board could do for Youth Services. Ms. Stulgate asked for more funds for programming and supplies. With early learning programs we have wait lists and cannot keep up with the demand.

32. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:

[5 ILCS 120/2 (C) (1)] – EVALUATION OF DIRECTOR

Motion by Trustee Kaluzsa, second by Trustee Frost, to adjourn to Closed Session at 8:38 pm regarding 5 ILCS 120/2(c)(1) for evaluation of Director. Trustee Gephart reminded the Trustees that motions are not allowed to be made in Closed Session. Roll call vote was requested. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

Resumed in Open Session at 9:23 pm.

33. MOTION TO GO INTO OPEN SESSION

a. Vote regarding annual Evaluation of Director

Motion by Trustee Hampton, second by Trustee Kaluzsa, to approve Ms. Craig's 2022 goals and to recommend a merit increase for Ms. Craig of four percent with an additional annual one week of vacation. Trustee Gephart spoke of Ms. Craig's outstanding job this past year, that she has risen above and beyond and they are extremely happy she is the director. Roll call vote was requested. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

Ms. Craig thanked the Trustees for their continued generosity and faith in what she does and their trust in how she moves forward with policies. She is humbled.

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

None.

XIII. MONTHLY REPORT

34. DEPARTMENT MANAGERS' REPORT, OCTOBER 2021

Trustee Steimle referenced a patron complaining that they checked out a DVD and when they arrived home the case was empty. She wanted to know if there was some way for patrons to be sure the DVD is in the case when they check it out. Ms. Craig said she became aware of this in reading the report and has received a comment card regarding this issue. The RFID label is on the case and not on the disc. Trustee Steimle asked if the RFID could provide a notice to the patron to check inside the case. Ms. Craig will look into this matter.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Hampton, to adjourn at 9:28 pm. Carried unanimously.



Karen L. Kaluzsa
Secretary, Board of Trustees