



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

**MINUTES  
 BIENNIAL ORGANIZATIONAL MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 JUNE 14, 2023**

The Biennial Organizational Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, June 14, 2023 at 7:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Shane Hampton (arrived at 7:10 pm), Claudia Frost, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas.

Library staff present: Katharina Amstadt, Amy Berger, Brandon Buckley, Rebecca Dubbert, Brian Dunk, Jasmina Lapo, Jill Larson, John Loubsky, Sara Mackh, Lisa March, Anah McMahon, Mary Merritt, Emma Rothenfluh, Pamela Salomone, Jane Shelton, Sutton Skowron, Madeline Slovick, Lynda Spraner, Kelly Stulgate, Sue Venchus, and Tim Welsh. AFSCME representative Carla Williams and eight community members were also present.

**I. CALL TO ORDER**

Trustee Gephart called the meeting to order at 7:00 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.

**IV. SWEARING IN OF NEWLY ELECTED LIBRARY TRUSTEES**

Trustee Gephart swore in new Trustees Dauer and Lanthrum.

**V. ELECTION OF OFFICERS TO FILL THE ROLES OF PRESIDENT, VICE PRESIDENT/SECRETARY AND TREASURER**

Trustee Gephart was nominated and accepted the office of President. Trustee Kruse was nominated and accepted the office of Vice President/Secretary. Trustee Hill was nominated and accepted the office of Treasurer.

**VI. OMA/FOIA OFFICER APPOINTMENT**

Trustee Lanthrum accepted the appointment of OMA/FOIA Officer for the Board.

**VII. COMMITTEE APPOINTMENTS**

Trustee committee appointments for committee chair and members are:

Audit: Frost (chair), Kruse, Dauer  
 Facilities: Hampton (chair), Frost, Lanthrum  
 Finance: Hill (chair), Gephart, Hampton  
 Policy: Dauer (chair), Gephart, Kruse

457 Plan Oversight: Director Buckson (chair), Gephart, HR Manager Amstadt  
 Foundation Representative: Dauer, Alternate Frost  
 Intergovernmental Group: Hill, Alternate Kruse  
 Art: Director Buckson (chair), Frost

Trustee Gephart stated all Trustees may attend any committee meeting.

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

There were no additions or corrections.

**IX. APPROVE CONSENT AGENDA**

**Minutes of Regular Monthly Meeting, May 10, 2023**

**Minutes of Policy Committee Meeting, May 24, 2023**

**Minutes of Finance Committee Meeting, June 5, 2023**

**IIIT Investment Report: May 2023**

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

**Check Register, Payroll: May 2023**

**Motion** by Trustee Hill, second by Trustee Frost, to approve the Consent Agenda. Carried unanimously. Trustee Hampton absent.

**X. APPROVE THE FORM AND CONTENT OF MINUTES, CLOSED SESSION MEETING OF REGULAR MONTHLY MEETING, MAY 10, 2023, FOR [5 ILCS 120/2(c)(2)]**

**Motion** by Trustee Kruse, second by Trustee Lanthrum, to approve the form and content of Minutes, Closed Session of Regular Monthly Meeting, May 10, 2023. Carried unanimously. Trustee Hampton absent.

**XI. APPROVAL OF INVOICES**

A split rail, red cedar fence will be placed around the retention pond. This expense was not approved in the budget. However, TIF funds have been received and can be used through 2025 for this cost. Royal Fence Inc. has been selected from three quotes received.

The book drop has not functioned properly since it was installed during the renovation. The book drop repair will be extended out six inches and will not go beyond the bollards. KOP Industries will perform the repair work.

**Motion** by Trustee Kruse, second by Trustee Hill to approve payment for Royal Fence Inc. for \$12,150, and to approve payment for KOP Industries for \$2,700. **AYES:** Gephart, Kruse, Hill, Hampton, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**XII. LIBRARY STAFF REPORT, MAY 2023**

The Library Staff Report highlights statistical numbers and consolidates information for future use in annual reports. Ms. Buckson thanked Communications & Marketing Manager Pamela Salomone and Graphic Artist Lisa Marinelli for creating this template.

**Motion** by Trustee Hill, second by Trustee Kruse, to approve the Library Staff Report. Carried unanimously.

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

The Library hosted the June meeting which began at the requested time of 12:00 pm. It was well attended by all entities, including the mayor. D303 reported possible enrollment changes at the elementary level. An announcement for occupancy of the Blue Goose building will be made on June 19, 2023.

**Foundation** (Frost)

A dedication for the restoration of the Carnegie Room fireplace was held on May 11, 2023 to recognize Kathy Brens' donation of \$10,000 in memory of her husband. The Books & Brunch fundraiser will be held on October 1, 2023 from 12:00 – 3:00 pm at the St. Charles Country Club. Author Scott Turow will be the guest speaker. Tickets go on sale June 26, 2023 for \$65 online and in the Administration Office during regular business hours. Only 200 tickets will be available. The Foundation is accepting donations of raffle baskets for the auction.

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

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

No comments.

**XV. TRUSTEE COMMENTS**

Trustee Hill thanked the Board and staff for the plant given in memory of his wife.

**XVI. UNFINISHED BUSINESS****103. 2023-2027 STRATEGIC PLAN UPDATE**

The learning report provided by the Strategic Plan consultant and a brief summary and timeline have been provided to all Trustees for their review. There will be multiple staff retreats on June 29, 2023 and June 30, 2023. The Board's retreat will be July 1, 2023. A draft of the Strategic Plan will be presented at the July 12, 2023 Board meeting.

**104. REBRANDING UPDATE**

The final logo was revised since being presented at the May Board meeting. The building image was redesigned to speak to the geometry of the building with the sloped roof and to be a timeless image.

**XVII. NEW BUSINESS****105. FINANCE COMMITTEE MEETING SUMMARY & FY 2023/2024 BUDGET PRESENTATION**

Business Office Manager Mary Merritt provided a 2023/2024 budget presentation for tax extensions, anticipated income and Library funds.

The upcoming fiscal year income includes 2022 tax dollars. In 2022, the Library requested \$8,552,325 and received \$8,590,138 which included revenue recapture overage. The breakdown of city resident tax bills places the Library sixth behind other levying districts, with the Library receiving 3.8%.

The anticipated income for the Library is \$8.6 million in tax revenue, with non-tax dollars of \$386,000. Additional income is from the revenue recapture, potential revenue from TIFs, non-resident fee cards, meeting room fees, copier fees and lost material fees. Two TIFs in our district closed in FY 2022/2023 and two TIFs are expected to close in FY 2023/2024.

**106. TENTATIVE ANNUAL BUDGET & APPROPRIATION ORDINANCE, FISCAL YEAR JULY 1, 2023 – JUNE 30, 2024**

**Motion** by Trustee Gephart, second by Trustee Hampton, to approve the Tentative Annual Budget & Appropriation Ordinance, Fiscal Year July 1, 2023 – June 30, 2024. **AYES:** Gephart, Kruse, Hill, Hampton, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

A Public Hearing will be held on September 13, 2023 at 6:45 pm prior to the September Board meeting. A final budget will be presented at the September Board meeting.

**107. ORDINANCE 2022/2023 – 7, BUILDING & MAINTENANCE TAX OF .02% FOR FY 2023/2024**

This ordinance will be approved at the July 12, 2023 Board meeting. The final levy will be approved at the November 8, 2023 Board meeting.

**108. RESOLUTION 2022/2023 – 7, TO TRANSFER FUNDS FROM THE CORPORATE FUND TO THE BUILDING AND MAINTENANCE FUND**

**Motion** by Trustee Gephart, second by Trustee Hampton to approve **Resolution 2022/2023-7**, To Transfer Funds from the Corporate Fund to the Building and Maintenance Fund. **AYES:** Gephart, Kruse, Hill, Hampton, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**109. RESOLUTION 2022/2023 – 8, TRANSFERRING THE CORPORATE FUND BALANCE TO THE SPECIAL RESERVE FUND**

**Motion** by Trustee Gephart, second by Trustee Hampton, to approve **Resolution 2022/2023-8**, Transferring the Corporate Fund Balance to the Special Reserve Fund. Trustee Gephart stated the balance goal for the Special Reserve Fund is \$1.5 million. Currently the balance is \$780,000. A roll call vote was requested. **AYES:** Gephart, Kruse, Hill, Hampton, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**110. DEPARTMENTAL PRESENTATION – CIRCULATION SERVICES**

Circulation Services Manager Jasmina Lapo presented daily tasks that 32 Circulation staff members provide to patrons. They are the first and last point of contact. The Library has issued 30,715 library cards, processes approximately 8,000 holds each month and circulated 82,338 items this last month. They hope to attend community events this summer. Trustee Gephart

asked what the Board could do for Circulation Services. Ms. Lapo said the Board has been very supportive and a few staff members have requested more hours.

**111. SCHEDULE FACILITIES COMMITTEE MEETING AND BOARD WALK THROUGH, IN JULY**

The Facilities Committee Meeting is scheduled for July 12, 2023 at 6:00 pm.

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

Jane Shelton, Adult Services Librarian, Lisa March, Circulation Associate and Rebecca Dubbert, IT Associate read prepared remarks regarding scheduling concerns of union staff. Ms. Buckson thanked the staff for their feedback. Trustee Gephart stated the feedback is helpful.

**XVIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Kruse, to adjourn at 8:08 pm. Carried unanimously.



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Mary Kruse  
Secretary, Board of Trustees