



**St. Charles Public Library**  
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 scpld.org

**MINUTES  
 REGULAR MONTHLY MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 MAY 10, 2023**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, May 10, 2023 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Karen L. Kaluzsa, Treasurer Cynthia N. Steimle, Trustees Michael J. Hill, Shane Hampton, Claudia Frost and Mary Kruse, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas.

Library staff present: Katie Amstadt, Brandon Buckley, Erica Castellani, Nick Chaney, Becky Dubbert, Amanda Kaiser, Jasmina Lapo, Jill Larson, Rob McKiness, Mary Merritt, Jo Nixon, Pam Salomone, Sutton Skowron, Kelly Stulgate, and Amy Vidlak-Girmscheid. Two community members were also present.

**I. CALL TO ORDER**

Trustee Gephart called the meeting to order at 7:03 pm.

**II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT**

Trustee Gephart confirmed there was a quorum present through a roll call.

**III. WELCOME OF GUESTS**

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

**AGENDA TAKEN OUT OF ORDER**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to move Agenda Item 100, Departmental Presentation – Summer Reading, after Agenda Item 97, 2023-2027 Strategic Plan Update. Carried unanimously.

**IV. ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no additions or corrections.

**V. APPROVE CONSENT AGENDA**

**Minutes of Regular Monthly Meeting, April 12, 2023**

**Minutes of Special Meeting, April 27, 2023**

**IIIT Investment Report: April 2023**

**Lauterbach & Amen, Monthly Financial Report: April 2023**

**Check Register, Payroll: April 2023**

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

**VI. APPROVAL OF INVOICES**

No invoices to present.

**VII. TRUSTEE RECOGNITION**

Trustee Gephart announced Trustees Steimle and Kaluzsa would be leaving the Board as their terms have ended. He thanked both Trustees for their service to the Library and the community.

Trustee Steimle stated in her two terms served, she has worked with three Board Presidents, a number of fellow Board Trustees and four directors. She enjoyed working on the planning of the beautiful renovation, working through the COVID environment and the Library's temporary location at Haines. She thanked the Board and will continue to use our wonderful Library.

Trustee Kaluzsa stated it has been a pleasure to serve as a Board Trustee and she will miss providing this service. She thanked the Board.

Trustee Gephart reminded Trustees Steimle and Kaluzsa they are always welcome to attend Board meetings.

**VIII. LIBRARY STAFF REPORT, MARCH 2023**

The Library Staff Report replaces the previous Director's Report. This report includes highlights of statistics, acknowledgement of staff and operational information.

The Library is working with a5 Branding and Digital for the Library rebranding. Their fees will be paid with Per Capita Grant funds. Options of possible logos were presented to the Board. The Trustees liked concept "A" showing the Library building. The final logo will be presented to the Board when it is finalized. The Library rebranding committee consists of Director Kate Buckson, Communications & Marketing Manager Pam Salomone, Technical Services Manager Amanda Kaiser, Adult Services Manager Amy Vidlak-Girmscheid, Circulation Services Manager Jasmina Lapo, Circulation Services Assistant Manager Patty Dybala, Communications & Marketing Programs and PR Coordinator Denise Blaszyński and Communications & Marketing Graphic Artist Lisa Marinelli.

**Motion** by Trustee Kaluzsa, second by Trustee Frost, to approve the Library Staff Report. Carried unanimously.

**IX. COMMITTEE REPORTS**Intergovernmental Group (Hill)

The Library hosted the April 13, 2023 Intergovernmental Group meeting. The Group will next meet on May 11, 2023.

Foundation (Frost)

New Foundation Board member, Julie Nyquist was welcomed by the Board. She has experience with non-profit management and grants. Bonnie Dauer was congratulated as a newly elected Library Board Trustee. At the beginning of the May 11, 2023 Foundation Board meeting, there

will be a dedication for the fireplace restoration in the Carnegie Room. Kathy Brens donated \$10,000 toward the restoration. Tickets for the October 1, 2023 Books & Brunch Event with Scott Turow will be available June 26, 2023. The ticket price is \$65 and 200 tickets will be sold. The event will be held at the St. Charles Country Club.

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

## **X. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON AGENDA ITEMS**

No comments.

## **XI. TRUSTEE COMMENTS**

No comments.

## **XII. UNFINISHED BUSINESS**

### **97. 2023-2027 STRATEGIC PLAN UPDATE**

Ms. Buckson thanked the Trustees for meeting with the Strategic Plan consultant on April 27, 2023. Staff provided their comments on April 28, 2023 at the Staff In-Service Day. There have been over 300 responses with the community survey. A successful teen focus group was well attended and there were some virtual community sessions. Unfortunately, there was low participation interest for the community focus groups and they were canceled. Some community members participated in interviews with the consultant. The learning report will be provided by the end of May with all compiled comments. A community engagement meeting will be held when the draft Strategic Plan is available. Retreats for the Board and staff will be held late June and early July.

## **XIII. NEW BUSINESS**

### **100. DEPARTMENTAL PRESENTATION – SUMMER READING**

Young Adult Librarian Nick Chaney presented the adult and young adult Summer Reading programs. A new format in the form of a bingo card will be used this year to track patron participation, which will include reading and interaction with librarians and areas within the Library. Prizes will be awarded as in previous years. Youth Services Manager Kelly Stulgate presented the youth Summer Reading program. Reading logs will again be used and prizes will be awarded. All levels of reading programs can be tracked through Readsquared.

## **XII. UNFINISHED BUSINESS**

### **98. 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**

**Motion** by Trustee Gephart, second by Trustee Kaluzsa, to adjourn to Closed Session at 7:39 pm. **AYES:** Gephart, Kaluzsa, Steimle, Hill, Hampton, Frost, Kruse. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

### **99. MOTION TO GO INTO OPEN SESSION**

Resumed in Open Session at 8:16 pm.<sup>1</sup>

<sup>1</sup> **99. MOTION TO GO INTO OPEN SESSION**

This motion is included in the Closed Session Minutes of the Regular Monthly Meeting of May 10, 2023.

**XIII. NEW BUSINESS****101. SCHEDULE FINANCE COMMITTEE MEETING FOR FY 2023/2024 BUDGET DRAFT REVIEW**

The Finance Committee Meeting is scheduled for May 30, 2023 at 9:00 am.

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

No comments.

**XIV. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Hampton, to adjourn at 8:19 pm. Carried unanimously.

  
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Mary Kruse  
Secretary, Board of Trustees