



**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  
 sepld.org

**MINUTES  
 POLICY COMMITTEE  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY  
 AUGUST 11, 2020**

The Policy Committee of the Board of Trustees of the St. Charles Public Library District met at the Library on Tuesday, August 11, 2020, at 7:00 pm. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, Director Edith G. Craig, and Administrative Assistant, Virginia Tsipas.

**1. Call to Order**

Trustee Kaluzsa called the meeting to order at 7:06 pm and established there was a quorum.

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

No Comments.

**3. Review of All Library Card Types**

Ms. Craig stated the policy defining the various types of library cards has not been reviewed for many years. The policy of determining the Non-Resident Fee is a legal requirement and renewed annually. The proposed policy presented to the Committee encompasses all types of library cards offered. Trustee Gephart asked if the Adjunct Card is included in this policy. Ms. Craig said no, but she wanted to discuss it first. She stated there is only one Adjunct Card currently issued. The Adjunct Card is funded with non-property tax funds and issued to individuals who volunteer at the Library for 150 hours or more in a calendar year. Trustee Kaluzsa asked if there were any other volunteers who do not have a library card. Ms. Craig believes all other volunteers currently live in the Library District. Trustee Kaluzsa stated she believes the Adjunct Card should be included in the proposed policy. Trustee Steimle agreed. Ms. Craig would like to propose renaming the card to a Volunteer Card. All Committee members agreed. Ms. Craig will add that card to the policy, with it being issued after completion of 150 hours of volunteer time and issued annually on a rolling twelve-month basis.

Trustee Gephart asked if there were any other homeless shelter facilities other than Lazarus House inside the Library taxing district. Ms. Craig said no, Hesed House is located in Aurora. Trustee Gephart felt the card could remain named Lazarus House Card.

Trustee Kaluzsa asked if there were quite a few patrons in each category of cards. Ms. Craig said yes, with Non-Resident and Renters. The Lazarus House Card is not used that often. The Board

recently approved the D303 Student Card and there are currently 25 cards in this category. Teacher Loan Cards are renewed every year and Youth Services staff are in the process of sending out emails to all Library District teachers. There are approximately 20 to 40 teacher cards in the Library District. Trustee Gephart asked if there were many Business Renter Cards. Ms. Craig stated that last fiscal year there were, 16 Business Renter Cards, 282 Non-Resident Fee Cards and 51 D303 Student Cards. Ms. Craig will obtain the number of Teacher Cards and inform the Committee. There are currently no Lazarus House Cards.

**Motion** by Trustee Gephart, second by Trustee Steimle, to recommend the Board approve the Restricted & Special Cards Policy, with modifications. Carried unanimously.

Trustee Gephart asked if there are library cards for jail inmates. Ms. Craig stated books are given to inmates at the Illinois Youth Center. She will find out if anyone provides outreach services to jails located in our District.

#### **4. Exclusions of Patron Policy**

Ms. Craig stated this policy has not been reviewed since 2001. The major proposed change is that the patron does not need to attend the next scheduled Board meeting for the ban to be in effect. The banned patron may appeal their case to the Board if they desire, but they are not required to do so. The letter informing the patron can either be sent by regular First Class Mail (rather than Certified Mail), or hand delivered in the Library. The Library's attorney recommended removing the permanent revocation clause. Trustee Kaluzsa asked why this clause was to be removed. Ms. Craig stated because a banned patron is a taxpayer and should have the opportunity to come back into the Library with patron privileges. Trustee Steimle asked if there was no limit for a ban. Ms. Craig said correct, the ban can be removed after review with any new evidence.

**Motion** by Trustee Gephart, second by Trustee Steimle, to recommend the Board accept the Exclusions of Patron Policy, as presented. Carried unanimously.

#### **5. Telecommuting Policy**

Ms. Craig presented a new temporary policy to the Committee to clarify the portion of the Emergency Crisis Plan which contained guidelines for working from home. This telecommuting policy sets criteria for staff expectation when working from home during the ongoing COVID restrictions. Some staff are able to work from home and it is necessary for them to do so because of workroom space capacity. Other staff are required to work 100% onsite, such as staff in Circulation, Facilities and Information Technology. Trustee Kaluzsa asked when this policy would be rescinded since it is temporary. Ms. Craig stated when we go back to normal or Stage 5 of the Governor's Restore Illinois Plan, with no capacity limits, no mask mandates and when staff can work closely together. Trustee Kaluzsa asked if that was stated in the policy. Ms. Craig said it is in the eligibility that allows the Director at any time to revoke this policy because of needs for Library operation. Ms. Craig will add language that this is a temporary policy until mandate of phase four is expired and that it will be rescinded when the Library resumes normal operations. Trustee Gephart asked if there would be a reason to keep the Telecommuting Policy after working conditions return to normal. Ms. Craig said there are accommodations for all staff to work in the building pre-COVID and all their equipment and technology is housed in the

building. Currently there is a \$20 monthly stipend for internet usage for those working from home. The Library would not be required to compensate for that technology once working in the building is back to normal, with all staff having a work station in the building. She further stated this policy could be revisited, however if we have the capacity to work at the Library, then staff should do so as it is good stewardship. The taxpayers pay for us to use a facility and we should do so.

**Motion** by Trustee Gephart, second by Trustee Steimle, to recommend the Board accept the Telecommuting Policy, with modifications. Carried unanimously.

Trustee Steimle stated if a staff member no longer wishes to telecommute, the policy does not state that the Director may decline their request to return to work onsite at the Library. Ms. Craig said the policy does state that staff must have written authorization to do so from their Department Manager or Library Director. Trustee Steimle stated there should be a statement in the policy that if a staff member decides they do not want to continue working at home, the Director will determine whether this request can be granted. **Motion** by Trustee Gephart, second by Trustee Steimle, to recommend the Board accept the Telecommuting Policy, with additional modifications. Carried unanimously.

#### **6. Rescind Large Bill Ordinance**

Ms. Craig spoke with Mary Merritt, Business Office Manager, and Ms. Merritt stated in the past three years there has never been a time when this ordinance needed to be enforced. **Motion** by Trustee Gephart, second by Trustee Steimle, to recommend the Board rescind **Ordinance 2002/2003-2**, An Ordinance Amending the Policy Manual of the St. Charles Public Library District to Accept Bills No Larger than \$20. Carried unanimously.

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

No Comments.

#### **8. ADJOURNMENT**

**Motion** by Trustee Steimle, second by Trustee Gephart, to adjourn the meeting at 7:38 pm. Carried unanimously.

  
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Karen L. Kaluzsa  
Chair, Policy Committee