



**MINUTES
 REGULAR MONTHLY MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 JULY 14, 2021**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, July 14, 2021 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Trustees Michael J. Hill, Shane Hampton, Claudia Frost (arrived at 5:50 pm) and Mary Kruse, Director Edith G. Craig, and Administrative Assistant Virginia Tsipas. Absent: Treasurer Cynthia N. Steimle. Library staff present: Brandon Buckley, Heidi Krueger, Mary Merritt, Pam Salomone, Marlise Schiltz, Kelly Stulgate and Deidre Winterhalter. Guest: Michelle Binns of PMF Management, Ltd.

5:30 PM – BOARD OF TRUSTEES LIBRARY WALK THROUGH

Trustees Gephart, Kaluzsa, Hill, Hampton and Kruse participated in the Board walk through at 5:36 pm. Library staff present for the walk through were Director Edith G. Craig, Administrative Assistant Virginia Tsipas, Business Office Manager Mary Merritt and Facilities and Security Manager Junior Renteria.

The Trustees began the walk through outside on the Library grounds. Trustee Kaluzsa asked if there were still items to be completed on the punch list. Ms. Craig said yes. The following matters were noted during the walk through:

- There were a lot of scuff marks on the white railing around the terraced garden.
- There should be higher shrubbery around the mechanical unit on the south side of the building.
- The window well area from the lower level needs to be cleaned and concrete mud placed on the wall.
- There was a wire hanging down by the staff entrance.
- Striping should be added to drive-up window area so that patrons will know how close they can drive up to the window.
- The height of the book return west of the drive-up window should be extended and it should be angled down.
- It was noted that when Nicor completed their work on the perimeter of the property and replaced the sidewalks on Fifth Avenue and Rt. 64, that some areas of sod were covered with soil and some bricks outlining flower beds were covered with soil.
- The Carnegie brick walkway along Fifth Avenue, where it meets the replaced sidewalk by Nicor needs to have removed bricks replaced.

Trustee Frost arrived at 5:50 pm.

The following matters were noted during the walk through:

- The time capsule was covered with sod.
- The brick inscribed for the *Read Them Like A Book* sculpture was covered with soil.
- The sidewalk along Rt. 64 that meets the Carnegie brick walkway was raised when it was replaced and the bricks in the walkway need to be elevated.
- The door mats near Door 6 need to be placed in the correct location near the door.
- The trees along Rt. 64 that are in front of the lettering “St. Charles Public Library” on the wall need to be monitored because as they grow they may block the lettering.
- In the main lobby, the carpet needs to be laid in the meet-up area.
- The plaque for the fireplace artwork needs to be installed.
- The soda cans in the vending machines in the Snack Spot need to be replaced by the vendor with bottles that have screw-on lids.
- A long tubing package on the floor outside of Study Room 5 needs to be removed.
- The bottom baseboard under the window in the Computer Lab has caulking that needs to be removed.
- One of the sconces in the Carnegie Business Room is crooked and one sconce has a retail tag on it.
- The electrical covers in the ceiling of the Carnegie Business Room need to be straightened.
- The receding ceiling lights in the Loft possibly need a cover.
- There is a small hole in the ceiling of the Loft that needs to be patched.
- There are chairs missing from a table near the Research & Reading Desk on the second level.
- There are raised nails on the steps to the stage in the Carnegie Community Room.

The walk through was completed by 7:20 pm.

I. CALL TO ORDER

Trustee Gephart, called the meeting to order at 7:21 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, June 9, 2021

Minutes of Policy Committee Meeting, June 21, 2021

IIT Investment Report: June 2021

Lauterbach & Amen, Monthly Financial Report: June 2021

Check Register, Payroll: June 2021

Trustee Kaluzsa stated on page 00014 in the June 21, 2021 Policy Committee Meeting Minutes the reference to “City of Wayne” should be corrected to “Village of Wayne”.

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Consent Agenda, as corrected. Carried unanimously. Trustee Steimle absent.

IV. INVOICES FOR BOARD APPROVAL TO PAY

The contingency balance at the end of June was \$77,772.98. This included the addition of \$59,000 from saved project dollars moved into the contingency. The credit of \$37,677.05 from Shales represents allowances, which are estimated dollars per subcontractor that were added in case something unexpected arose. All unused allowances were credited back to the Library. The

\$11,737.80 expense is for Jensen's, the plumber, work for the punch list items during the duration of the project. The cost to repair the Carnegie Community Room floor under the carpet was \$10,309.61. The payment of \$5,658.00 for SG Krauss included adding the ladder and gate to the area well, which was a request of the City. The contingency was credited with the furniture savings.

V. TRUSTEE RECOGNITION

All Trustees wished Ms. Craig a happy birthday. Lynda Spraner, Outreach Services Assistant, was the recipient of the 2021 Alexander J. Skrzypek Award, for an outstanding contribution to the advancement of library services for the blind and physically disabled in Illinois.

Ms. Craig presented the Trustees with wood boxes with a wood-burned design of the Library to commemorate the journey the Board took with the building project. The boxes were handcrafted by a local artist. Ms. Craig appreciates the Board's guidance and support during the project.

VI. DIRECTOR'S REPORT, JUNE 2021

The last month involved completing the building project, revising Library policies, conducting Library tours, unpacking from Haines and attention to punch list items. The work has been very challenging and rewarding. All staff are working diligently to prepare for the grand re-opening.

The budget summary report and financials are preliminary. Final numbers will be presented at the September 8, 2021 Board meeting.

Without the consideration of project costs, our surplus of approximately \$300,000.00 was the smallest surplus in the last ten years. The last five to eight years have been approximately \$600,000.

The Per Capita award letter was received and the Library is to receive more than \$68,665.00 due to preliminary census numbers that raised the per capita dollars.

Trustee Gephart stated the Board social dinner is on pause until the pandemic is over, possibly in the fall. Ms. Craig will send out possible dates for the Board to consider.

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

Summer Reading Presentation

Marlise Schiltz, Reader Services Librarian, and Brandon Buckley, Young Adult Librarian, presented the adult Summer Reading program to the Board. They are very appreciative the Library provides a Summer Reading program for adults. Ms. Schiltz shared some stories of Summer Reading winners. A couple years ago, a winner in her 70's felt guilty about winning because it was her first time participating in Summer Reading. It was a tight financial summer for her and she was very excited. A mother's college-aged daughter, who had a tough time during the school year, participated in Summer Reading and she won the prize, which really helped their family.

Mr. Buckley stated the high school Summer Reading program is relatively new and mirrors the adult Summer Reading program. Middle school students and high school students were previously combined and it was mostly middle schools students. Mr. Buckley presented t-shirts from 2016 to present that staff purchase and wear and that high school students earn as prizes. When high school students read eight books, they receive a free paperback book. In 2019, we had more high school students than in the past. Numbers were down in 2020 during COVID and we used READsquared

for registration. As of this date for 2021, we are ahead of 2020. This year the grand prizes are a Nintendo Switch Lite, Kindle Fire bundle and local gift card package. Once the pandemic is over, we can approach more local businesses for coupons.

Deidre Winterhalter, Youth Services Assistant Manager, presented the Kids Summer Reading program which includes ages 0 to 8th grade. This program helps stave off the summer slide when children lose learning over the course of the summer. Registration is online this year and books are logged in using READSquared. Ms. Winterhalter said we are grateful for this program. As prizes, children receive backpacks and books mailed to their homes. This year, households qualify for a "Readers Live Here" yard sign. Youth Services delivered some yard signs and people really appreciate them. Ms. Winterhalter provided each Trustee with a yard sign. The grand prizes this year are Nintendo Switch Lite with Amazon gift card for games, Kids' Kindle with an Amazon gift card for eBooks, Brookfield Zoo Family Unlimited Membership, \$200 gift card for Great Wolf Lodge, and \$200 gift card for St. Charles Park District.

Youth Services filmed a video that can be viewed on YouTube, "Summer Reading 2021, St. Charles Public Library". In the video, when books are opened, the filming goes from black and white to color!

To date, 1,437 children are registered, with a total of 600,737 minutes of reading. To date, 190 children have each read 1,000 minutes.

Ms. Winterhalter thanked the Board for their support of Summer Reading. Trustee Kruse said the program was incredible and she was so moved by the film.

VII. COMMITTEE REPORTS

Intergovernmental Group (Hill/Hampton)

The report for the June Intergovernmental Group meeting was in the Board packet. Trustee Hampton attended the July Intergovernmental Group meeting hosted by the Park District. It was well attended and Heather McGuire, new City Administrator was in attendance. Vacancies to fill are Ward #1 and St. Charles Township. Utility rebates will give \$20 to every household. The County has funds to allocate to businesses, state money from federal to state. There were a lot of anniversaries to commemorate. Rocket Park does not pass any type of safety inspection now and it will be redesigned. The August 12 meeting will be hosted by the Library.

Foundation (Kaluzsa/Kruse)

Trustee Kaluzsa attended the June Foundation meeting and Trustee Kruse attended the July Foundation meeting. Both reports are in the Board packet. Trustee Kruse stated the Donor Appreciation Event was discussed and the Foundation received great feedback. Everyone liked the tour of the Library. Maggie Brewner, President, will provide remarks at the Library Grand Re-Opening Ceremony on July 17, 2021. There will not be a Foundation meeting in August.

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

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

No comment.

IX. TRUSTEE COMMENTS

No comment.

X. UNFINISHED BUSINESS**1. BUILDING PROJECT UPDATE – SUBSTANTIAL COMPLETION**

The drive-up window had a mini soft opening on July 7, 2021 and it was mostly well received. There was some concern about drivers being able to judge how close to get to the building. Striping on the pavement was discussed during the Board walk through and will be added.

A soft opening of the library is scheduled for July 16, 2021. Doors will be unlocked, but the soft opening will not be promoted. Trustees were requested to arrive on Saturday, July 17, 2021 by 1:30 pm so that a group photo could be taken. The ceremony will begin at 2:00 pm. The Chamber of Commerce will be in attendance for the ribbon cutting ceremony.

Trustee Gephart asked Ms. Craig to pronounce “Carnegie” the Scottish way so that going forward everyone would pronounce it correctly. Members of the Historic Preservation Commission all pronounce it the Scottish way.

The budget is on target and we hope to have something left over in the contingency account.

The Trustees should continue to be advocates for the Grand Re-Opening. Tours will be given the week following July 17, 2021 and tour guides are still needed.

Ms. Craig was interviewed by multiple newspapers. The *Tribune* called and may be at the Library Saturday morning interviewing patrons and taking photos. Ms. Craig did a podcast for the St. Charles Business Alliance.

The Library received the substantial completion certificate from the city as of July 1, 2021 and has the permit for occupying the building. Trustee Hill asked how it was to work with the City for permits and inspections. Ms. Craig stated overall they allowed us to be on time. There were some challenges with the sidewalk.

XI. NEW BUSINESS**2. QUARTERLY PRESENTATION BY PFM ASSET MANAGEMENT, LLC**

Michelle Binns of PFM Management Ltd. thanked the Board for inviting her to the meeting. She congratulated them on the beautiful Library and looks forward to exploring. She provided the Board with an update of the Library’s investments. She spoke of the historic investments over the last five years. The Library had stable balances which dropped off as funds were spent down for the project.

Trustee Gephart asked how much money the Library would have at the end of the project. Ms. Craig stated a little over a million in the Special Reserve Fund. Ms. Binns stated the Library now has about \$6 million.

Half of the funds are in investments and half in cash. The big difference is the yields year over year. June 2020 the yields declined because the Fed cut interest rates. The CDs are doing a little better. The Fed is doing all they can to boost the economy and keep interest rates low. Investments in the CD portfolio are laddered out every few months for maturities coming due through the end of 2021, into and through 2022 and a couple into 2023.

The Fed recognized the economy is moving in the right direction. Employment has improved and inflation has risen. It is not stable due to stimulus monies being pumped into the economy.

Fed members are currently thinking that interest rates in 2021 will stay the same, some believe in 2022 rates will rise higher by one or two notches and in 2023, the belief is all over the board, with some thinking almost up to 2%.

The Library can expect interest rates next fiscal year to be at low ranges with lower balances because of spending down. PFM will do their best to find safe funds and availability of equity when needed.

PFM recently announced they will be sold to US Bank Asset Management later this year. Things will stay the same with about 90% of staff being retained. Products will remain the same. US Bank Asset Management has been trying to get into government investments for some time.

Trustee Gephart thanked Ms. Binns for the presentation.

3. ORDINANCE 2021/2022 – 1, BUILDING & MAINTENANCE TAX OF .02% FOR FY 2021/2022

Motion by Trustee Hill, second by Trustee Kaluzsa, to approve **Ordinance 2021/2022-1**, Building & Maintenance Tax of .02% for FY 2021/2022. Ms. Craig stated this is a special tax levy that allows us to levy in November if we so choose. The public will be notified by the publication of the Notice and they have a 30-day period to challenge this levy in November. If the necessary number of voters sign the objection, we have a decision whether or not to pass this levy. Building and maintenance expenses, along with utilities, are paid with this levy. Trustee Gephart called for a roll call vote. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

4. TENTATIVE ANNUAL BUDGET AND APPROPRIATION ORDINANCE FY 2021/2022

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the Tentative Annual Budget and Appropriation Ordinance FY 2021/2022. Ms. Craig stated there were some changes with the work Nicor did and the costs to the Library for this work. It will not come out of the project budget, but will come out of the operating funds. Seibert had to come back to replace the sod. This is a tentative budget and the final budget will be passed in September. The Notice was published and the Ordinance was posted in the Library and on the website for a 30-day review by the public. Before the September meeting, there will be a fifteen-minute hearing for the public to ask questions about the budget. This is a working budget for FY 2021/2022. Trustee Gephart called for a roll call vote. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

5. RECOMMENDATIONS OF POLICY COMMITTEE MEETING

a. Collection Management Policy

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Collection Management Policy. Changes were made for grammar. Carried unanimously. Trustee Steimle absent.

b. Display & Exhibits Policy

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Display & Exhibits Policy. The policy was reviewed by the EDI Group to provide an equity, diversity and inclusive lens to present a more welcoming policy. Carried unanimously. Trustee Steimle absent.

c. Security Camera Use Policy

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the Security Camera Use Policy. The policy was updated to include the security cameras. Carried unanimously. Trustee Steimle absent.

d. Tutoring Areas in the Library Policy

Motion by Trustee Hill, second by Trustee Kaluzsa, to rescind the Tutoring Areas in the Library Policy. Trustee Hill stated this is a good example of how this facility will allow the Library to reach its full potential. Our collections are far superior to most libraries this size, our staff is superb, and programs are excellent. Our previous building held us back. He asked if there would be any promotion of this change. Before the renovation, tutors were not welcome in some areas of the Library but now there are plenty of areas for tutors. He stated that he recently visited the Elgin Library for his grandson to be tutored. The staff at the Elgin Library were very welcoming and also asked Trustee Hill if they could do anything for him. Trustee Hill stated that some students would not have walked in the Library doors before and now they will see the teen room. Carried unanimously. Trustee Steimle absent.

e. Covered Drinks Policy

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the Covered Drinks Policy. Trustee Gephart asked if this policy would address a glass of wine in a covered drink glass. Ms. Craig stated there is an Alcoholic Beverages Policy, but it does not speak to covered glasses, and alcohol is limited to certain areas. Trustee Kaluzsa requested a sentence be added in this policy to refer to the Alcoholic Beverages Policy for alcoholic drinks in a wine glass. **Amended Motion** by Trustee Gephart, second by Trustee Kaluzsa, to approve the Covered Drinks Policy, as amended. Carried unanimously. Trustee Steimle absent.

f. Computer and Internet Access Policy

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the Computer and Internet Access Policy. Changes to this policy were made to reflect location changes in the Library. Carried unanimously. Trustee Steimle absent.

g. 3D Printer Policy

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the 3D Printer Policy. This policy was reviewed with the opening of the STC Creative space. The policy will be updated and reviewed by the Policy Committee when all equipment is received in the STC Creative space. Carried unanimously. Trustee Steimle absent.

6. SCHEDULE AUDIT COMMITTEE MEETING

The Audit Committee Meeting was scheduled for August 31, 2021 at 7:00 pm.

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

No comment.

XII. MONTHLY REPORT**8. DEPARTMENT MANAGERS' REPORT, JUNE 2021**

No comment.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:29 pm. Carried unanimously.



Karen L. Kaluzsa
Secretary, Board of Trustees