



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

**MINUTES
 POLICY COMMITTEE MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 JANUARY 17, 2023**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Tuesday, January 17, 2023 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Trustee Mary Kruse (Chair), Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas.

I. Call to Order

Trustee Kruse called the meeting to order at 7:00 pm and established there was a quorum.

II. Communications and Citizen's Comments – On Agenda Items

No Comments.

III. Gifts Policy

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the revised Gifts Policy, as presented.

This policy is different than the process for a donation received by the Foundation. Donations are given to both the Library and the Foundation, depending upon the directive for the gift. The recognition level for donations to the Foundation is different than donations to the Library. Most donations to the Library are in appreciation of staff and services provided and are generally placed in the operating fund, unless otherwise specified.

A donation recently received for the Library specifically requested that it benefit the Youth Services Department. A request was made that yearly donations to the Library be provided to all Trustees.

The main proposed revisions to the Gifts Policy were that the receipt for material donations to the Library be removed; the reference of an existing policy within a different policy is redundant and therefore, reference of a librarian using the criteria in the Collection Management Policy to determine suitability of a book should be removed; wherever “St. Charles Public Library” appears, that should be revised to “St. Charles Public Library District” and for all future updated Library policies; and the sentence stating “Librarian to decide whether a gift is suitable for inclusion in the Library” should be changed to “Director to decide whether a gift is suitable for inclusion in the Library.”

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Gift Policy, as amended. Carried unanimously.

IV. Investment Policy

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Investment Policy, as presented.

Some proposed changes presented were that the primary responsibility of security of monies would remain with the District Treasurer, but that a statement would be added to formalize delegation of authority to Library staff; and that clarification will be made whether two or more signatories are authorized to sign on financial accounts.

The Investment Policy was initially presented as an ordinance in 2006 in compliance with Illinois Statute. A new ordinance does not need to be adopted, but the policy should be updated. This process will apply to all other Library policies initially presented as ordinances.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to rescind the motion. Ms. Buckson will draft a revised Investment Policy, have the Library attorney review the draft and bring it back to the Policy Committee for review.

V. Board Bylaws

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Board Bylaws, as presented.

According to the Bylaws, terms of newly elected Trustees are required to begin on the third Monday of the month following election. This is what the law states as the earliest acceptable time for terms to begin, however, most libraries wait until their next Board meeting.

Vacancies on the Board and the securing of a Treasurer's bond were revised and clarified. Exercising general supervision of employees should be stricken from the policy as a duty of the President. The duties of the Policy Committee should not include membership needs, recruitment of prospective candidates, orientation of new Trustees, encouragement of Board education, involvement in public library trustee organizations, and recommendations concerning staff development.

A nominating committee should be created for vacancies on the Board. Orientation of new Trustees should be conducted by the Director and one sitting Board Trustee. Included in the orientation process would be information for expectations of Trustees, and responsibilities of good practice at Board meetings. Reminders of these expectations and responsibilities will be added as an annual agenda item. Ms. Buckson will review the current orientation process and bring recommendations to the Policy Committee.

One Trustee should be appointed annually as a FOIA officer and one Trustee should be required annually to take the refresher OMA training. These appointments will be added to the agenda in June of each year.

For the Board agenda order of business, the following changes were recommended: a roll call vote should be taken at the beginning of each meeting to determine which Trustees are present or absent; Trustee recognition should only appear if there is a recognition at a particular meeting; the Director's report should become a staff report to capture attention to all departments; and Trustee comments will be moved to a more relevant position within the agenda.

Clarification was requested for the annual review of the Director's job description. That review should be made every three years.

Orders for payment of money to be authorized by two or three signatories will be checked with the Business Office Manager and reported back to the Policy Committee.

Ms. Buckson will review the statute for electronic attendance at meetings by Trustees and place it within the policy. The form for this attendance should not be part of the policy. Addendum B of procedures for the nomination and election of officers of the Board of Trustees will be removed from the policy. These procedures will become part of the orientation process for new Trustees.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to rescind the motion. Ms. Buckson will draft the revised Board Bylaws and bring it back to the Policy Committee for review.

Trustee Gephart and Ms. Buckson previously discussed having a Board Committee of the Whole to discuss any audit, facility, financial or policy items. This committee meeting would be prescheduled once a month, but only held as needed, possibly three or four times a year. An advantage for this type of committee would be having all Trustees engaged in all policy changes and financial matters, and it would provide a standing date for meetings, thereby eliminating the need for last minute scheduling. There is concern, however, for the discussion time it would take for all Trustees' comments on each issue. A decision for this type of committee will be made closer to, and implemented in, June.

If the four standing committees remain, there will be a prescheduled date each month for any committee meeting needed.

Ms. Buckson plans to bring before the Policy Committee a review timeline for all Library policies. This will ensure they are still relevant and if they need to be updated. There are some policies that pertain to staff that cannot be changed until there is a Union contract.

VI. Communications and Citizen's Comments – On Non-Agenda Items

No comments.

VII. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Kaluzsa, to adjourn the meeting at 8:19 pm. Carried unanimously.



Mary Kruse
Policy Committee Chair