



**St. Charles Public Library**  
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**MINUTES  
POLICY COMMITTEE MEETING  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
SEPTEMBER 30, 2021**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Thursday, September 30, 2021 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Trustee Mary Kruse (Chair), Director Edith G. Craig (attending electronically) and Administrative Assistant Virginia Tsipas.

**I. Call to Order**

Trustee Kruse called the meeting to order at 7:00 pm and established there was a quorum.

**II. Communications and Citizen's Comments – On Agenda Items**

No Comments.

**III. Review Meeting Room Policy**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Meeting Room Policy, as presented.

Ms. Craig believes the Meeting Room Policy should be reviewed at this time in light of the Library being open for two and one-half months and having received feedback from patrons. When the Meeting Room Policy was revised and approved in February of this year by the Board, research of area libraries and intergovernmental groups supported the proposed increase of room rental fees. Recent research of the Geneva Public Library and Batavia Public Library's meeting room policies has shown that they offer meeting rooms free for patrons. Ms. Craig is proposing that local community groups, local service organizations and local non-profit groups use our meeting rooms free for the first two hours and for a nominal fee for any additional hours.

In addition, the proposed changes will eliminate the need for non-profit groups to provide a 501(c)(3) Certificate, as many groups indicate it is difficult to provide. The rates for non-resident groups will remain the same, which falls in line with intergovernmental partners charging non-residents a fee for use of their meeting rooms.

Trustee Kaluzsa asked if Ms. Craig has received complaints. Ms. Craig said yes. We have a list of groups who used to be grandfathered into a previous fee structure and currently when they are asked to pay a room rental fee, they have decided not to book a room at the Library.

The policy that outside groups can only reserve a meeting room once a month at the Library remains in place. The addendum for study rooms has been brought into the body of the policy and the verbiage has not been changed.

Ms. Craig stated with regard to the budget, the revenue received for meeting rooms is just a drop in the bucket and would not be a significant drop to the revenue line item.

A voice vote was taken and carried unanimously.

#### **IV. Review Director Review Process & Job Description**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Job Description of the Director, as presented.

Ms. Craig stated with new duties for collective bargaining, the job description should be updated. She will be the Library negotiator and work with the Library attorneys. Ms. Craig and Cheryl Matthews, Human Resources Manager, reviewed the verbiage added to the job description. Ms. Matthews has experience with collective bargaining and believes these duties will consume a large portion of Ms. Craig's day. Once this process begins, Ms. Craig and Ms. Matthews will determine if an HR generalist should be hired to assist in collective bargaining work. The attorney has stated if the contract negotiations are not contentious, it could be as soon as six months to reach a contract deal. If the contract negotiations are contentious, the attorneys stated that in their experience, it could take six to twelve months or even longer.

The proposed changes for education and experience in the job description were to include a master's degree in public administration, finance or other related field. Trustee Kaluzsa stated she believes the director should have an MLIS, especially in supervising staff members who hold an MLIS degree. Trustee Kaluzsa believes the proposed changes for education and experience should not be included. Ms. Craig stated that she believes that anyone with a public administration or finance degree coupled with the experience listed on the job description would qualify an individual. Trustees Gephart and Kaluzsa mentioned that with the verbiage "OR an equivalent combination of education, training and experience", they would consider someone with an equivalent degree and experience. Trustee Kaluzsa asked if there would be any certification with regard to collective bargaining. Ms. Craig said no.

**Amended Motion** by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Job Description of the Director, as amended. Carried unanimously.

There was extensive discussion of the review process for the director. There is concern on how to answer some questions, which are all based on the job description, that appear to have a yes or no answer, as opposed to a rating system. Trustee Kaluzsa said questions previously stated by Trustees as difficult to answer can be answered by reading the director's monthly reports that are included in the Board packets.

The decision was made to work with the current review process unchanged this year and after the first of the year, the Policy Committee will update the process.

#### **V. Discuss Telecommuting Policy**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Telecommuting Policy, as presented.

Trustee Kaluzsa asked why the Telecommuting Policy was only for the management team. Ms. Craig said with the collective bargaining process, we are not sure how the work day will be presented. Ms. Craig also said that the management team were also the ones with flex time.

Trustee Kaluzsa asked what would be made for ad hoc arrangements. Ms. Craig said it depends on the reason to work from home, e.g., immediate medical reason, family care, or daily illness for scheduled meetings.

A voice vote was taken and carried unanimously.

**VI. Discuss STC Creative Use Policy and 3D Printing Policy**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the STC Creative & Equipment Use Policy, as presented.

Trustee Kaluzsa asked for clarification of patrons to go through the certification process to independently use equipment. Ms. Craig stated procedures have been written to be attached to this policy which covers the certification process.

A voice vote was taken and carried unanimously.

**VII. Communications and Citizen's Comments – On Non-Agenda Items**

No comments.

**VIII. ADJOURNMENT**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to adjourn the meeting at 7:50 pm. **AYES:** Gephart, Kaluzsa, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

  
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Mary Kruse  
Policy Committee Chair