



St. Charles Public Library
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 scpld.org

**MINUTES
 POLICY COMMITTEE MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 MARCH 22, 2023**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, March 22, 2023 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Karen L. Kaluzsa, Trustee Mary Kruse (Chair), and Director Katherine G. Buckson.

I. Call to Order

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

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

No Comments.

III. Investment Policy

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

The revised Investment Policy was reviewed by the Library's attorney, Roger Ritzman and Business Office Manager Mary Merritt. A voice vote was requested. Carried unanimously.

IV. Board By-laws

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Board By-laws, as presented, subject to further discussion.

The statement that the Treasurer's audit is to be approved by the Board not later than September 30 of each year, is proposed to state when required by statute. An annual meeting is not required by statute, just that the Board is required to hold six meetings a year. The section for annual meeting will be removed.

The standing committees shall consist of three or more Trustees for each committee. The ad hoc committees, if required, shall consist of two or more Trustees. The Facilities Committee did not meet during the Library renovation. At the time of the renovation, it was stated that the Facilities Committee would resume after the building project.

In June 2023, a Treasurer will be elected and a bond is required.

The order of business for each monthly meeting will be revised. Trustee recognition will be removed. Any future trustee recognition can be made during trustee comments. The director's report will be renamed as a monthly operational report and contain a two-to-four page graphic report representing a high level overview of all departments.

Ms. Buckson and Trustee Kruse previously talked about a possible meet and greet for staff with one or two Trustees. This would not be a violation of Open Meetings Act with less than three Trustees in attendance.

Motion by Trustee Gephart, second by Trustee Kaluzsa, to recommend the Board approve the Board By-laws, as amended. Carried unanimously.

V. Library Policy Review Schedule

Ms. Buckson prepared a spreadsheet to assist the Policy Committee in reviewing all policies. The review would determine required policy review dates, which policies are actually procedures, policies that should be combined, and policies that are part of the employee handbook. For reference for the Trustees, some policies have stated review dates contained in the Trustee Manual.

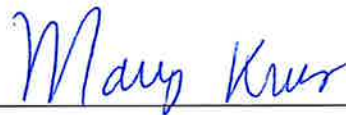
Trustee Kruse recommends the Policy Committee schedule two meeting dates to review the spreadsheet and assist Ms. Buckson with the organization of the policy binder. A meeting was scheduled for May 16, 2023 from 7:00-9:00 pm. A June Policy Committee Meeting will be scheduled at the May meeting.

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

No comments.

VII. ADJOURNMENT

Motion by Trustee Kruse, second by Trustee Kaluzsa, to adjourn the meeting at 8:05 pm. Carried unanimously.



Mary Kruse
Policy Committee Chair