



**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  
 SPECIAL BOARD WALK-THROUGH MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 JULY 22, 2020**

The Special Board Walk-Through Meeting of the Board of Trustees of the St. Charles Public Library District met at the Library, One South Sixth Avenue, St. Charles, IL 60174, on Wednesday, July 22, 2020 at 6:30 pm. Present: President Robert T. Gephart, Trustees Michael J. Hill, Shane Hampton, and Claudia Frost, Director Edith G. Craig and Administrative Assistant Virginia Tsipas. Absent: Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, and Trustee Mary Louise Gobel. Staff present: Mary Merritt. Guests: Eric Penney, Principal of Sheehan Nagle Hartray Architects; John Shales, President, Chris Damsch, Senior Project Manager, and Jason Perunas, Senior Project Manager of Shales McNutt Construction.

**I. CALL TO ORDER**

Trustee Gephart called the meeting to order at 6:30 pm. Trustee Gephart appointed Trustee Frost as Secretary Pro Tem in the absence of Secretary Karen L. Kaluzsa.

**II. WELCOME OF GUESTS**

Trustee Gephart welcomed all staff and guests attending.

**III. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON AGENDA ITEMS**

No comments.

**IV. YEARLY BOARD WALK THROUGH**

Eric Penney led the tour of the Library building, which is currently under renovation and expansion, informing the attendees of locations of public spaces, community rooms, the collection, and staff workrooms, throughout the building.

Mr. Penney clarified that the floor levels abutting from the 1964 addition and the 1989 addition were uneven and will be addressed during the renovation. Trustee Hill asked if the entire parking lot would be one level. Mr. Penney stated there would be some grade change within the parking lot. Trustee Frost asked if the outdoor seating area would be enclosed. Mr. Penney said it would have a decorative fence and entrance into that area was only accessible from inside the Library.

Trustee Hill asked what the approximate total square footage would be for the newly renovated and expanded building. Ms. Craig stated it would be approximately 63,000 square feet.

Trustee Gephart asked the direction of departure from the main elevator located near the Library entrance that connects all three levels. Mr. Penney said the exit on the main level would be on the north side of the elevator, the exit on the lower level would be on the south side of the elevator, and the exit on the upper level would be on the north side of the elevator.

Mr. Penney stated during the demolition of unnecessary walls within the Library building, a brick wall was discovered on the east side of the Carnegie building, with bricks intact and original windows. A doorway will be cut into that brick wall and a portion of that wall and two of the original windows will be preserved for the renovated Library building.

Trustee Hill left the meeting at 7:10 pm.


Mr. Penny concluded the tour in the mezzanine level where everyone viewed the foundation layout of the new entrance. Trustee Frost asked where the new fireplace will be located. Mr. Penny walked us down and indicated its location on the main floor.

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

No comments.

**VI. ADJOURNMENT**

**Motion** by Trustee Hampton, second by Trustee Frost, to adjourn at 7:21 pm. Carried unanimously. Trustees Kaluzsa, Steimle and Gobel absent.

  
\_\_\_\_\_  
Claudia Frost  
Secretary Pro Tem, Board of Trustees