



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
 FEBRUARY 8, 2023**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, February 8, 2023 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia-N. Steimle, Trustees Shane Hampton and Mary Kruse. Absent: Trustees Michael J. Hill and Claudia Frost.

Library staff present: Director Kate Buckson, Business Office Manager Mary Merritt, Katie Amstadt, Amy Berger, Brandon Buckley, Erica Castellani, Nick Chaney, Eilis Corcoran, Chris Ferguson, Anna Johanson, Amanda Kaiser, Jasmina Lapo, Jill Larson, John Loubsky, Rob McKiness, Jo Nixon, Emma Rothenfluh, Pam Salomone, Sutton Skowron, Sarah Slack, Kelly Stulgate, Darcy Tatlock, and Amelia Thomas. AFSCME representative Carla Williams and six 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 present through a roll call.

II. WELCOME OF GUESTS

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

III. APPROVE CONSENT AGENDA

Minutes of Regular Monthly Meeting, January 11, 2023

Minutes of Policy Committee Meeting, January 17, 2023

Minutes of Audit Committee Meeting, January 18, 2023

IIIT Investment Report: January 2023

Lauterbach & Amen, Monthly Financial Report: January 2023

Check Register, Payroll: January 2023

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

IV. APPROVE THE FORM AND CONTENT OF MINUTES

CLOSED SESSION OF AUDIT COMMITTEE MEETING, JANUARY 18, 2023 [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, January 18, 2023 [5 ILCS 120/2 (c)(21)]. Carried unanimously.

V. INVOICES FOR BOARD APPROVAL TO PAY

No invoices to present.

VI. TRUSTEE RECOGNITION

No recognition.

VII. DIRECTOR'S REPORT, JANUARY 2023

Katie Amstadt was introduced as the Library's newly hired Human Resources Manager. **Motion** by Trustee Kaluzsa, second by Trustee Hampton, to accept the Director's Report. Carried unanimously.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Gephart)

Foundation (Kaluzsa)

Trustee Kaluzsa will attend the February 9, 2023 meeting.

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

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

Sutton Skowron, Adult Services Librarian and Brandon Buckley, Young Adult Librarian, both serve on the Union's bargaining team, and both read prepared remarks regarding comments made at the last bargaining session. They asked for clearer explanation of why certain contract items were rejected by the management's bargaining team.

X. TRUSTEE COMMENTS

No comments.

XI. UNFINISHED BUSINESS

74. APPROVE CONSULTING FIRM FOR 2023 STRATEGIC PLANNING PROCESS

The Library received ten proposals from consulting firms to assist in the 2023 strategic planning process, and Ms. Buckson presented the top three firms that are within the budgeted price range. She ranked the firms in order of scope of services offered and their ability to complete the level of services requested. Ms. Buckson recommends Fast Forward Libraries. **Motion** by Trustee Gephart, second by Trustee Kaluzsa, to approve Fast Forward Libraries for the 2023 Strategic Planning process, not to exceed fees of \$25,000. **AYES:** Gephart, Kaluzsa, Steimle, Hampton, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hill, Frost.

75. RECOMMENDATION OF THE POLICY COMMITTEE:

a. Gifts Policy

Revisions to the Gifts Policy include the removal of the receipt of materials donated, deleting a reference to a conflicting policy and changing the decision of acceptable gifts to the Library from a librarian to the Director. **Motion** by Trustee Gephart, second by Trustee Kaluzsa, to approve the Gifts Policy, as presented. Carried unanimously.

76. REPORT OF AUDIT COMMITTEE MEETING:

a. Report of Audit of Secretary's Minutes for July 1, 2022 to December 31, 2022

The Audit Committee reviewed the Secretary's Minutes and recordings for the period July 1, 2022 through December 31, 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. There were no recordings of Closed Session Minutes to be considered for destruction at this time.

b. Recommendation to vote to open or keep closed, Minutes from Closed Sessions

Motion by Trustee Kaluzsa, second by Trustee Steimle, to recommend the Minutes of Closed Sessions of January 12, 1983 through December 14, 2022, shall continue to remain closed to the public. A further recommendation that the Minutes of Closed Session of September 7, 2022, shall be open to the public. Carried unanimously.

77. UNION NEGOTIATION UPDATE

The update was provided in the Board packet. Trustees were encouraged to contact Ms. Buckson with any questions.

78. SCHEDULE POLICY COMMITTEE MEETING:

a. Investment Policy

b. Board Bylaws

The Policy Committee Meeting was scheduled for March 22, 2023 at 7:00 pm.

XII. NEW BUSINESS

79. RESOLUTION 2022/2023 – 5, RESOLUTION TO APPOINT KATHARINA M. AMSTADT AS AN AUTHORIZED AGENT PERTAINING TO THE ILLINOIS MUNICIPAL RETIREMENT FUND

Motion by Trustee Gephart, second by Trustee Kaluzsa, to approve **Resolution 2022/2023 – 5**. **AYES:** Gephart, Kaluzsa, Steimle, Hampton, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hill, Frost.

80. LEGISLATIVE UPDATE ON DECENNIAL COMMITTEE

Ms. Buckson said the Decennial Committee will be formed with Trustee Gephart as chair, the participation of the full board, and two St. Charles residents as committee members.

81. DEPARTMENT PRESENTATION: YOUTH SERVICES SCHOOL OUTREACH

School Services Librarian Eilis Corcoran, Preschool Services Librarian Anna Johanson, and Middle School Librarian Darcy Tatlock, provided a presentation about the Youth Services School Outreach programs.

Ms. Corcoran has a great partnership with D303 elementary schools and after-school groups. She pulls materials for their projects and teaches them research skills. She coordinates teacher cards and loan services with schools and daycares and assists in facilitating D303 student cards. Currently 74 teachers have library cards and participate in the teacher loan services.

Ms. Johanson provides different themed story times, which includes lots of dancing for preschools and daycares. The school visits have increased since Covid restrictions were lifted. She coordinates the Preschool Fair and the Preschool Educators Group.

Ms. Tatlock provides programs and services for D303 middle schools and after-school groups, which includes the Salvation Army. She coordinates the Junior Friends program for Library volunteers in grades six to eight. One activity was making holiday tags for family and friends and this was featured in the middle school newsletters.

During the Summer Reading program, Youth Services staff visit all schools in the District promoting reading, opportunities to win prizes and obtaining library cards. They visit about 5,000 students a year.

Trustee Gephart asked what the Board could do for the School Outreach program. Ms. Corcoran said they would like a Youth Services outreach budget, as well as more staff.

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

No comments.

XIII. Monthly Report

83. DEPARTMENT MANAGERS' REPORT, DECEMBER 2022

No comments.

XIV. ADJOURNMENT

Motion by Trustee Steimle, second by Trustee Hampton, to adjourn at 7:35 pm. Carried unanimously.



Karen L. Kaluzsa
Secretary, Board of Trustees