



St. Charles Public Library
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**MINUTES
 REGULAR MONTHLY MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 DECEMBER 14, 2022**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, December 14, 2022 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle (arrived at 7:30 pm), Trustees Shane Hampton, Claudia Frost and Mary Kruse, Director Kate Buckson and Administrative Assistant Virginia Tsipas. Absent: Trustee Michael J. Hill.

Guest: Kevin P. Noll, Esq. of Robbins Schwartz.

Library staff present: Brandon Buckley, Brian Dunk, Jill Larson, Rob McKiness, Mary Merritt, Jo Nixon, Junior Renteria, Pam Salomone, Sutton Skowron, Kelly Stulgate, Amy Vidlak-Girmscheid. 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. APPROVE CONSENT AGENDA

Minutes of Public Hearing, November 9, 2022

Minutes of Regular Monthly Meeting, November 9, 2022

IIT Investment Report: November 2022

Lauterbach & Amen, Monthly Financial Report: November 2022

Check Register, Payroll: November 2022

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the Consent Agenda. Carried unanimously. Trustees Steimle and Hill absent.

IV. APPROVE THE FORM AND CONTENT OF MINUTES

CLOSED SESSION OF SPECIAL MEETING, NOVEMBER 9, 2022 [5 ILCS 120/2 (c)(2)] and [5 ILCS 120/2 (c)(11)]

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve the form and content of Minutes of Closed Session of Regular Monthly Meeting, November 9, 2022 [5 ILCS 120/2 (c)(2)] and [5 ILCS 120/2 (c)(11)]. Carried unanimously. Trustees Steimle and Hill absent.

V. INVOICES FOR BOARD APPROVAL TO PAY

No invoices to present.

VI. TRUSTEE RECOGNITION

No recognition.

VII. DIRECTOR'S REPORT, NOVEMBER 2022

Ms. Buckson stated she has had a great first month and has met many staff and community members. She has learned a lot about the Library, is participating in some community engagements and the Library's affiliation with SWAN. She is enjoying herself.

Motion by Trustee Kaluzsa, second by Trustee Frost, to accept the Director's Report. Carried unanimously. Trustees Steimle and Hill absent.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Gephart)

The report is in the Board packet.

Foundation (Frost)

At the last meeting, the Board welcomed Director Kate Buckson. The Friends raised \$5,800 from their used book sale. Trivia Night was fun and \$1,800 was raised for the Library. The Foundation would like to hold a Trivia Night again. President Brewner spoke about the year-end campaign. Letters have been mailed out and donations are coming in. The special project this year is a glass display case for the vestibule that community groups can reserve each month. The display case could cost up to \$15,000. Last year's thank-a-thon was very well received and one is planned after the first of the year. Dawn Lassiter-Brueske resigned from the Foundation Board and will be a Director Emeritus. The Board is looking for applicants for a new Foundation member.

Motion by Trustee Kaluzsa, second by Trustee Hampton, to accept the Committee Reports. Carried unanimously. Trustees Steimle and Hill absent.

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

No comments.

X. TRUSTEE COMMENTS

No comments.

XI. UNFINISHED BUSINESS

51. 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 7:07 pm for [5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives. **AYES:** Gephart, Kaluzsa, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle, Hill. The Trustees moved to the Carnegie Community Room for Closed Session. Trustee Gephart asked Mr. Noll, Ms. Buckson and all staff members serving on the Management Collective Bargaining Team to attend the Closed Session Meeting.

Trustee Steimle arrived at 7:30 pm.

52. MOTION TO GO INTO OPEN SESSION

Resumed in Open Session at 7:54 pm.¹

53. POSSIBLE VOTE FOR:

[5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives

No votes.

54. CONSOLIDATED ELECTION: APRIL 4, 2023, NOTICE OF LOTTERY

The filing period for Trustee candidates is December 12-19, 2022, Monday to Friday from 9:00 am to 5:00 pm. The Library will hold a Lottery for all filers waiting in line at 9:00 am on December 12, 2022 to file their petition, who qualify for the lottery to determine first place ballot position, and for all filers between 4:00 pm and 5:00 pm on December 19, 2022 who qualify for the lottery to determine bottom ballot position. All other positions are determined by order of filing.

XII. NEW BUSINESS

55. RESOLUTION 2022/2023 – 3, RESOLUTION TO APPOINT KATHERINE G. BUCKSON AS AN AUTHORIZED AGENT PERTAINING TO THE ILLINOIS MUNICIPAL RETIREMENT FUND

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve **Resolution 2022/2023 – 3**, Resolution to Appoint Katherine G. Buckson as an Authorized Agent Pertaining to the Illinois Municipal Retirement Fund. **AYES:** Gephart, Kaluzsa, Steimle, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hill.

56. RESOLUTION 2022/2023 – 4, RESOLUTION TO APPOINT MARY KATHERINE MERRITT AS AN AUTHORIZED AGENT PERTAINING TO THE ILLINOIS MUNICIPAL RETIREMENT FUND

Motion by Trustee Kaluzsa, second by Trustee Kruse, to approve **Resolution 2022/2023 – 4**, Resolution to Appoint Mary Katherine Merritt as an Authorized Agent Pertaining to the Illinois Municipal Retirement Fund. **AYES:** Gephart, Kaluzsa, Steimle, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hill.

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

This motion is included in the Closed Session Minutes of the Regular Monthly Meeting of December 14, 2022.

57. ORDINANCE 2022/2023 – 5, ORDINANCE ESTABLISHING DATES OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE ST. CHARLES PUBLIC LIBRARY DISTRICT FOR CALENDAR YEAR JANUARY 2023 – JANUARY 2024

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve **Ordinance 2022/2023 -5**, Ordinance Establishing Dates of Regular Meetings of the Board of Trustees of the St. Charles Public Library District for Calendar Year January 2023 – January 2024. There will not be a Board meeting in August. A roll call vote was called. **AYES:** Gephart, Kaluzsa, Steimle, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hill.

58. 2023 HOLIDAYS / CLOSINGS SCHEDULE

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve the 2023 Holidays/Closings Schedule. Two Staff In-Service days are scheduled on April 28, 2023 and November 10, 2023. The Library will close at 5:00 pm on August 18, 2023 for the Staff Appreciation Event. A voice vote was called. Carried unanimously. Trustee Hill absent.

59. WEBSITE REDESIGN PRESENTATION

Pam Salomone, Communications & Marketing Manager, provided a presentation of the redesigned website. The planning started over a year ago. The focus was to make the website more visually appealing, easy to use, and steering away from so much text. The website has customizable components that have made the content shorter and reduced the number of pages. The main menu has five categories that contain the majority of the pages most frequently used.

The carousel was replaced with a large static graphic that is used to promote upcoming events and campaigns. The “book river” is very popular showing book covers for all ages that are directly linked to the catalog. This feature automates with suggestions for patrons on “what to read”, provided by the System Wide Automated Network (SWAN).

Pages are now formatted with accordion sections for ease of reading and quickly locating information. The website promotes finding a space to work, information on borrowing equipment, programming in STC Creative and booking study rooms and meeting rooms. Patrons can read the latest news finding out what is happening at the Library.

Patrons “sign up for Library news and events” by providing their email, they can easily find information on hours and location, ways to contact staff and interact with the staff through social media.

We have had a lot of positive comments about the new website. Ms. Salomone thanked all staff who assisted with the planning and implementing of the redesigned website.

Trustee Frost asked if the study rooms were popular and how far ahead a room should be reserved. Ms. Salomone said study rooms can be booked one week in advance. The rooms are popular and it depends daily upon availability. Trustee Gephart stated a friend asked him about booking a study room and he was able to go online to assist.

Trustee Gephart thanked Ms. Salomone for her presentation.

60. DEPARTMENTAL PRESENTATION: SAFETY COMMITTEE

Junior Renteria, Facilities & Security Manager, provided a presentation of the Safety Committee. The committee was organized in 2019 to ensure the safety of patrons and staff. They meet monthly and all departments are represented. Two members walk the building with safety audit sheets to bring concerns back to the committee. Meeting discussions include updates on previous safety concerns, implementing new changes and resolving concerning issues. The safety audit sheet is constantly evolving with improved procedures. Committee members check that all fire extinguishers are clearly marked and unobstructed, AED equipment batteries, elevator communication testing, that eye-wash stations have clear running water and trip hazards are noted.

Trustee Gephart asked where the area of refuge communication was located. Mr. Renteria said by the elevators. When the buttons are pushed, an alert goes to Alarm Detection Systems and they call the fire department for emergencies.

Accomplishments for the committee are streamlining the safety audit sheet, providing flashlights for all rooms with glow-in-the-dark tape, consistent signage for first aid kits, all members are CPR certified, providing safety reminders to all staff, and communication strategies for vendor building access. A representative of Libraries of Illinois Risk Agency (LIRA) visits the Library once a year and walks the building with Mr. Renteria. They liked the safety audit sheet and are going to share it with other libraries.

Trustee Frost asked if the Library had a defibrillator and Mr. Renteria said the Library has two, one on the main level and one on the lower level. Trustee Gephart asked what the Board could do for the Safety Committee. Mr. Renteria said he encourages Board Trustees to accompany committee members with their walks throughout the Library or to attend a meeting.

61. SCHEDULE POLICY COMMITTEE MEETING IN JANUARY

The Policy Committee meeting was scheduled for January 17, 2023 at 7:00 pm.

62. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS

No comments.

XIII. Monthly Report**63. DEPARTMENT MANAGERS' REPORT, NOVEMBER 2022**

No comments.

XIV. ADJOURNMENT

Motion by Trustee Hampton, second by Trustee Frost, to adjourn at 8:31 pm.

Karen L. Kaluzsa
Secretary, Board of Trustees