



St. Charles Public Library
Temporary Location:
March 2020-Summer 2021
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scpld.org

**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JULY 8, 2020**

The Regular Meeting of the Board of Trustees of the St. Charles Public Library District met at the Library, on Wednesday, July 8, 2020 at 7:06 pm. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Trustees Michael J. Hill, Shane Hampton, Claudia Frost (attending electronically), and Mary Louise Gobel (attending electronically at 7:38 pm), Director Edith G. Craig and Administrative Assistant Virginia Tsipas. Absent: Treasurer Cynthia N. Steimle. Staff present: Mary Merritt, Pam Salomone, and Cheryl Matthews (attending electronically). Guest: Michelle Binns of PFM Asset Management (attending electronically).

Trustee Gephart requested a roll call of all Trustees attending the meeting electronically, and named all Trustees and staff present at the meeting.

Trustee Gephart cited Governor Pritzker’s Executive Order (COVID-19 Executive Order No. 5, March 16, 2020) to be able to electronically bring in Trustees Frost, and Gobel, to attend the meeting remotely.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 7:06 pm, and read the Mission Statement.

II. WELCOME OF GUESTS

Trustee Gephart welcomed all staff and guests attending.

Trustee Gephart recognized Director Edith G. Craig’s July birthday. Ms. Craig thanked the Board.

III. APPROVE CONSENT AGENDA

- Minutes of Finance Committee Meeting, June 10, 2020**
- Minutes of Regular Monthly Meeting, June 10, 2020**
- IIIT Investment Report: June 2020**
- Lauterbach & Amen, Monthly Financial Report: June 2020**
- Check Register, Payroll: June 2020**

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Consent Agenda. Carried unanimously. Trustees Steimle and Gobel absent.

IV. INVOICES FOR BOARD APPROVAL TO PAY

Contingencies for the building project paid in June, within the \$18.6 million budget, were temporary fire alarms, and revisions to storage room flooring in the lower level of the Carnegie building. The concrete is uneven and the floor will not be tiled.

V. TRUSTEE RECOGNITION

None.

VI. DIRECTOR'S REPORT, JUNE 2020

Ms. Craig mentioned that the focus of her month was on refining policies and procedures in connection with Phase Three of Illinois Restart, along with emergency processes in place for Managers in Charge. Interviews were also conducted for the Facilities & Security Manager position. She also highlighted that she and Mary Merritt, Business Office Manager, spent time preparing the preliminary June budget numbers, which will be finalized and presented at the September 9, 2020 Board meeting. Ms. Craig reminded Board members that the Special Reserve budget created last year was with one-year cost estimates for the project. Although the end of year budget numbers appear that it is over budget, in fact we are still on track to spend the \$18.6 million over the course of two budget years.

Motion by Trustee Kaluzsa, second by Trustee Hill, to accept the Director's Report of June 2020. Voice vote occurred with motion passing. Trustees Steimle and Gobel absent.

VII. COMMITTEE REPORTS**Intergovernmental Group** (Trustee Hill)

The report is in the Board packet. Mayor Rogina said he heard how well the pick-up services were going for the Library. Ms. Craig shared comments about staff development to the Intergovernmental Group and it was very well received.

Foundation (Trustee Kaluzsa)

The May 14, 2020 report was in the Board packet. The Foundation Board did not meet in June. The Foundation Board will meet July 9, 2020. Trustee Frost asked Ms. Craig if she knew anything about the status of the Books & Brunch event scheduled for October 11 2020. Ms. Craig said she had not heard of any final decision. Ms. Salomone stated the Events Committee of the Foundation will meet July 9, 2020.

Motion by Trustee Kaluzsa, second by Trustee Hampton, to accept the Committee Reports. Carried unanimously. Trustees Steimle and Gobel absent.

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

No comments.

IX. TRUSTEE COMMENTS

No comments.

X. UNFINISHED BUSINESS**1. COVID-19 CLOSURE OF THE LIBRARY****a. Return to Work Plan**

Ms. Craig stated she worked with all department managers and MICs on the current version of the Return to Work Plan. Trustee Hill commented it was very detailed and he liked it. Ms. Craig said it was presented to all staff and they had great questions and feedback. There were many concerns that the Library is reopening too early. Ms. Craig tried to address concerns by stating that we have to take into account the reopening of neighboring libraries. The Library is a tax-supported institution and we owe it to taxpayers to have services at limited capacity as soon as safely possible. It is the Library's responsibility to reopen safely and have processes and procedures in place before we open.

Trustee Gephart stated he received an anonymous email from a staff member addressed to the Board stating the Library is not at all ready to open and temperatures are uncomfortable for all staff and will be for patrons.

Trustee Gephart feels the plan is very comprehensive and the goal is to be safe. We need to be there for the community. Trustee Hill agrees and thinks it is time to reopen with limited services. He mentioned reading in the department managers' report that the Library has received many calls about the Library reopening. Trustee Hampton asked about the temperatures in the building. Ms. Craig stated the sixth-grade wing of the building does not have air conditioning. The Library was provided with three air conditioning units for staff workrooms. One is already in place in one of the workrooms. Two units were not working and parts have been ordered. Ms. Craig rented a cooler for the Technical Services workroom where staff are present nearly 100% of the time. The other workrooms that do not have air conditioning have staff working at home, and staff have been encouraged to book the conference room as a work space option. The classrooms housing the collection all have fans including the hallway of that wing. The Circulation Department has scheduled shorter shifts in this wing and Jasmina Lapo, Circulation Manager and Patty Dybala, Assistant Circulation Manager, make sure to provide Circulation staff with frequent breaks. If staff are feeling over heated, they are encouraged to take a break in the air conditioned LRC or conference room.

Ms. Craig stated that patrons will not be in the sixth-grade wing. Trustee Hampton said he was satisfied with the response and that staff could work from home or take leave without pay. Ms. Craig stated there are procedures in place to accommodate staff. Trustee Kaluzsa asked when the parts would arrive for the two air conditioning units. Ms. Craig said they are expected next week, but reminded her that a temporary cooler has been rented. Trustee Hill asked if there were problems for staff going into the stacks to retrieve and shelve books. Ms. Craig said not that she is aware of, the problems are in the workrooms where staff work longer hours.

Trustee Hill asked about comments from patrons in the reports. Ms. Craig said when Illinois was closed patrons were patient. The last couple of weeks, patrons have been expecting us to reopen. With the move, all crates had not been unpacked until two to three weeks ago, and the entire collection needed to be shifted as a result of the movers not shelving the collection properly. While some patrons were understanding, we are receiving a lot of push back now. Ms. Craig stated that the Library is taking the reopening cautiously and if the virus flares again, we will need to go back where we started in the plan.

Trustee Gobel joined the meeting electronically at 7:38 pm.

Trustee Frost stated that patrons have the option not to come, as we are all dealing with this and the answers are not obvious. Trustee Hampton stated he feels the staff are dealing with the situation and

generally sees the plan and process evolving. If one or a few staff have concerns, they have an avenue to voice it either anonymously or up front and he does not see a problem with the way the plan is being conducted. He is encouraged and says to continue with the plan.

Ms. Craig stated that previously she thought Trustee Steimle mentioned charging the patrons for a mask if they arrived without one, and that this issue was not resolved. She would like to plead on behalf of herself and the staff not to charge the patrons for masks. We have not had problems yet and she believes those instances will be few and far between and may raise conflict. Trustee Hampton clarified that it had been his suggestion. He said if masks are free, then people are more likely to walk out the door of their homes without a mask knowing they can receive a free one at the Library. He would charge the Library's cost for the mask in hopes it reminds patrons to remember their masks. Trustee Gephart said we could go a month or two without charging for a mask and see if there is an issue. Trustee Hill asked Ms. Craig to inform the Trustees how things go with the opening on Wednesday, July 15, 2020.

Motion, by Trustee Hill, second by Trustee Kaluzsa, to approve the Return to Work Plan. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

2. BUILDING PROJECT UPDATE

For the months of July and August, there will be a lot of exterior work on the parking lot shared with St. Mark's Lutheran Church, foundation strengthening, building of the terrace garden, electrical work and burying the utility lines. Trustee Hill viewed the construction camera today and did not see anything happening. Ms. Craig said she would check on this and inform the Trustees.

Ms. Craig asked if all Trustees would be attending the July 22, 2020 Board Walk-through at 6:30 pm, at the main Library. Trustees Gobel and Hampton said they may be unable to attend. All other Trustees present said they would attend. Ms. Craig reminded everyone to wear closed toe shoes and stated that hard hats would be provided. Ms. Craig will contact Trustee Steimle to remind her.

Ms. Craig reminded the Trustees to view the Library's pod cast, *Inside Voices*.

a. Building Plaque

Trustee Hill asked if dates of the Carnegie building and previous additions would be added to the plaque. He stated that the community supports the Library and thought it would be appropriate. Ms. Craig said the plaque will be at least two feet wide and that information will be included. Trustee Gephart likes the image of the Library on the plaque. He asked if previous plaques were still in place. Ms. Craig stated they were taken down for painting, but will be reinstalled. Trustee Hill stated that if the meeting rooms will be named after the donors, their names do not need to be on the plaque. Ms. Craig will provide an updated version of the plaque to the Trustees closer to the completion of the project. **Motion** by Trustee Kaluzsa, second by Trustee Hill, to approve the wording of the building plaque. Carried unanimously. Trustee Steimle absent.

XI. NEW BUSINESS

3. PFM MANAGEMENT QUARTERLY INVESTMENT UPDATE

Michelle Binns of PFM Asset Management addressed the Board reporting the Library's investments. The Library's balances have gradually grown. After June, they anticipate the balances going down as the Library spends funds for the building project. The library has enough cash on hand for normal operating expenses and project costs. With the COVID environment impacting

revenues for the Library, we want to have extra cash on hand to be sure the Library functions as needed. Interest rates have made quite a dramatic shift downward because of COVID. The Fed has held two emergency meetings and cut the Fed fund rates.

The Library's CDs have had a more gradual decline because of rates locked in over the last year or so. Maturity dates have been laddered out from July 2020 to April 2021, and all further investments depend on market conditions and how revenues are coming in with the COVID environment and the Library's spending on the building project. According to the Fed, rates are not anticipated to move much. The Fed is using their pull to support the U.S. economy any way they can. The rate range is very data dependent on how the economy continues going forward. The Fed's job is to maximize employment and keep inflation in check.

The Library's portfolio is in a position to have more assets in cash to be prepared for spending on the project in case revenues are challenged. Interest rates are low and anticipated for the foreseeable future. Trustee Gephart thanked Ms. Binns for her presentation. Ms. Binns asked Ms. Craig to be sure to contact her if there are any changes going forward in spending schedules.

4. ELECTION DAY

Governor Pritzker signed a new public act that requires all government offices to close in observance of the November election day if they are not polling places. The Library will not be a polling place this year because of our temporary location. The Library's attorneys and RAILS are discussing if this new act is applicable to libraries. They suggested Ms. Craig should notify our Board this could be a paid closed holiday if attorneys realize this legislation applies to public libraries. Ms. Craig will have an update at the September 9, 2020 Board meeting.

5. ORDINANCE 2020/2021-1, BUILDING AND MAINTENANCE TAX OF .02% FOR FY 2020/2021

Trustee Gephart stated the Finance Committee recommends the Board approve **Ordinance 2020/2021-1**, Building and Maintenance Tax of .02% for FY 2020/2021, which allows the Board to exercise their right to request additional tax for FY 2020/2021. **Motion** by Trustee Hill, second by Trustee Frost, to approve **Ordinance 2020/2021-1**, Building and Maintenance Tax of .02% for FY 2020/2021. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

6. FINANCE COMMITTEE RECOMMENDATIONS AND DISCUSSION:

a. 2020/2021 Tentative Budget and Appropriation Ordinance

Trustee Gephart stated the Finance Committee recommends the Board approve the 2020/2021 Tentative Budget and Appropriation Ordinance. Ms. Craig stated the Strategic Plan for the Library is to hold the levy value the same for the next fiscal year. The extension is the amount of money the Library receives for property taxes over \$8 million. DuPage County gives an extra one percent for new construction. The last two years the tax rate has gone down overall because of our holding the levy value constant. This coming fiscal year the Library will see a decrease in revenue both because of COVID and because we are not receiving interest on the \$18.6 million we are spending on the building project. There will be a major increase in the Foundation's income due to the significant amount of monies being donated for the Library's statement art piece. With the Library being closed for four months and the limited amount of people allowed into the building with the new phase of Illinois Restore, there will be less monies collected in fines and copies. The Library will not see the typical 800 - 1,000 people a day that it usually serves. Ms. Craig has considered a very conservative income, with a four percent decrease this year.

There will be some cuts to the Operating Fund due to a reduction of income received. Normally the Per Capita Grant funds professional development. However this year the Grant will fund the RFID self-return machine so there will be a significant increase in funding for professional development. In reality the dollars spent are the same. With the switch of the phone system to VOIP there was a major decrease for phones, but an increase for IT Software. We will not have a major IT project next year. Programming funds have decreased because of community venues being unavailable with COVID. Some planned project costs for furniture, fixtures, RFID machine, art curator, interior signage, and rental payments are coming out of the Operating Fund and Per Capita Grant. Debt Certificate payments are being paid out of the Operating Fund. Last month the Board approved keeping \$405,000 in this fund and that will be used for furniture and rental of Haines.

The Building and Maintenance Fund will be a balanced budget.

The Audit Fund has a planned deficit of \$1,200, as the fund balance currently is carrying a surplus of \$1,600. We anticipate there will be an increase for the Audit Fund the following year.

The IMRF Fund has a planned deficit of \$133,000, as the fund balance currently is carrying a surplus of \$489,000. That fund will have a slight increase the following year as the IMRF and FICA rates are tied to wages.

The Liability Fund, which is for insurance, has a planned deficit of \$1,000, as the fund balance currently is carrying a surplus of \$44,000. We did receive notification of major increases to insurance rates and at the September Board Meeting you might see a change to this fund because of that notice.

The Gift and Special Trustee Fund shows a budget for two staff recognition dinners, as was recommended by the Finance Committee. The May staff recognition dinner was postponed until October, and that date will still need to be determined in light of the COVID environment. The monies in that fund are available if needed for the two dinners.

With the Special Reserve Fund, monthly updates are provided for expenses paid. The Lauterbach financials show that we are over budget, but that is because expenses were under estimated at this time last year. The Lauterbach report indicates expenses of \$2.4 million at the end of the year, and it should not change much. To apply that amount to the \$18.6 million, this year's final budget will be \$16.1 million.

The public has 30 days to inspect this Tentative Budget and Appropriation Ordinance. A Notice will be published and posted for the public hearing to be held on September 9, 2020.

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the 2020/2021 Tentative Budget and Appropriation Ordinance.

Trustee Hill asked if the liability insurance is higher because of coverage for both the Haines building and the Library building on Sixth Avenue. Ms. Craig stated we are paying more insurance, however the builder's risk insurance is coming out of the project budget. We are in a co-op pool for the casualty insurance and LIRA has seen significant claims this year. They have forewarned participating libraries to budget for a thirty to forty percent increase in insurance rates.

Trustee Gephart stated he was concerned that the design of the Library was in pre-COVID times and that we will be dealing with this health environment for another year or two. Ms. Craig stated she spoke with the architects at a team meeting about this matter. All surfaces of furniture we purchase will be wipeable and easily maintained, and the furniture will accommodate single and double use for individuals. When the Library reopens early next summer, and if we are still under the COVID phase, we can remove and store some furniture. We ordered thermal kiosks now being used at Haines that read individuals' temperatures with touchless contact and those kiosks will be taken back to the original Library. Sneeze guards that the Library is now using at Haines will be taken back to the original Library. Sheehan offered to conduct a safety study at an estimated cost of \$6,000 to \$8,000 and this can be requested within a two-week period. Ms. Craig recommends waiting until next year and deciding in May if a safety study is warranted. New staff work tables are six feet in length. Trustee Gephart believes we need to do due diligence because there may be additional expenses with the Library reopening in a post-COVID world.

Trustee Frost asked if there would be improvements of ventilation in the new building. Ms. Craig stated the Library will have new HVAC, which will be more efficient with improved quality of air. The improved layout of the Library will not be a major issue. Air circulation will be top notch.

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

7. EQUITY, DIVERSITY AND INCLUSION STATEMENT AND DISCUSSION

Ms. Craig stated with everything going on with the global pandemic, there is a growing nation-wide movement to be more inclusive as a community. We have to commit to following our words with action. Encouraged by some Board members, Ms. Craig included in the Board packet a suggested Equity, Diversity and Inclusion Statement to be considered by the full Board. Also included in the Board packet are examples of statements given by the ALA, ILA and neighboring libraries. There are certain things we all can do as a library for our community.

Trustee Hill asked which staff worked on this statement. Ms. Craig said she prepared the statement herself. Trustee Hill asked if the management team was involved at all. Ms. Craig said no. Trustee Hill liked the proposed statement as well as the statements from other libraries. He thinks it is unfortunate that there is such poor support for this movement at the federal level, which makes it more important for local and state governments to fill the gap. He stated this is not going to be just a statement, but that staff and Board will need to be very involved.

Ms. Craig stated this ties directly into one goal of the Strategic Plan, to support the underserved community. Staff will be involved to discuss what to do as a library moving forward. Librarians have provided lists for all reading levels on this topic. We have received good responses from patrons on these recommendations.

Trustee Kaluzsa asked where the statement would live. Ms. Craig said it will be posted on the website. Our Mission Statement says we foster individuality and local economy, and we are affirming this and putting something into action. Ms. Craig will be reviewing outdated policies and is requesting that the Policy Committee begin to meet, to meet this objective.

Trustee Gephart asked if there were any comments on the wording and stated it reinforces what the Library stands for. The actions going forward will clarify what we always do when reviewing

policies, to be more inclusive in the community. The statement is a good way to continue to strive to be better and improve our policies and practices.

Motion by Trustee Kaluzsa, second by Trustee Hill, to approve the Equity, Diversity and Inclusion Statement. **AYES:** Gephart, Kaluzsa, Hill, Hampton, Frost, Gobel. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle.

8. SCHEDULE POLICY COMMITTEE MEETING

a. Bylaws

b. Other Policies for New Building

Ms. Craig stated the review of Bylaws should not be included as it was reviewed last year. It was her error and should not have been on the agenda. There are other relevant policies to review, including the Meeting Room Policy and the Display Policy. A tentative Policy Committee Meeting was scheduled for August 12, 2020 at 7:00 pm. Ms. Craig will contact Trustee Steimle to check her availability. Board packets will be provided for all Trustees, who are welcome to attend.

9. SCHEDULE BI-ANNUAL AUDIT COMMITTEE

Trustee Kaluzsa stated this meeting has been scheduled for August 26, 2020 at 7:00 pm.

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

None

XII. MONTHLY REPORTS

113. DEPARTMENT MANAGERS' REPORT, MAY 2020


No comments.

114. STATISTICAL REPORT, MAY 2020

No comments.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:34 pm. Carried unanimously. Trustee Steimle absent.



 Karen L. Kaluzsa
 Secretary, Board of Trustees