



**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

**BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
ANNUAL MEETING  
SEPTEMBER 9, 2020**

**Board Meeting:** Wednesday, September 9, 2020, 7:00 p.m., at its new location 305 S. Ninth Street, St. Charles, IL 60174 in Conference Room A. If attending open meeting, attendees must wear face masks. All other safety precautions, including social distancing expectations will be in place.

**Mission Statement**

To support the growth and creativity of the individual and foster the spirit of community and local economy.

**6:45 PM PUBLIC HEARING ON BUDGET AND APPROPRIATION ORDINANCE**  
**7:00 PM ANNUAL MEETING**

**AGENDA**

- I. Call to Order
- II. Welcome of Guests
- III. **Approve Consent Agenda**  
**Minutes of Regular Monthly Meeting, July 8, 2020**  
**Minutes of Special Board Walk-Through Meeting, July 22, 2020**  
**Minutes of Policy Committee Meeting, August 11, 2020**  
**Minutes of Audit Committee Meeting, August 26, 2020**  
**IIIT Investment Reports: July and August**  
**Lauterbach & Amen, Monthly Financial Reports: June, July and August**  
**Check Register, Payrolls: July and August**
- IV. Approve the Form and Content of Minutes  
Closed Session Meeting of Audit Committee, August 26, 2020
- V. Invoices for Board Approval to Pay
- VI. Trustee Recognition
- VII. Director's Reports, July and August 2020
- VIII. Committee Reports
- IX. Communications and Citizen's Comments – On Agenda Items
- X. Trustee Comments
- XI. **Unfinished Business**
  13. Building Project Update
  14. **Ordinance 2020/2021-2:** Annual Budget and Appropriation for FY 2020/2021
    - a. Compensation Notice

15. Certified Estimate of Revenues by Source for FY 2020/2021
16. Update: Governor Pritzker's Public Act in Observance of November Election Day

## **XII. New Business**

17. Annual Audit Presentation by Tighe, Kress & Orr
18. Presentation of Library Annual Report
19. Annual Review of Fund Balance Policy
20. Foundation Art Committee's Winning Art Piece over Fireplace
21. Adjusting 2020 Library Closings Calendar
  - a. InService Day
  - b. Employee Dinner Closing
22. Update to Organizational Chart
23. Report of Policy Committee Meeting
  - a. Library Card Types
  - b. Exclusions of Patron Policy
  - c. Telecommuting Policy
  - d. Rescind Ordinance 2002/2003 – 2; No Large Bills over \$20
24. Report of Audit Committee Meeting
  - a. Report of Audit of Secretary's Minutes as of January 1, 2020 to June 30, 2020
  - b. Recommendation to vote to open or keep closed Minutes from the Closed Sessions of January 1, 2020 to June 30, 2020
  - c. Recommendation to vote to open or keep closed Minutes from the Closed Sessions of March 29, 2011 through November 11, 2015
  - d. Recommendation to Vote regarding the Destruction of Closed Session Audio according to 5 ILCS 120/2.06
25. Discussion of Open Board Seats in 2021
  - a. **Consolidated Election, Tuesday, April 6, 2021**
    - i. September 22, 2020: First day (90 days before last day to file nomination papers) for candidates for Library Board of Trustees to circulate nominating petition sheets for consolidated election (10 ILCS 5/10-4).
    - ii. December 14 – December 21, 2020: Filing period (Not more than 113 nor less than 106 days prior to the consolidated election (10 ILCS 5/10-6(2))).
    - iii. **Terms expiring in May 2021: Michael J. Hill, Claudia Frost, Mary Louise Gobel**
26. Schedule Finance Committee Meeting
  - a. Levy Review
  - b. Determining Estimate of Funds Needed
27. Schedule Policy Committee if needed
  - a. Director's Review Process
28. Communications and Citizen's Comments – On Non-Agenda Items

## **XIII. Monthly Reports**

29. Department Managers' Reports, July and August 2020
30. Statistical Reports, July and August 2020

## **XIV. Adjournment**