



St. Charles Public Library

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scpld.org

**MINUTES
BIENNIAL MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JUNE 9, 2021**

The Biennial Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, June 9, 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 7:18 pm), Trustees Michael J. Hill, Shane Hampton (attending electronically), Claudia Frost and Mary Kruse, Director Edith G. Craig, and Administrative Assistant Virginia Tsipas. Library staff present: Jasmina Lapo, Mary Merritt, Pam Salomone and Kelly Stulgate.

Trustee Gephart started the meeting at 7:01 pm to address administrative matters of the Board.

SWEARING IN OF NEW TRUSTEES BY NOTARY PUBLIC

Virginia Tsipas administered the Oath of Office to returning Trustees Michael J. Hill and Claudia Frost, and to Mary Kruse as a new Trustee of the Board.

ELECTION OF OFFICERS

Trustee Gephart stated nominations were in order for the office of President. Trustee Hill said last year was a challenging year and he thanked Trustee Gephart for his leadership. Trustee Hill nominated Trustee Gephart for the office of President. There were no further nominations for President. Trustee Gephart accepted the nomination of President. Carried unanimously. Trustee Steimle absent.

Trustee Gephart stated nominations were in order for the office of Vice President/Secretary. Trustee Gephart nominated Trustee Kaluzsa for the office of Vice President/Secretary. There were no further nominations for Vice President/Secretary. Trustee Kaluzsa accepted the nomination of Vice President/Secretary. Carried unanimously. Trustee Steimle absent.

Trustee Gephart stated nominations were in order for the office of Treasurer. Trustee Gephart nominated Trustee Steimle for the office of Treasurer. There were no further nominations for Treasurer. Carried unanimously. Trustee Steimle absent.

COMMITTEE APPOINTMENTS

FINANCE

Members: Steimle (chair), Gephart, Hampton.

FACILITIES

Members: Hampton (chair), Hill, Frost.

AUDIT

Members: Kaluzsa (chair), Frost, Hampton.

POLICY

Members: Kruse (chair), Gephart, Kaluzsa.

457 PLAN OVERSIGHT COMMITTEE

Member: Gephart, Edith G. Craig, Cheryl Matthews

SWAN: Edith G. Craig.

FOUNDATION REPRESENTATIVE: Kruse, Alternate Frost.

FOUNDATION FINANCE COMMITTEE: Kruse, Alternate Gephart.

INTERGOVERNMENTAL GROUP: Hill, Alternate Hampton.

ETHICS COMMITTEE: Steimle, Edith G. Craig, Heidi Krueger

I. CALL TO ORDER

Trustee Gephart, called the meeting to order at 7:11 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, May 12, 2021

Minutes of Finance Committee Meeting, May 24, 2021

IIT Investment Report: May 2021

Lauterbach & Amen, Monthly Financial Report: May 2021

Check Register, Payroll: May 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

The contingency balance is \$73,000 and \$37,000 in allowances, that were unused, will be returned to the Library. Allowances are provided to the subcontractors in case something unexpected arises. Some contractors have closed out services and Shales McNutt believes the project may come in under budget.

Trustee Steimle arrived at 7:18 pm. Trustee Gephart informed Trustee Steimle that she was nominated for the office of Treasurer. Trustee Steimle accepted the nomination of Treasurer. Trustee Gephart informed Trustee Steimle that she will chair the Finance Committee, and serve as the Board Liaison for the Ethics Committee. He also informed Trustee Steimle that she will not sit on the Policy Committee as she did last fiscal year.

Mentionable contingency items were approximately \$5,000 each to Kellenberger for an RFID network connection, and for lighting the monumental sign, which replicates other signs on the Library grounds. Sebert will begin maintenance for the monumental signs and the walkway in the upcoming week.

Trustee Gephart asked if the project would officially end next month. Ms. Craig stated the completion date will be official when we have our full occupancy permit from the City and Shales McNutt declares substantial completions, which is when all warranties begin.

V. TRUSTEE RECOGNITION

Trustee Gephart congratulated Trustees Hill, Frost and Kruse on their elected six-year terms.

VI. DIRECTOR'S REPORT, MAY 2021

Ms. Craig stated the month of May was mainly focused on the building project. She presented a discussion of the tentative budget which will be approved by the Board in July. Eighty-three percent (83%) of the \$18.6 million budget has been spent. Ms. Craig had hoped the building project funds would have been spent in this fiscal year, but they will carry over to next year due to punch list items.

Trustee Kaluzsa asked about the three FOIA requests submitted in May. Ms. Craig stated there is a very interested patron who wants to know about the history of the Library. She said that Ms. Tsipas helped with these requests for the history of the Library. Trustee Hampton stated he would like Ms. Craig's attention to be focused on the building project and other administrative duties. Trustee Steimle stated there is an exemption when FOIA requests are burdensome and multiple requests come from the same person. Trustee Hampton stated that he would support hiring someone to answer FOIA requests, if needed.

Trustee Hill asked if the walk through of Haines with John Baird of School District 303 was a formality. Ms. Craig said yes, as we were vacating the building and wanted to make sure all things were in order. Trustee Hill asked if the overall relationship with D303 was good. Mrs. Craig said yes.

The current issue of *Library Journal* has a cover story of movers and shakers for 2021. On page 37, David Kelsey, Outreach Services Librarian, is recognized for working with the elderly. Ms. Craig will email all staff about Mr. Kelsey's recognition. She said we are pleased to have him on staff. The Trustees said this is great and expressed their congratulations.

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

VII. COMMITTEE REPORTS

Intergovernmental Group (Hill)

The Intergovernmental Group will meet June 10, 2021, will be hosted by D303 and held in the LRC at Thompson Middle School.

Foundation (Kaluzsa)

The Foundation will meet June 10, 2021 at the Library. The Event Committee will meet before the regular meeting to discuss the upcoming Foundation Donor Event.

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

Trustee Hill said a friend recommended *The Library Book*, by Susan Orlean about the fire in 1986 that destroyed the Los Angeles Public Library. *Chicago Magazine* had a nice write up about the

Park District and the green spaces in St. Charles, including Pottawatomie Park and Mount St. Mary's Park.

Trustee Gephart said the *Chicago Tribune* and the *Wall Street Journal* recently had articles about the Library. The front page of the *Daily Herald* featured an article about the Library. Trustee Hill's son was the photographer for the article.

Trustee Frost made a donation for five birdhouses that were made from reclaimed wood of the Library before the renovation. She gave each of her four children a birdhouse and they were thrilled to receive them. After installing one birdhouse in her yard, within a week it was fully occupied.

X. UNFINISHED BUSINESS
103. BUILDING PROJECT UPDATE

The project remains on schedule. There are a lot of finishes yet to be delivered including some counter tops. Furniture is arriving and movers will be finished at Haines tomorrow. There are items in deep storage that will next be delivered. Staff are very busy unpacking workspaces and organizing the collection. There is an extremely long punch list. Ms. Craig will know more about the soft opening after tomorrow's meeting. She has multiple questions from patrons and government partners who are asking what we are doing. There are 300,000 items in the collection to organize, furniture to be delivered, technology to be set up, and safety training for staff. The construction team will train the staff on the use of technology once the construction is complete.

Ms. Craig stated when equipment is commissioned the engineers test all the mechanicals to make sure they work together. This process has not been completed.

Milestones for the Board are: to continue to be advocates for the project, the Staff Appreciation Dinner on Friday, June 11, 2021, the Foundation Donor Event on Thursday, June 17, 2021, and the grand re-opening on July 17, 2021. Photographs of the Board will be taken at 1:30 pm on July 17, 2021, before the opening ceremony.

There have been great articles about the construction project in the *Daily Herald* and the *Kane County Chronicle*. The construction camera will be shut down this week. Pamela Salomone and her Communication & Marketing staff are creating a program guide that will indicate all events to be held the week of the grand re-opening.

There are no changes to the grand re-opening ceremony. If Governor Pritzker announces as planned on June 11, 2021, that the state will advance to phase five of the Restore Illinois plan, the ceremony will be open to the public. We will have plenty of space for people to stand and observe. If it rains, the ceremony will move inside, with streaming to other rooms for overflow capacity. Trustee Kruse asked if families will be coming, or just adults. Ms. Craig said families will be coming. Trustee Kaluzsa asked if Governor Pritzker would be coming. Ms. Craig said no, however Senator Don DeWitte and State Representative Dan Ugaste will be in attendance.

Ms. Craig gave a tour of the Library to members of Friends of St. Charles Public Library last night and they are pleased with the Library. With tomorrow's Foundation Meeting, there may be another tour.

Trustee Frost asked if an artist was found to paint the mural in the terrace garden. Ms. Craig said the original artist is having surgery and the project is on hold at this time.

a. COVID Safety Measures Update

Currently all staff are required to wear masks. If Governor Pritzker announces that Illinois is in phase five of the Restore Illinois plan, masks will become optional for staff and patrons. Staff will continue best practices for washing hands, sanitizing workstations and sanitizing technology.

Our building capacity is now at 65% and in phase five we will be at 100% occupancy. Trustee Frost asked what percentage of staff are vaccinated. Ms. Craig said 75%.

XI. NEW BUSINESS**104. FINANCE COMMITTEE MEETING SUMMARY & FY 2021/2022 BUDGET PRESENTATION**

Ms. Craig discussed the proposed budget that was reviewed by the Finance Committee on May 24, 2021. The last four years we have requested the same value of \$8,005,000 for operating costs. This year, taxes received were \$8,011,179 because DuPage County gives a one percent increase to all levies to account for new construction. This is the fourth year in a row that our tax rate has gone down.

With all current estimates, we expect a conservative slight increase to income for the next fiscal year.

The major project budgeted in the Operating Fund will be the redesign of the Library's website. All utilities have been moved to the Building and Equipment Fund.

Ms. Craig submitted a balanced budget. Next November will be our last year to hold the levy value the same and there will be a thorough levy review.

Trustee Frost asked what we are trying to achieve with the new website design. Ms. Craig said our website is ready for a refresh to be more user friendly, which is part of our strategic plan. She will create a plan with Ms. Salomone, interview web developers and then build out the website. After it goes into production, there will be testing and training of staff. This project will be sent out for bids. Trustee Steimle said we should be sure it is friendly and accessible to persons with disabilities and that there are certifications about that. Ms. Salomone said there are ADA guidelines and we will be sure to follow the required guidelines.

There are no major projects expected out of the Building and Maintenance Fund. The utilities will now come from this fund. Ms. Craig stated this is a balanced budget.

For the Audit Fund, all fees for our independent auditor and accountants for day-to-day matters are paid out of this fund. Mary Merritt, Business Office Manager, works closely with these vendors. Ms. Craig stated this is a balanced budget.

The IMRF/FICA Fund costs are the IMRF employer rate which went down to 15.13% and FICA is based on wages at about 7.5%. Ms. Craig stated this is a balanced budget.

The Liability Fund costs relate to casualty insurance, workers compensation and unemployment. There were minor increases. The premiums for these costs will be received in mid-July. Ms. Craig stated this is a balanced budget.

The Gift and Special Trustee Fund is non-property tax dollars. These funds cover the costs of the staff appreciation dinner, the Board annual retreat and library-related memberships.

Nine to ten years ago, the Friends of St. Charles Public Library reorganized and in doing so, they had to spend down their funds. They spent as much as they could and transferred the remainder of their funds to the Library to hold. This is documented in their minutes and the Library's audit. Judi Asselborn, President of Friends of St. Charles Public Library, informed Ms. Craig that the amount held by the Library was \$8,125. Those funds were deposited into the Gift and Special Trustee Fund. The Library is going to transfer the \$8,125 funds back to Friends. Friends are not asking for any interest. The balance in the Gift and Special Trustee Fund will go down \$8,125, however it will come back to us when the Friends fund a project for the Library. These transfers of funds will be documented.

The Budget and Appropriation Ordinance will be presented at the July 14, 2021 Board meeting. If there are any changes from the discussion today, Ms. Craig will inform the Trustees.

105. RESOLUTION 2020/2021 – 6, TRANSFERRING THE CORPORATE FUND BALANCE TO THE SPECIAL RESERVE FUND

Motion by Trustee Steimle, second by Trustee Kaluzsa, to approve **Resolution 2020/2021 – 6**, as presented. Ms. Craig stated that every year there is a surplus in the Operating Fund and it is transferred to the Special Reserve Fund. Once the building project is complete, the goal is to build the Special Reserve Fund back up to \$1.5 million. This amount is three months of reserve for operating expenses. The goal is to spend all monies in the Operating Fund.

Trustee Hill said we need to remember the intentional reason we transferred money to the Special Reserve Fund. We planned for funds for the building project and the purchase of homes and property to provide improved parking lots for patrons.

Trustee Gephart called for a roll call vote. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

106. RESCIND TELECOMMUTING POLICY

Motion by Trustee Kaluzsa, second by Trustee Hill, to rescind the Telecommuting Policy. Trustee Steimle asked why the policy was being rescinded. Ms. Craig said it was passed as a temporary policy in response to COVID restrictions and working from home. Trustee Steimle thought it would be good to have a telecommuting policy in place in case of an emergency. Ms. Craig will work with Cheryl Matthews, HR Manager, to draft a new telecommuting policy. Carried unanimously.

107. ANNUAL STAFF FEEDBACK SURVEY RESULTS AND ACTION PLAN

There were 38 participants for the April 2021 staff satisfaction survey. Managers were asked not to participate. Ms. Craig shared some feedback from the survey. Ms. Craig will send survey results to Trustees. The takeaways and action plans this year will be continuance of inter-departmental collaboration, live training, consistent communication, more time scheduled off desk for professional development, and a patron-centric excellence initiative. Ms. Craig will share these results with managers and staff.

108. SCHEDULE POLICY COMMITTEE MEETING

The Policy Committee Meeting is scheduled for Monday, June 21, 2021 at 7:00 pm.

109. SCHEDULE BOARD WALK THROUGH, IN JULY

The Board walk through is scheduled for Wednesday, July 14, 2021 at 5:30 pm.

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

No comment.

XII. MONTHLY REPORT**111. DEPARTMENT MANAGERS' REPORT, MAY 2021**

No comment.

XIII. Adjournment

Motion by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:41 pm. Carried unanimously.



Karen L. Kaluzsa
Secretary, Board of Trustees