



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
 NOVEMBER 9, 2022**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, November 9, 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, Director Kate Buckson and Administrative Assistant Virginia Tsipas.

Guests: Catherine R. Locallo, Esq. and Kevin P. Noll, Esq. of Robbins Schwartz.

Library staff present: Brandon Buckley, Brian Dunk, David Kelsey, Jasmina Lapo, Jill Larson, Rob McKiness, Mary Merritt, Emma Rothenfluh, Pam Salomone, Jane Shelton, Sutton Skowron, Lynda Spraner, Chris Steck, Kelly Stulgate, Amelia Thomas, 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 7:00 pm. Trustee Gephart confirmed there was a quorum.

II. WELCOME OF GUESTS

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

III. WELCOME DIRECTOR KATE BUCKSON

Trustee Gephart introduced Director Kate Buckson and said the Board is pleased she has joined the Library. Ms. Buckson said she is happy to be at the Library.

AGENDA TAKEN OUT OF ORDER

Motion by Trustee Gephart, second by Trustee Kaluzsa, to move Agenda Items 45, 46 and 47 before Agenda Item 42 of Unfinished Business. Carried unanimously.

IV. APPROVE CONSENT AGENDA

Minutes of Regular Monthly Meeting, October 12, 2022

IIIT Investment Report: October 2022

Lauterbach & Amen, Monthly Financial Report: October 2022

Check Register, Payroll: October 2022

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

**V. APPROVE THE FORM AND CONTENT OF MINUTES
CLOSED SESSION OF SPECIAL MEETING, OCTOBER 12, 2022 [5 ILCS 120/2
(c)(2)]**

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the form and content of Minutes of Closed Session of Regular Monthly Meeting, October 12, 2022 [5 ILCS 120/2 (c)(2)]. Carried unanimously.

VI. INVOICES FOR BOARD APPROVAL TO PAY

No invoices to present.

VII. TRUSTEE RECOGNITION

No recognition.

VIII. ADMINISTRATIVE REPORT, OCTOBER 2022

Ms. Merritt, Business Office Manager, said the management team is working on the In-Service Day training for all staff for Friday, November 11, 2022. The Library will be closed for this training. The redesigned website will launch on Saturday, November 12, 2022. Ms. Salomone, Communications & Marketing Manager, will provide a presentation to the Board at the December 14, 2022 Board meeting. There is a plan to hold an open house for Ms. Buckson on either January 29, 2023, February 5, 2023 or February 19, 2023.

Motion by Trustee Kaluzsa, second by Trustee Frost, to accept the Administrative Report. Carried unanimously.

IX. COMMITTEE REPORTS**Intergovernmental Group (Hill)**

Trustee Hill thanked Ms. Salomone and Ms. Stulgate for their presentations at the meeting. Ms. Salomone reported on the Library Annual Report and programming at the Library. Ms. Stulgate, Youth Services Manager, reported on the D303 student cards. The Park District will host the meeting on November 10, 2022 at 8:00 am.

Foundation (Kruse)

The Trivia Event sponsored by the Foundation on October 15, 2022 was fantastic. The Board is working on its annual year-end pledge drive. Ms. Merritt and Ms. Salomone will be working with Foundation President Maggie Brewner to draft the pledge letter. Claudia Frost will be the Board representative to the Foundation moving forward.

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

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

No comments.

XI. TRUSTEE COMMENTS

Trustee Frost attended a meeting at Cantigny with speakers discussing “Turning Us vs. Them to Me and You” to help civic leaders and concerned citizens engage their differences productively. She met librarians and marketing team members from the Naperville Public Library and Trustees of the Geneva Public Library. There was a presentation from AAUW and the State of Affairs on book banning. The director of Anderson Book Store stated more books have been sold since the negative publicity. Trustee Frost has links to these meetings and will email them to Ms. Buckson to pass on to the Trustees.

XII. UNFINISHED BUSINESS**41. ORDINANCE 2022/2023 – 4, AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2022/2023**

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve **Ordinance 2022/2023-4**, an Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2022/2023. Trustee Gephart stated the levy presentation was approved at the October 12, 2022 meeting and there have not been any changes regarding the levy request. A public hearing was held this evening. A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

XIII. NEW BUSINESS**45. 457 AUDIT COMMITTEE REPORT**

Trustee Gephart met with Cheryl Matthews, HR Manager, and Ms. Merritt, to perform the 457 audit and prepare the report. They found a coding issue and it was resolved. All funds were accounted for. Trustee Gephart stated this is a great benefit for staff. The retirement plan is offered by Fidelity and there are great investment options.

46. FISCAL YEAR 2022/2023 PER CAPITA GRANT REQUIREMENTS

Ms. Buckson stated the Per Capita Grant application is due in January 2023. The staff and Trustees are required to review *Serving Your Public: Illinois Public Library Standards 4.0* and complete the checklists. Ms. Buckson will send an electronic version of the book to the Trustees. The Trustees were requested to send any comments to Ms. Buckson and inform her once they have completed the review of the book, which is a requirement of the Per Capita Grant to show that the Library is compliant.

47. DEPARTMENTAL PRESENTATION: OUTREACH SERVICES

David Kelsey, Outreach Librarian, provided a presentation about Outreach Services, which is part of the Adult Services department. He introduced Lynda Spraner and Chris Steck who are also on the Outreach Services team.

Outreach Services provides homebound deliveries for 15 patrons, visits 12 senior facilities servicing 350-400 patrons, partners with more than 60 literacy and community organizations and provides programming.

Programming triggers conversations, is educational with themes such as revisiting the 1950s or holidays, and the team uses props and costumes. Everyone enjoys these visits and the focus is on brightening the lives of seniors. The Library has become a national leader with this programming and has conducted over 1,000 programs in the last three years.

The Outreach team has received awards and every month three-to-five libraries call to inquire about the programming. During Mr. Kelsey's past tenure as President of ABOS (Association of Bookmobile and Outreach Services) membership was doubled and the largest conference in Outreach history was held.

Trustee Gephart asked what the Board could do for Outreach Services. Mr. Kelsey stated his team is understaffed and so they have had to limit services. They would like to add a fourth staff member to their team.

XII. UNFINISHED BUSINESS

42. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:

- a. **[5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives**
- b. **[5 ILCS 120/2 (C)(11)] – Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal**

Motion by Trustee Gephart, second by Trustee Kaluzsa, to adjourn to Closed Session at 7:24 pm for [5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives, and [5 ILCS 120/2 (c)(11)] – Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal.

Trustee Gephart asked Ms. Locallo, Mr. Noll, Ms. Buckson and all staff members serving on the Management Collective Bargaining Team to attend the Closed Session Meeting. A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None. The Trustees moved to the Carnegie Community Room for Closed Session.

43. MOTION TO GO INTO OPEN SESSION

Resumed in Open Session at 9:21 pm.¹

44. POSSIBLE VOTE FOR:

- a. **[5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives**
- b. **[5 ILCS 120/2 (c)(11)] – Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal**

No votes.

XIII. NEW BUSINESS

48. SCHEDULE BOARD SOCIAL DINNER

The Board social dinner will be scheduled on December 5, 7, or 12, 2022 at The Graceful Ordinary. Trustee Gephart will contact all Trustees to confirm a date.

¹ **43. MOTION TO GO INTO OPEN SESSION**

This motion is included in the Closed Session Minutes of the Regular Monthly Meeting of November 9, 2022.

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

No comments.

XIV. MONTHLY REPORT

40. DEPARTMENT MANAGERS' REPORT, OCTOBER 2022

No. comments.

XV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Hampton, to adjourn at 9:26 pm.



Karen L. Kaluzsa
Secretary, Board of Trustees