



**St. Charles Public Library**  
 One South Sixth Avenue  
 St. Charles IL 60174  
 630-584-0076 ■ FAX 630-584-9262  
 scpld.org

**MINUTES  
 REGULAR MONTHLY MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 OCTOBER 12, 2022**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, October 12, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, Trustees Michael J. Hill, Shane Hampton, Claudia Frost and Mary Kruse, and Administrative Assistant Virginia Tsipas.

Guests: Kevin Noll, Esq. of Robbins Schwartz, and Michelle Binns of PFM Asset Management LLC.

Library staff present: Kate Boyle, Brandon Buckley, Erica Castellani, Amanda Kaiser, Kit Kassel, Jasmina Lapo, Jill Larson, Jo Nelson, Cheryl Matthews, Rob McKiness, Mary Merritt, Pam Salomone, Jane Shelton, Amy Slagter, Kelly Stulgate, Amy Vidlak-Girmscheid, and Kersten Wright. AFSCME representative Carla Williams and three community members were also present.

**I. CALL TO ORDER**

Trustee Gephart called the meeting to order at 7:02 pm. Trustee Gephart confirmed there was a quorum.

**II. WELCOME OF GUESTS**

Trustee Gephart welcomed staff and guests and read the Mission Statement.

**AGENDA TAKEN OUT OF ORDER**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to move Agenda Item 34, Quarterly Presentation by PFM Asset Management, LLC, before Unfinished Business in the Agenda. Carried unanimously.

**III. APPROVE CONSENT AGENDA**

**Minutes of Public Hearing, September 14, 2022**

**Minutes of Annual Meeting, September 14, 2022**

**Minutes of Special Meeting, September 17, 2022**

**Minutes of Finance Committee Meeting, September 28, 2022**

**Minutes of Policy Committee Meeting, October 3, 2022**

**IIT Investment Report: September**

**Lauterbach & Amen, Monthly Financial Report: September  
Check Register, Payroll: September**

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to approve the Consent Agenda. Carried unanimously.

**IV. APPROVE THE FORM AND CONTENT OF MINUTES  
CLOSED SESSION OF SPECIAL MEETING, SEPTEMBER 17, 2022 [5 ILCS 120/2  
(c)(1)]**

**Motion** by Trustee Kaluzsa, second by Trustee Hill, to approve the form and content of Minutes of Closed Session of Special Meeting, September 17, 2022 [5 ILCS 120/2 (c)(1)]. Carried unanimously.

**V. INVOICES FOR BOARD APPROVAL TO PAY**

No invoices to present.

**VI. TRUSTEE RECOGNITION**

Trustee Frost stated she submitted photographs to the Midwest Regional Photo Group and two of her photographs were selected out of 700 submissions. There will be 75 photographs for the gallery show in Madison Wisconsin.

**VII. ADMINISTRATIVE REPORT, SEPTEMBER 2022**

Trees that needed to be replaced on the Library's property were replaced by Landworks in September. Thank you to the Facilities and Security team in assisting Sculptor Danielle Casali with the installation of the Luna Moth sculpture. Trustee Hill asked when the final stage of the restoration of the Carnegie fireplace would take place. Ms. Merritt stated the beginning of November. **Motion** by Trustee Kaluzsa, second by Trustee Frost, to accept the Administrative Report. Carried unanimously.

**VIII. COMMITTEE REPORTS**

Foundation (Kruse)

The September report was in the Board packet. The Luna Moth sculpture sponsored by the Friends was unveiled on October 3, 2022. It was a wonderful ceremony celebrated by many. Sculptor Danielle Casali gave a beautiful speech. The Foundation is hosting a Trivia Night on October 15, 2022 at the Library and tickets are still available.

Intergovernmental Group (Hill)

The September report was in the Board packet. The Library will host the October 13, 2022 meeting and introduce the Library's newly hired Director, Kate Buckson. Ms. Buckson will begin on November 7, 2022. Kelly Stulgate, Youth Services Manager, will present the student library program. Pam Salomone, Communications & Marketing Manager, will speak about fall and winter programming and provide a summary of the 2021/2022 Library Annual Report.

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to accept the Committee Reports. Carried unanimously.

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

No comments.

**X. TRUSTEE COMMENTS**

Trustee Hill stated the simple scan at the Library works well.

**XII. NEW BUSINESS****34. QUARTERLY PRESENTATION BY PFM ASSET MANAGEMENT, LLC**

Michelle Binns of PFM Management Ltd. provided the Board with an update of the Library's investments over the last five years. The Library had stable balances for several years and the funds were used for the renovation and expansion of the Library. Investments now have some new ranges and the lowest point is right before property taxes are to be received in April or early May.

Asset allocation changes used to be from September to September and are now March to March. In September 2021, yields were 0.03% and in September 2022, they were 2.90%, so yields have changed dramatically over the past year. Last year, half of the Library's funds were in cash and now half are in long term securities.

The expectation is that the Fed may raise rates one more time this year. They have raised rates many times.

Upcoming maturities for the Library range from \$500,000 to \$700,000 over the next few months. Historically, investments were made in longer term securities for 18 months to two years. Now funds are not invested out long term as we want to be sure the Library has money when it is needed.

Rates have dramatically risen over the last 12 months and there may be continued rate hikes. Going out six months, rates are above 4% and rates have not been that high for 15 years. Even though Library fund balances are smaller than two-to-three years ago, more interest income will be earned.

For 2022, the consensus is that rates will end up in the 4-4.5 range and they are now at 3.5. The Fed will meet early November and mid December. Rates may go higher in 2023. The expectation is that rates will need to come down to boost the economy in 2024.

Trustee Gephart asked when the recession started. Ms. Binns stated that we have not entered a recession yet. The hope is if we head into a recession, it will not be a deep recession.

Trustee Gephart thanked Ms. Binns for the presentation.

**XI. UNFINISHED BUSINESS****29. BARGAINING UNIT UPDATE**

Informational for Trustees. No comments.

**30. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:****[5 ILCS 120/2 (c)(2)] – COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to adjourn to Closed Session at 7:19 pm for [5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives. Trustee Gephart asked Kevin Noll, Esq., Jasmina Lapo, Cheryl Matthews, Mary Merritt, and Kelly Stulgate to attend the Closed Session Meeting. **AYES:**

Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

### 31. MOTION TO GO INTO OPEN SESSION

Resumed in Open Session at 8:08 pm.<sup>1</sup>

### 32. POSSIBLE VOTE ON [5 ILCS 120/2 (C)(2)] – COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES

No vote.

### 33. DIRECTOR SEARCH UPDATE

Trustee Gephart was excited to report that Kate Buckson was hired as the next Library Director. He thanked Deiters & Todd for their assistance in the hiring process. **Motion** by Trustee Gephart, second by Trustee Kaluzsa, to hire Kate Buckson as Library Director, effective November 7, 2022 at the salary of \$125,000. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None. Trustee Gephart thanked everyone for helping with this process.

## XII. NEW BUSINESS

### 35. RECOMMENDATIONS OF THE FINANCE COMMITTEE:

#### a. Levy 2022/2023 Presentation

Mary Merritt, Business Office Manager, provided the levy overview, stating tax revenue for the Library is collected from property owners and the Library District is a tax capped community. The levy funds requested will be for FY 2023/2024. Calculations are based on a few known expenditures and estimates on equalized assessed value (EAV) and the tax rate.

The levy is the amount we request and the extension is what we receive. In November 2021, we requested \$8.28 million and received \$8.21 million. The Library held the tax rate value level for four years from FY 2017/2018 through FY 2020/2021.

The 2022 estimated EAV for Kane County will increase by approximately 5%. DuPage County does not provide this estimate, however, they generally are the same as Kane County.

The consumer price index (CPI) for Illinois is 7% and the federal CPI is 7.5%.

Ms. Merritt said she is proposing a 4.2% increase to \$8,552,325. The Library is not required to hold a Truth-In-Taxation hearing since the requested tax levy is not 5% greater than the previous year's tax extension. However, the Board always elects to hold this hearing even though it is not required.

The Federal Reserve Bank is expected to decrease CPI in 2023. The 2020 census increased population by only 1.45%. The Library does not have any upcoming major renovations, however

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<sup>1</sup> 31. MOTION TO GO INTO OPEN SESSION

This motion is included in the Closed Session Minutes of the Regular Monthly Meeting of October 12, 2022.

the 1960's roof addition will need to be replaced in two-to-four years. The upcoming strategic plan in 2023 will be for the new director to set new long-term goals.

Trustee Gephart thanked Ms. Merritt.

**b. Resolution 2022/2023 – 2, Resolution to Determine Estimate of Funds Needed for FY 2022/2023**

**i. Truth-in-Taxation Notice**

**Motion** by Trustee Gephart, second by Trustee Frost, to approve **Resolution 2022/2023-2, Resolution to Determine Estimate of Funds Needed for FY 2022/2023**, as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

The Truth-in-Taxation Notice will be posted on the website and the front door of the Library. The Truth-in-Taxation Public Hearing will be held at 6:45 pm on November 9, 2022.

**c. Funds Balance Policy**

**Motion** by Trustee Hampton, second by Trustee Kaluzsa, to approve the Funds Balance Policy, as presented. Ms. Merritt recommends the reference to the building expansion/renovation budget be removed as it is no longer applicable. A voice call vote was requested. Carried unanimously.

**36. RECOMMENDATION OF THE POLICY COMMITTEE:**

**a. Patron Conduct Policy**

Trustee Kruse stated the policy was revised by the Policy Committee and management team.

**Motion** by Trustee Gephart, second by Trustee Frost, to approve the Patron Conduct Policy, as presented. Carried unanimously.

**37. ANNUAL REPORT PRESENTATION FOR FY 2021/2022**

Ms. Salomone presented a summary of the FY 2021/2022 Library Annual Report. It has been one year since re-opening the building and patrons are enjoying the many new features. We have received so much positive feedback regarding our upgraded technology, the drive-up window, terrace garden and STC Creative.

The new community rooms and study rooms have been extremely popular. Community groups have reserved community rooms 913 times and study rooms 4,302 times. The drive-up window is a very popular new service with patrons picking up 61,097 holds.

Top circulated books for adults, teens and kids, along with top circulated TV series, databases and much more are provided. Patrons have raved about programming for adults, teens and interactive programs for kids. The Loft for teens is very popular. Grab and Go kits for all ages have been very well received. Our younger patrons have enjoyed programming in the terrace garden.

STC Creative has made a big splash with a wide variety of programs. Patrons enjoy the space, learning about the available equipment, and especially the Cricut, fabric and laser cutters.

Congratulations to the Library for receiving the St. Charles Civic Award recognizing the Library's renovation. A summary of patron comments says that the Library is beautiful, it is the greatest library, and they thank staff for all they do.

Ms. Salomone thanked Virginia Tsipas, Lisa Marinelli, Denise Blaszyński and Courtney Baker for their assistance in organizing the Annual Report. The Annual Report and summary brochure are available throughout the Library and on the Library's website.

Trustee Gephart thanked Ms. Salomone for her presentation.

**38. ALA AND ILA MEMBERSHIPS FOR TRUSTEES**

Trustee Gephart recently became aware that most Trustees do not have American Library Association (ALA) and Illinois Library Association (ILA) memberships. He believes that the Trustees would benefit from the newsletters and emails received from these organizations even though they are not Library professionals. If Trustees are interested in these memberships, they should contact Ms. Merritt. Trustee Kaluzsa stated she would like the ALA membership.

**39. COMMUNICATIONS AND CITIZENS' COMMENTS – ON NON-AGENDA ITEMS**

No comments.

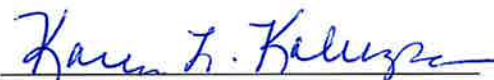
**XIII. MONTHLY REPORT**

**40. DEPARTMENT MANAGERS' REPORT, SEPTEMBER 2022**

Trustee Steimle asked where she could find statistics for adult and teen programming. Amanda Kaiser, Technical Services Manager, said the statistics are presented in OpenGov, which can be found on the Library's website.

**XIV. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 8:32 pm.



Karen L. Kaluzsa  
Secretary, Board of Trustees