



St. Charles Public Library
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 scpld.org

**MINUTES
 SPECIAL MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 AUGUST 30, 2023**

The Special Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, August 30, 2023 at 6:00 pm at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Claudia Frost, Shane Hampton, Bonnie J. Dauer and Allison Lanthrum (attending electronically), Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas.

Staff present: Katie Amstadt, Amy Berger, Mary Merritt, Junior Renteria, Pamela Salomone, Sutton Skowron, and Kelly Stulgate. AFSCME representative Carla Williams and one community member were also present.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 6:00 pm.

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

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

Motion by Trustee Gephart, second by Trustee Kruse, to approve Trustee Lanthrum to attend the meeting electronically. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

III. WELCOME OF GUESTS

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

IV. COMMUNICATIONS AND CITIZEN'S COMMENTS

No comments.

V. 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 Kruse, to adjourn to Closed Session at 6:02 pm. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

VI. MOTION TO GO INTO OPEN SESSION

Resumed in Open Session at 6:11 pm.¹

VII. ROLL CALL VOTE TO APPROVE THE COLLECTIVE BARGAINING AGREEMENT BETWEEN ST. CHARLES PUBLIC LIBRARY AND AFSCME 31

Motion by Trustee Gephart, second by Trustee Hill, to approve the Collective Bargaining Agreement between St. Charles Public Library and AFSCME 31. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

VIII. ROLL CALL VOTE TO APPROVE 2023 WAGE RECOMMENDATIONS FOR NON-UNION STAFF

Motion by Trustee Gephart, second by Trustee Hill, to approve the 2023 Wage Recommendations for Non-Union Staff. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

IX. ROLL CALL VOTE TO APPROVE ADMINISTRATIVE RECOMMENDATIONS FOR NON-UNION STAFF BENEFITS

Motion by Trustee Gephart, second by Trustee Hill, to approve the Administrative Recommendations for Non-Union Staff Benefits. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

X. POLICY REVIEW**a. Personnel Policies**

Ms. Buckson stated the following policy updates for the Employee Handbook were discussed in the bargaining sessions with the Union.

i. Reporting Absences

The recommended changes are to be more flexible for staff in reporting absences. Staff can text their manager, but they do not have to speak with a live person. They can call the manager in charge phone as well.

ii. Personal Appearance and Demeanor

All Union staff will be allowed to wear clean jeans at their workplace.

iii. Workplace Searches

The word “reasonable” will be placed in front of the word “search” wherever it appears in the policy.

Previously, the Board has reviewed some policies regularly and the Policy Committee now recommends that the Board review all policies on a regular basis.

¹ **VI. MOTION TO GO INTO OPEN SESSION**

This motion is included in the Closed Session Minutes of the Special Meeting of August 30, 2023 for Collective Bargaining.

b. Fixed Asset Capitalization Policy

There are no changes to this policy and it is in line with the Library's audit process. It is recommended that this policy be reviewed in three years. Trustee Dauer asked if it was possible to increase the \$2,500 value of the initial acquisition cost of an item since this policy was last reviewed in 2002. Mary Merritt, Business Office Manager, stated the value of \$2,500 is a state law statute.

c. Public Bidding Policy

This policy primarily addresses compliance with specific laws and the requirements of requesting bids. Changes were made for clarity and to prevent the policy from being outdated as changes in law occur. The director's authority to spend and make recommendations for disposal of surplus property needed to be placed in a separate policy and a Purchasing Policy has been drafted for these purposes.

d. Purchasing Policy

This policy was created to cover the authority to spend, establish banking and business accounts, regulate Library credit cards and create processes to handle disposal of items the Library no longer needs. The director's credit card has a limit of \$6,000 and is in line with their authority to spend. Some immediate repairs may arise that would need to be addressed before the next scheduled Board meeting and this would provide the director with the authority to cover those expenses.

Trustee Dauer asked for clarification of disposal of surplus Library property. Ms. Buckson stated one way to determine the value is the capital value asset that is reviewed annually by the auditor and those values change based on a formula for depreciation. Some items may extend past their useful life. Trustee Hill stated this information is important with regard to auditors asking if the Trustees see any fraud from Library staff.

Motion by Trustee Gephart, second by Trustee Hill, to recommend the Board approve the Personnel Policies at the September 13, 2023 Board meeting. Carried unanimously.

Motion by Trustee Gephart, second by Trustee Dauer, to recommend the Board approve the Public Bidding Policy and the Purchasing Policy, as presented, at the September 13, 2023 Board meeting. Carried unanimously.

XI. BIANNUAL AUDIT OF SECRETARY'S BOOKS**a. Review of Secretary's Minutes and Records for the period January 1, 2023 to June 30, 2023**

The Committee reviewed the Secretary's Minutes and recordings for the period January 1, 2023 through June 30, 2023, and found the Secretary's Minutes and recordings to be in good order without errors or discrepancies, with the exception that the watermark "draft" should have been imprinted on the drafts of Ordinance 2022/2023-6, Establishing Procedures for the St. Charles Public Library District contained in the March 22, 2023 Policy Committee Board packet and in the April 12, 2023 Regular Monthly Meeting Board packet.

XII. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:

“Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act 5 ILCS 120/2(c)(21)”

Motion by Trustee Gephart, second by Trustee Hill, to adjourn to Closed Session at 6:41 pm.

AYES: Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

XIII. MOTION TO GO INTO OPEN SESSION

Resumed in Open Session at 7:01 pm.²

XIV. RECOMMENDATIONS OF AUDIT COMMITTEE

- a. **Review of the Minutes and Recordings of all closed sessions that have not yet been released for public review, and determination of which minutes, if any, may be released**
- b. **Review eligibility of destruction of closed session recordings according to 5 ILCS 120/2.06**

Motion by Trustee Frost, second by Trustee Gephart, to recommend to the Board that the Minutes of Closed Sessions dated March 8, 2023 and May 10, 2023, shall continue to remain closed to the public, and Minutes of Closed Session dated January 18, 2023, shall be open to the public. The Committee further recommends to the Board that the recordings of Closed Sessions of August 31, 2021, November 10, 2021, December 8, 2021 and January 22, 2022, be destroyed in accordance with **5ILCS 120/2.06**. Carried unanimously.

XV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn the meeting at 7:03 pm. Carried unanimously.



 Mary Kruse
 Secretary

² **XIII. MOTION TO GO INTO OPEN SESSION**

This motion is included in the Closed Session Minutes of the Special Meeting of August 30, 2023 for the Biannual Audit of the Secretary's Books.