



St. Charles Public Library
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**MINUTES
 REGULAR MONTHLY MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 APRIL 12, 2023**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, April 12, 2023 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle (arrived 7:02 pm), Trustees Michael J. Hill, Shane Hampton, Claudia Frost and Mary Kruse, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Guest: Michelle Binns of PFM.

Library staff present: Katie Amstadt, Brandon Buckley, Becky Dubbert, Mary Merritt, Junior Renteria, Pam Salomone, Jane Shelton, and Amelia Thomas. AFSCME representative Carla Williams and two community members were also present.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 7:01 pm. Trustee Gephart confirmed there was a quorum present through a roll call. Absent: Trustee Steimle.

II. WELCOME OF GUESTS

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

III. APPROVE CONSENT AGENDA

Minutes of Regular Monthly Meeting, March 8, 2023

Minutes of Policy Committee Meeting, March 22, 2023

IIIT Investment Report: March 2023

Lauterbach & Amen, Monthly Financial Report: March 2023

Check Register, Payroll: March 2023

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

IV. APPROVE THE FORM AND CONTENT OF MINUTES

**CLOSED SESSION OF REGULAR MONTHLY MEETING, MARCH 8, 2023,
 FOR [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, March 8, 2023. Carried unanimously. Trustee Steimle absent.

Trustee Steimle arrived at 7:02 pm.

V. INVOICES FOR BOARD APPROVAL TO PAY

No invoices to present.

VI. TRUSTEE RECOGNITION

No recognition.

VII. DIRECTOR'S REPORT, MARCH 2023

Trustee Hill asked for clarification of the Decennial Committee. The formation of the committee is government mandated and is to consist of all seven Trustees and two residents. The committee will meet three times over 18 months to discuss government efficiencies and report to the state. The committee will meet on May 10, 2023 at 6:30 pm. Trustee Hill inquired about a resident who wished to name the Library in their estate. Ms. Buckson will be meeting with this individual and will update the Board in the future about the individual's directives for this bequest.

Motion by Trustee Kaluzsa, second by Trustee Hampton, to approve the Director's Report. Carried unanimously.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Hill)

The Library will host the meeting on April 13, 2023 at 8:00 am. All Trustees were extended an invitation to attend.

Foundation (Frost)

There will be a brief ceremony for the restoration of the Carnegie Room fireplace on May 11, 2023 prior to the Foundation meeting. The Trustees will receive an invitation for this ceremony. Foundation meetings will start at 5:00 pm beginning with the April 13, 2023 meeting.

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

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

No comments.

X. TRUSTEE COMMENTS

Trustee Hill has been using the IT scanning equipment and IT staff have been very helpful. He stated that the fox photography art exhibit is beautiful. He wondered if the Foundation would purchase one print for the Library.

XI. UNFINISHED BUSINESS

92. 2023-2027 STRATEGIC PLAN UPDATE

The Strategic Plan survey launched March 22, 2023 and approximately 200 surveys have been completed. There is a table in the lobby to draw the attention of patrons to participate in this survey and to sign up for focus groups. A laptop station is provided for completing the survey. The Trustees were encouraged to talk with friends and neighbors to help fill the slots for the focus groups. Each session will allow ten participants.

Young Adult Librarians Brandon Buckley and Nicholas Chaney have encouraged teens to attend a focus group on April 27, 2023 at 4:00 pm.

Information has been sent to community stakeholders, and residents can register online for virtual sessions on April 26, 2023 and in-person sessions on April 27, 2023. The Library Board will have a session on April 27, 2023 at 7:00 pm and a staff session will be held on April 28, 2023. Extended retreats have been planned for staff on June 30, 2023 and for the Board on July 1, 2023.

The draft Strategic Plan will be presented to the Board in July and the final Strategic Plan will be approved by the Board in September.

XII. NEW BUSINESS

93. PRESENTATION BY PFM ASSET MANAGEMENT, LLC

Michelle Binns of PFM Management Ltd. provided the Board with an update of the Library's investments over the last five years.

The more substantial part of the Library's portfolio is in long term investments covered by FDIC insurance up to \$250,000. There have been increased yields over the last year. Some CDs were just purchased with over 5% interest.

Increased interest for investments in 2024 could earn 4% on average.

Trustee Gephart mentioned recent banks reported having problems with investment funds over \$250,000. Ms. Binns stated the Library does not have investments in banks that are not on PFM's approved list, and all Library investments are under \$250,000 and insured by FDIC.

PFM's focus now is to capture yields while they are available to earn as much interest as possible for the Library.

94. RECOMMENDATIONS OF THE POLICY COMMITTEE:

a. Approve Investment Policy

Motion by Trustee Kaluzsa, second by Trustee Frost, to approve the Investment Policy, as presented. The policy is no longer an ordinance and Library Attorney Roger Ritzman has reviewed it. A voice vote was requested. Carried unanimously.

b. Approve Ordinance 2022/2023-6, Board By-Laws

Motion by Trustee Kaluzsa, second by Trustee Kruse, to approve **Ordinance 2022/2023-6, Board By-Laws**. The requirement for an annual meeting and trustee recognition on Board agendas were removed. Library Attorney Roger Ritzman reviewed the Ordinance. A roll call vote was requested. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

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

No comments.

XIII. MONTHLY REPORT**96. DEPARTMENT MANAGERS' REPORT, MARCH 2023**

There was a discussion about improving the drive-up book return or possibly having a stand-alone book drop. However, there is concern about keeping the books dry during inclement weather, and a safety concern for staff emptying a stand-alone book drop on the property multiple times a day. The best long term solution is to reconfigure the current book return and discussion has started.

Ms. Buckson stated she is thrilled to be able to provide more hours and promotions to current talented staff. However, there are current openings for which there are no internal applicants in Circulation Services and Communications & Marketing. She reminded Trustees that Statements of Economic Interest are to be completed by April 28, 2023.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 7:56 pm. Carried unanimously.



Karen L. Kaluzsa
Secretary, Board of Trustees