



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
 MAY 12, 2021**

The Regular Meeting of the Board of Trustees of the St. Charles Public Library District met at the Library, on Wednesday, May 12, 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, and Mary Louise Gobel, Director Edith G. Craig and Administrative Assistant Virginia Tsipas. Staff present: Mary Merritt and Heidi Krueger. Guests: Greg Hill from Elgin Area Men's Shed, and incoming Trustee Mary Kruse.

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, April 14, 2021

IIIT Investment Report: April 2021

Lauterbach & Amen, Monthly Financial Report: April 2021

Check Register, Payroll: April 2021

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

IV. INVOICES FOR BOARD APPROVAL TO PAY

The contingency report was included in the Board packet. As of the end of April, approximately \$95,000 remains in the contingency budget. The top two expenses this month were \$11,000 for the solstice devices (which is a wash from the previous month's credit), and \$6,207 for the Carnegie Business Room floor. When the carpet was pulled, the wood underneath was not in the best condition and not conducive to laying carpet flat. A sub floor layer was installed. The third highest expense was \$3,700 for miscellaneous drywall touch ups throughout the building.

V. TRUSTEE RECOGNITION

Trustee Gephart told Trustee Gobel that the Board would miss her and thanked her for her service to the Library and being a part of the building process. Trustee Gobel thanked everyone and said she would visit the Library frequently. All the Trustees thanked Trustee Gobel.

VI. DIRECTOR'S REPORT, APRIL 2021

Ms. Craig introduced Greg Hill of Elgin Area Men's Shed, part of an international nonprofit organization which started in Australia. There are approximately 15 groups across the United States. Men's Shed members work on woodworking and community clean-up projects in common with others and enjoy purpose and fellowship.

Elgin Area Men's Shed was offered reclaimed wood when the Library closed in March 2020. Birdhouses were made from this wood and are available to Trustees upon request for a donation.

Ms. Craig and the Trustees thanked Mr. Hill for his presentation, and Ms. Craig said she was happy they could repurpose the wood from the Library. Mr. Hill thanked Ms. Craig for allowing the group to come into the building to reclaim the wood.

Sixty-five percent of Library staff are vaccinated. An all staff meeting was held on May 5 and attended by 75% of the staff. The remaining 25% of staff will view a recording of the meeting.

Rita Nelsen, Youth Services Library Assistant, was recognized for completely overhauling the way materials are ordered for Youth Services. This was a big accomplishment for Ms. Nelsen and Youth Services. Other staff are working on a corresponding plan for their departments.

A month ago delivery service with D303 resumed and 300 items were delivered to ten participating schools.

Ms. Craig recognized Pamela Salomone, Communications & Marketing Manager and Amarelis Morales, Graphic Designer, who worked with the signage vendor for the design and placement of all signs at the Library. This huge project is being completed amidst publications for Summer Reading and the new Library publication designed by Ms. Morales for the renovated Library.

Jasmina Lapo, Circulation Services Manager, is a member of St. Charles Breakfast Rotary. The group handed out breakfast-to-go for the members of the Park District Adult Activity Center. Ms. Lapo had the opportunity to distribute Library brochures highlighting the new building. There was a lot of excitement from the attendees who are looking forward to coming back to the Library.

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

VII. COMMITTEE REPORTS

Intergovernmental Group (Trustee Hill)

The next meeting is scheduled for May 13, 2021 and will be hosted by the City.

Foundation (Trustee Kaluzsa)

The next meeting is scheduled for May 13, 2021.

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

No comments.

IX. TRUSTEE COMMENTS

No comments.

X. UNFINISHED BUSINESS**97. BUILDING PROJECT UPDATE**

The project is on schedule and on budget. Finishing construction work depends a lot on shipping and receiving of furniture items. Today all book shelves were received. The next big delivery will be all desks on Monday, May 17, 2021. Most of the exterior site work has been completed. The last layer of asphalt on the west side parking lot has been laid and the area has been striped. A punch list will be prepared floor-by-floor by the architects.

This week, movers are at the Library's current location at Haines to begin moving the collection. Both the Facilities Department and IT Department have been prepacking. Next week the Library will be closed to the public. Staff packing is a priority with technology and work spaces. Virtual Library services will continue with staff answering calls, emails, texts and chats from home.

The week of May 24, 2021 most staff will be working from home. The goal at the end of that week is to vacate the Haines building. Managers will work with staff on professional development and hold outdoor meetings and team building exercises.

All staff will be welcomed back to Sixth Avenue beginning June 1, 2021. Throughout the month of June, there will be morning huddles at the welcome desk, staff tours, unpacking, testing systems, safety drills, trouble shooting and contractors will be on site working on punch-list items. Loose furniture will be delivered the week of June 7, 2021. Book end panels will be installed along with more signage.

Safety at Sixth Avenue will include a requirement for face masks, social distancing and hand sanitizers. The thermometer kiosks will not be in place, nor will wellness screenings. New sneeze guards will be in place at service desks which will be movable and not harm the furniture. We will no longer be quarantining materials.

For social distancing all work desks are six feet long, and cubicle walls will be higher than initially planned. Shared work stations will continue to be disinfected and good hand hygiene practices will be encouraged. The mechanicals have all been replaced, which will improve air quality by 100%. The additional 30% fresh air intake will be a huge improvement.

Trustee Hill asked if the Library's art collection and outside sculptures will be installed. Ms. Craig stated all outside sculptures will be re-installed once the landscaping is complete. Kimiko Majors, Administrative Assistant, is working with Art Curator, Dr. Thurman, for the placement of the art collection inside the Library. Ms. Majors has prepared the initial layout plan for the location of the art and Dr. Thurman will walk through the Library with her the week of May 24, 2021.

Trustee Hill asked Ms. Craig if she would ask the architects if the estimated timeline they provided in the beginning for completion of the project was accurate. Community members have asked him why the Library chose to move the Library to Haines during the remodel. He said he thought the Library would have been shut down even more if we had not moved and there was a question of safety for staff and patrons amidst all the construction.

Ms. Craig stated before the decision was made to move, the construction manager projected 14 to 16 months to complete the project if we moved out, or 18 to 24 months if we stayed on location. Five different closures were planned and with COVID she does not know how long it would have actually taken. Ms. Craig will send the trustees the information provided to her before a decision was made to move.

Trustee Gephart asked about a soft-opening date. Ms. Craig stated there will be a project team meeting tomorrow and there may be some unanticipated problems with deliveries. Our goal was to open June 21, 2021 for a soft opening, but a more comfortable date would be early July. The Library has publicized an early July time frame.

Upcoming Board milestones are reviewing contingency change orders, Staff Appreciation Dinner, Foundation Donor Event and the Grand Re-Opening. Ms. Craig has sent invitations to local officials and has received a good response.

Friday, May 14, 2021, Ms. Craig will meet with the *Daily Herald* staff and talk about the Library project staying on schedule and budget in light of COVID shutting down the world. She is astonished that our project was not delayed and credits the project team, Shales McNutt and Sheehan Nagle Hartray. They have communicated with Ms. Craig to keep the schedule on time and within budget.

Ms. Craig has invited the Governor and our State Senator to the Grand Re-Opening. Her selling point to them is how proud she is of the project during this difficult year. The Grand Re-Opening is an invitation-only at this point and will be held outside with dedication tours, programming and the community art gallery.

XI. NEW BUSINESS

98. REVISED - ORDINANCE 2020/2021-4, ORDINANCE ESTABLISHING DATES OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE ST. CHARLES PUBLIC LIBRARY DISTRICT FOR JAN. 2021 – JAN. 2022

Motion by Trustee Hill, second by Trustee Kaluzsa, to approve **Revised Ordinance 2020/2021-4. AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

99. LEGAL UPDATES TO 2021 EMPLOYEE HANDBOOK

Motion by Trustee Kaluzsa, second by Trustee Hill, to accept the legal updates to the 2021 Employee Handbook. Ms. Craig stated the only change was the name of the governing Act, from the National Labor Relations Act to the Illinois Public Labor Relations Act. Carried unanimously.

100. SCHEDULE FINANCE COMMITTEE MEETING FOR FY 21/22 BUDGET DRAFT REVIEW

The Finance Committee Meeting will be held on Tuesday, May 25, 2021 at 6:30 pm.

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

No comments.

XII. Monthly Report**102. DEPARTMENT MANAGERS' REPORT, APRIL 2021**

No comments.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 7:50 pm. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.



Karen L. Kaluzsa

Secretary, Board of Trustees