



**MINUTES  
 ANNUAL MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 SEPTEMBER 14, 2022**

The Annual Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, September 14, 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, and Mary Kruse, and Administrative Assistant Virginia Tsipas. Absent: Trustee Claudia Frost. Guests: Edward Tracy of Selden Fox and Kelly Brainerd of Lauterbach & Amen.

Library Staff present: Olivia Boyd, Kate Boyle, Brandon Buckley, Becky Dubbert, Chris Ferguson, Amanda Kaiser, Jill Larson, Cheryl Matthews, Rob McKiness, Anah McMahan, Mary Merritt, Jo Nixon, Sarah Pistilli, Emma Rothenfluh, Pam Salomone, Sutton Skowron, Sarah Slack, Kelly Stulgate, Amelia Thomas, Amy Vidlak-Girmscheid, and Kersten Wright. AFSCME representative Carla Williams and two community members were also present.

**AGENDA**

**I. CALL TO ORDER**

Trustee Gephart called the Annual Meeting to order at 7:00 pm.

**II. WELCOME OF GUESTS**

Trustee Gephart read the Library's Mission Statement and welcomed guests.

**AGENDA TAKEN OUT OF ORDER**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to move Agenda Item 19, Annual Audit Presentation by Selden Fox, to before Unfinished Business in the Agenda. Carried unanimously. Trustee Frost absent.

**III. APPROVE CONSENT AGENDA**

**Minutes of Regular Monthly Meeting, July 13, 2022**

**Minutes of Special Meeting, August 9, 2022**

**Minutes of Special Meeting, August 10, 2022**

**Minutes of Policy Committee Meeting, September 1, 2022**

**Minutes of Audit Committee Meeting, September 7, 2022**

**IIT Investment Reports: July and August**

**Lauterbach & Amen, Monthly Financial Reports: June, July and August**

**Check Registers, Payroll: July and August**

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

**IV. APPROVE THE FORM AND CONTENT OF MINUTES****CLOSED SESSION OF REGULAR MONTHLY MEETING, JULY 13, 2022 [5 ILCS 120/2 (c)(2)]**

**Motion** by Trustee Hill, second by Trustee Kaluzsa, to approve the form and content of Minutes of Closed Session of Regular Monthly Meeting, July 13, 2022 [5 ILCS 120/2 (c)(2)]. Carried unanimously. Trustee Frost absent.

**CLOSED SESSION OF REGULAR MONTHLY MEETING, JULY 13, 2022 [5 ILCS 120/2 (c)(11)]**

**Motion** by Trustee Hill, second by Trustee Kaluzsa, to approve the form and content of Minutes of Closed Session of Regular Monthly Meeting, July 13, 2022 [5 ILCS 120/2 (c)(11)]. Carried unanimously. Trustee Frost absent.

**CLOSED SESSION OF SPECIAL MEETING, AUGUST 9, 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, August 9, 2022 [5 ILCS 120/2 (c)(1)]. Carried unanimously. Trustee Frost absent.

**CLOSED SESSION OF SPECIAL MEETING, AUGUST 10, 2022 [5 ILCS 120/2 (c)(1)]**

**Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve the form and content of Minutes of Closed Session of Special Meeting, August 10, 2022 [5 ILCS 120/2 (c)(1)]. Carried unanimously. Trustee Frost absent.

**CLOSED SESSION OF AUDIT COMMITTEE MEETING, SEPTEMBER 7, 2022 [5 ILCS 120/2 (c)(21)]**

**Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve the form and content of Minutes of Closed Session of Audit Committee Meeting, September 7, 2022 [5 ILCS 120/2 (c)(21)]. Carried unanimously. Trustee Frost absent.

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

No invoices to present.

**VI. TRUSTEE RECOGNITION**

Trustee Hill congratulated Trustee Gephart who celebrated his five year anniversary with the Library Board, three of which he has served as Board President. We appreciate his additional time and dedication to the Library and Board for the last five months during the search for a director. Trustee Gephart previously served on the Foundation Board for four years.

**VII. ADMINISTRATIVE REPORTS, JULY AND AUGUST 2022**

Business Office Manager Mary Merritt reported that the Library's Annual Report, usually presented at the Annual Meeting, will be presented at the October Board Meeting due to continued work on the website redesign. Landworks replaced trees this past week. The Special Meeting for the director search is scheduled for Saturday, September 17, 2022 at 12:30 pm. The Friends of St. Charles Public Library will have a sculpture unveiling on October 3, 2022 at 5:30 pm in the terrace garden. The sculpture was created by Artist Danielle Casali. The St. Charles Public Library Foundation is hosting a fundraising Trivia Night on October 15, 2022 from 6:00 pm to 8:00 pm. Staff thanked the Board for providing the Staff Appreciation Night at St. Charles Bowl in July. Staff were happy to be able to bring a guest, enjoyed the camaraderie, and the food was great.

**Motion** by Trustee Kaluzsa, second by Trustee Hampton, to accept the Administrative Reports. Carried unanimously. Trustee Frost absent.

### **VIII. COMMITTEE REPORTS**

#### Intergovernmental Group

Trustee Hill reported that there are reports for July, August and September in the Board packet. The new D303 Superintendent and Communications Director have participated in recent meetings and are very supportive. The City of St. Charles is working on its strategic plan. Pam Salomone, Communications & Marketing Manager, has attended the last three meetings with Trustee Hill and they have shared Library updates with the group.

#### Foundation

Trustee Kruse reported that information about the Foundation's upcoming Trivia Night and the Friends' Sculpture Unveiling were already mentioned in the Administrative Report.

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

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

Brandon Buckley, Young Adult Librarian, distributed a document entitled "Unsafe Working Conditions – Examples" to the Trustees. Mr. Buckley has worked at the Library for 13 years and serves on the Union's Bargaining Team. He said that the Union contract should address anti-discrimination, anti-bullying and safe working conditions. The union would like to work with Library management to create a safe environment for staff and patrons. Staff were required to participate in a 12-hour training for EDI professional development, but there has not been a similar required training on any other topics.

Jill Larson, Technical Services Interlibrary Loan Assistant, has worked at the Library for three years and serves on the Union's Bargaining Team. She spoke of several unsafe working conditions that staff have faced. When the Library was located at the Haines Middle School building, temperatures in workrooms sometimes reached above 78 degrees and staff were required to move to a different location in the building where it was cooler. Once the temperature reached 85 degrees, then staff could work from home. When returning to the renovated One South Sixth location, IT staff were required to work in an active construction zone where there were no functioning restrooms to set up computers and desks while all other staff worked from home. In May and June 2021, the Youth Services and Communications & Marketing workrooms flooded and staff were required to find a place to work outside of those workrooms while construction was ongoing, and there were nails and razors on tables where staff were expected to work. From June 2021, for one year staff badges did not allow access to all locked rooms, which might have been needed in case of a run/hide/fight active shooter emergency. At this present time, Library volunteers still do not have this access to all locked rooms in case of emergency.

Becky Dubbert, IT Associate, has worked at the Library for nine years. She spoke of several unsafe working conditions. In 2021, sealant was placed on the floor of the receiving room and fumes were overwhelming. Technical Services' staff were affected and had to work in the Computer Lab. In January 2022, the lobby was extremely cold and Circulation staff worked in winter coats and hats. The automatic main doors could not be adjusted to close faster due to ADA regulations. In January 2022, there was a sewage problem and the staff restrooms were closed for a week. In the winter of 2022, heaters in the Huntley Meeting Room were very hot to the touch. Youth Services staff had to

warn parents and caregivers not to touch the heaters. In December 2020, staff were told that the Families First Coronavirus Response Act had been extended for three months, and management would advise them about any changes to benefits after the Act expired. Staff were never informed of any changes despite the matter being discussed at the January 2021 Board meeting. In January 2022, a contractor was working on a ladder above the Computer Help Desk, while staff were sitting at the desk. There was no communication from management that this work would be performed. Staff were not provided with protective hard hats while working. The IT staff were told they should not leave the desk.

Sutton Skowron, Adult Services Librarian, has worked at the Library for five years and serves on the Union's Bargaining Team. Union members became aware of the possible mask protest prior to January 18 through social media. An email was sent to the director by a Union representative expressing safety concerns of staff. The director said she could not address safety concerns, and she further stated if there are demonstrations we have procedures in place. There was no leadership in what to do with this type of emergency. The staff feels their concerns were disregarded. Members of Awake Illinois and Freedom Illinois stormed the Library with 30-40 people for two hours. The director pulled all managers off the floor for an emergency meeting. An email was sent from the director stating the event was diffused, despite it lasting another hour. The director refused to remove the protestors. The Library received death threats and the director did not close the Library immediately. Staff are now requesting that safe working conditions be included in the Union contract.

Trustee Gephart thanked the Union members for their comments.

## **X. TRUSTEE COMMENTS**

No comments.

## **XII. NEW BUSINESS**

### **19. ANNUAL AUDIT PRESENTATION BY SELDEN FOX**

Edward Tracy of Selden Fox discussed the preparation of the audit for the Library. He thanked Mary Merritt, Business Office Manager, and Kelly Brainerd of Lauterbach & Amen for providing good financial documents.

The Library received an unmodified opinion for the audit. The format provided for the Library is different from formats received by previous auditing firms due to new regulations and requirements. The management discussion and analysis documents compare this year's data with information from last year.

There are two sets of financial statements showing long-term perspective assets and liabilities. The balance sheet shows long-term capital assets and long-term liability that is not found in the financial statements. Cash was down because of the renovation project. The second installment of property taxes will be received in October or November. Capital assets were combined.

The Library repaid \$350,000 on its long term debt in FY21/22. The net IMRF pension asset last year was \$1.9 million. The Fund is approximately 101% overfunded. The Library should expect to see lower employer contribution requirements in the future.

Selden Fox is required to provide governance letters. They did not have any issues and there were no adjustments to be made.

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to accept the FY 2021/2022 Annual Audit, as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost. Trustee Gephart stated the Public Notice of Availability of Audit Report will be posted at the Library and on the website.

## **XI. UNFINISHED BUSINESS**

### **15. UPDATE ON DIRECTOR SEARCH**

Trustee Gephart read the report provided by Deiters & Todd regarding the director search.

### **16. ORDINANCE 2022/2023-2: ANNUAL BUDGET AND APPROPRIATION ORDINANCE FY 2022/2023**

Ms. Merritt reported that there was an increase in revenue this year as money was held over for Union negotiations, legal and search fees for a new director. There was an increase from the Per Capita Grant. The Library expected to receive approximately \$68,000, however \$82,000 was received. The Per Capita Grant funds will be allocated appropriately. The Building & Equipment fund increased as the heating expenses came in higher than expected last year. The Special Gift Fund was increased for professional development for the Board. Trustee Gephart asked if this was a balanced budget. Ms. Merritt said yes, with the surplus of funds in the Operating budget. **Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve **Ordinance 2022/2023-2**, Annual Budget and Appropriation Ordinance FY 2022/2023, as presented. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost.

#### **a. Compensation Notice**

This notice satisfies the annual Open Meetings Act requirement of listing staff who earn over \$75,000 in wages and fringe benefits. **Motion** by Trustee Kaluzsa, second by Trustee Hampton, to accept the Compensation Notice, as presented. Carried unanimously. Trustee Frost absent.

### **17. CERTIFICATIONS OF ESTIMATED REVENUES BY SOURCE FOR FY 2022/2023**

This is an annual requirement to certify all expected revenue for each fund. These amounts were reviewed by the Finance Committee in May, as part of our budget process. **Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve the Certifications of Estimated Revenues by Source for FY 2022/2023. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost.

### **18. BARGAINING UNIT UPDATE**

Confidential attorney/client privileged update was included in the packet and informational for the Board.

## **XII. NEW BUSINESS**

### **20. IPLAR REPORT**

The IPLAR report was filed with the Illinois Secretary of State on August 31, 2022.

### **21. POLICY COMMITTEE RECOMMENDATIONS:**

#### **a. Ordinance 2022/2023-3, Setting Fines, Costs and Other Penalties for Overdue Books and Materials and Other Offenses.**

The Policy Committee recommends the Board approve this Ordinance which was updated as the Library became fine free as of July 1, 2022. **Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve **Ordinance 2022/2023-3**, Setting Fines, Costs and Other Penalties for

Overdue Books and Materials and Other Offenses. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost.

**b. Rules for Public Participation in Meetings of the Board of Library Trustees of the St. Charles Public Library District.**

The Policy Committee recommends the Board approve this policy with updated verbiage to correspond to meeting agendas. **Motion** by Trustee Hill, second by Trustee Hampton, to approve the Rules for Public Participation in Meetings of the Board of Library Trustees of the St. Charles Public Library District, as amended. Carried unanimously. Trustee Frost absent.

**22. REPORT OF AUDIT COMMITTEE MEETING**

**a. Report of Audit of Secretary's Minutes for the period of January 1, 2022 to June 30, 2022.**

The Audit Committee reviewed the Secretary's Minutes and recordings for the period January 1, 2022 through June 30, 2022, and found the Secretary's Minutes and recordings to be in good order without errors or discrepancies. The Committee reviewed the Minutes on the website and found them to be linked properly and in good order.

**b. Recommendation to vote to open or keep closed all Minutes from Closed Sessions.** **Motion** by Trustee Kaluzsa, second by Trustee Hill, to recommend the Minutes of Closed Sessions of January 12, 1983 through May 11, 2022, previously reviewed and voted to remain closed to the public, shall continue to remain closed to the public. A further recommendation that the Minutes of Closed Session of February 24, 2022, shall be open to the public. Carried unanimously. Trustee Frost absent.

**c. Recommendation to Vote regarding the Destruction of Closed Session Recordings according to 5 ILCS 120/2.06**

**Motion** by Trustee Kaluzsa, second by Trustee Hampton, to recommend the recordings of Closed Sessions of August 26, 2020, November 11, 2020 and January 26, 2021, be destroyed in accordance with 5 ILCS 120/2.06. Verification was made for the written Minutes of those Closed Sessions Meetings. Carried unanimously. Trustee Frost absent.

**23. CONSOLIDATED ELECTION, APRIL 4, 2023**

The Library Board will have two, six-year term seats open for the Consolidated Election on April 4, 2023. Candidate packets will be available to pick up at the Library beginning September 20, 2022 and available on the Library's website. The first day to circulate petitions for signatures is September 20, 2022. The filing period for the election packets, at the Library, is December 12, 2022 through December 19, 2022, Monday through Friday from 9:00 am to 5:00 pm in the Administration Office. The Lottery Date is December 20, 2022 at 4:30 pm at the Library.

Trustee Steimle asked if someone else can file a candidate's packet for them. Trustee Gephart stated Ms. Tsipas will research and provide this answer to the Trustees.

**24. STAFF IN-SERVICE DAY, NOVEMBER 11, 2022.**

**Motion** by Trustee Kaluzsa, second by Trustee Hampton, to approve the Staff In-Service Day on November 11, 2022 and that the Library will be closed to the public. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Frost.

**25. SCHEDULE POLICY COMMITTEE MEETING BEFORE OCTOBER MEETING****a. Patron Conduct**

The Policy Committee Meeting is scheduled for October 3, 2022 at 6:30 pm in the Bisbee Conference Room.

**26. SCHEDULE FINANCE COMMITTEE MEETING BEFORE OCTOBER MEETING****a. Levy Review****b. Determining Estimate of Funds Needed****c. Public Hearing for Truth-in-Taxation****d. Fund Balance Policy**

The Finance Committee Meeting is scheduled for September 28, 2022 at 7:00 pm in the Bisbee Conference Room.

**27. COMMUNICATION AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS**

No comments.

**XIII. MONTHLY REPORT****28. DEPARTMENT MANAGERS' REPORTS, JULY AND AUGUST 2022**

No comments.

**XIV. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Kaluzsa, to adjourn at 7:52 pm.



Karen L. Kaluzsa

Secretary, Board of Trustees