



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
 JANUARY 11, 2023**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, January 11, 2023 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Trustees Shane Hampton and Claudia Frost, Director Kate Buckson and Administrative Assistant Virginia Tsipas. Absent: Treasurer Cynthia N. Steimle, Trustees Michael J. Hill and Mary Kruse.

Library staff present: Brandon Buckley, Jasmina Lapo, Jill Larson, Rob McKiness, Mary Merritt, Emma Rothenfluh, Pam Salomone, Sutton Skowron, and Amy Vidlak-Girmscheid. Four 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 Regular Monthly Meeting, December 14, 2022

IIIT Investment Report: December 2022

Lauterbach & Amen, Monthly Financial Report: December 2022

Check Register, Payroll: December 2022

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

IV. APPROVE THE FORM AND CONTENT OF MINUTES

CLOSED SESSION OF SPECIAL MEETING, DECEMBER 14, 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, December 14, 2022 [5 ILCS 120/2 (c)(2)]. Carried unanimously. Trustees Steimle, Hill and Kruse absent.

V. INVOICES FOR BOARD APPROVAL TO PAY

No invoices to present.

VI. TRUSTEE RECOGNITION

No recognition.

VII. DIRECTOR'S REPORT, DECEMBER 2022

There was a water leak emergency over the holiday break. Damage was not as considerable as it could have been. Ms. Buckson was at the Library over the Christmas holiday to assist and oversee the cleanup and repair work. She thanked Junior Renteria, Mary Merritt and the Facilities staff and was very appreciative for their help. An insurance claim was filed through LIRA. Some paper products and summer reading prizes were damaged by water. There was no damage to the collection. Technology equipment was soaked but is still working.

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

VIII. COMMITTEE REPORTSIntergovernmental Group (Buckson)

The December 8, 2022 meeting was held at Tasty Biscuit Restaurant. Ms. Buckson and President Gephart attended on the Library's behalf. St. Charles Township will host the January 12, 2023 meeting.

Foundation (Frost)

The Foundation Board did not meet in December.

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

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

No comments.

X. TRUSTEE COMMENTS

No comments.

XI. UNFINISHED BUSINESS**64. PER CAPITA GRANT APPLICATION AND REPORT*****Serving our Public 4.0 Standards for Illinois Public Libraries © Illinois Library Association, 2020***

Ms. Buckson thanked all the Trustees who reviewed the book *Serving our Public 4.0 Standards for Illinois Public Libraries*. She worked with the management team to identify funding needs including: upgrading shelving for both adult services' and youth services' collections, better wayfinding signage, incentive funds for growing summer reading programs, branding campaign for a redesigned quarterly newsletter, light pole banners and professional video editing, new carts and desk chairs for several departments, and low energy swing doors in high traffic areas, where needed.

Trustee Kaluzsa asked for clarification about the intellectual freedom communication plan. Ms. Buckson stated staff has asked for resources to utilize in communicating with the public.

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve the Per Capita Grant Application, as presented. **AYES:** Gephart, Kaluzsa, Hampton, Frost. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle, Hill, Kruse.

65. UNION NEGOTIATION UPDATE

The last negotiation was held on December 21, 2022. The management bargaining team presented its economic proposal to the union's bargaining team. At the January 25, 2023 meeting, the Union will respond to that economic proposal.

66. 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

No need for Closed Session.

67. MOTION TO GO INTO OPEN SESSION

No need for Closed Session.

68. POSSIBLE VOTE FOR:

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

No need for Closed Session.

XII. NEW BUSINESS

69. DISCUSS STRATEGIC PLANNING PROCESS FOR 2023

An RFP for strategic planning services was published on the Library's website on December 22, 2022. Proposals are due by January 23, 2023. Grant funds were received for the consultant fees for this fiscal year. A recommendation will be presented to the Board at its February meeting.

70. REVIEW THE BOARD'S ANNUAL LEGAL CALENDAR

The legal calendar will be presented each month in the Board packet, including timelines for legal publications and policy updates. **Motion** by Trustee Kaluzsa, second by Trustee Hampton, to accept the FY 2023/2024 Legal Calendar, as presented. **AYES:** Gephart, Kaluzsa, Hampton, Frost. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Steimle, Hill, Kruse.

71. SCHEDULE AUDIT COMMITTEE BI-ANNUAL REVIEW OF SECRETARY'S RECORDS FROM JULY 1, 2022 THROUGH DECEMBER 31, 2022, AND MINUTES AND RECORDINGS OF CLOSED SESSIONS

The Audit Committee Meeting was scheduled for January 18, 2023 at 7:00 pm.

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

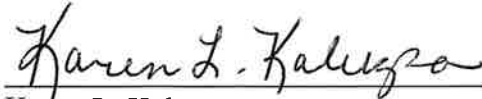
No comments.

XIII. Monthly Report**73. DEPARTMENT MANAGERS' REPORT, DECEMBER 2022**

Trustee Gephart asked about the cow adoption program mentioned in the Youth Services report. Ms. Buckson said the Youth Services Department has adopted a cow to teach children about livestock. They have a toy cow that is very popular with the children, named Moolisa.

XIV. ADJOURNMENT

Motion by Trustee Hampton, second by Trustee Frost, to adjourn at 7:15 pm.



Karen L. Kaluzsa
Secretary, Board of Trustees