



St. Charles Public Library
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 scpld.org

**MINUTES
 REGULAR MONTHLY MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 SEPTEMBER 13, 2023**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, September 13, 2023 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, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Guests: Michele Binns of PFM, Edward Tracy of Selden Fox and Kelly Brainerd of Lauterbach & Amen.

Library staff present: Katie Amstadt, Brandon Buckley, Jill Larson, Mary Merritt, Jo Nixon, Pam Salomone and Sutton Skowron. AFSCME representative Carla Williams and two 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. ADDITIONS OR CORRECTIONS TO THE AGENDA

There were no additions or corrections.

V. APPROVE CONSENT AGENDA

Minutes of Facilities Committee Meeting, July 12, 2023

Minutes of Monthly Meeting, July 12, 2023

Minutes of Special Board Meeting, August 30, 2023

IIT Investment Reports: July and August 2023

Lauterbach & Amen, Monthly Financial Reports: June, July and August 2023

Check Registers, Payroll: July and August 2023

Motion by Trustee Dauer, second by Trustee Kruse, to approve the Consent Agenda. Carried unanimously.

VI. APPROVE THE FORM AND CONTENT OF MINUTES, CLOSED SESSION MEETING OF REGULAR MONTHLY MEETING, JULY 12, 2023, [5 ILCS 120/2(c)(2)]

Motion by Trustee Hampton, second by Trustee Frost, to approve the form and content of Minutes, Closed Session of Regular Monthly Meeting, July 12, 2023. Carried unanimously.

APPROVE THE FORM AND CONTENT OF MINUTES, CLOSED SESSION MEETING OF SPECIAL MEETING, AUGUST 30, 2023, [5 ILCS 120/2(c)(2)]

Motion by Trustee Hampton, second by Trustee Frost, to approve the form and content of Minutes, Closed Session of Special Meeting, August 30, 2023 for 5 ILCS 120/2(c)(2). Carried unanimously.

APPROVE THE FORM AND CONTENT OF MINUTES, CLOSED SESSION MEETING OF SPECIAL MEETING, AUGUST 30, 2023, [SECTION 2.06 OF THE ACT 5 ILCS 120/2(c)(21)]

Motion by Trustee Hampton, second by Trustee Frost, to approve the form and content of Minutes, Closed Session of Special Meeting, August 30, 2023 for Section 2.06 of the Act 5 ILCS 120/2(c)(21). Carried unanimously.

VII. APPROVAL OF INVOICES

No invoices to present.

VIII. LIBRARY STAFF REPORT, JULY AND AUGUST 2023

Motion by Trustee Lanthrum, second by Trustee Frost, to accept the Library Staff Report. Carried unanimously.

IX. COMMITTEE REPORTS

Intergovernmental Group (Hill)

The Intergovernmental Group will meet at the Park District on September 14, 2023.

Foundation (Dauer)

The Foundation Board did not meet in August. The Foundation Board will meet on September 14, 2023.

Motion by Trustee Hampton, 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

Trustee Kruse stated Kane Repertory Theatre will present a dramatic staged reading of works by the St. Charles Writers Group on November 19, 2023 at the Hunt House Creative Arts Center.

Trustee Hill attended two programs, a musical romance movie and a Sunday jazz concert with an outstanding violinist. The jazz concert was in partnership with the City for the St. Charles Jazz weekend.

Trustee Frost commended Fox Valley Knitting Guild in celebrating their 35th anniversary with a wonderful display at the Library. The Guild donates knitted hats for babies and blankets for seniors.

XII. UNFINISHED BUSINESS

10. APPROVE THE ST. CHARLES PUBLIC LIBRARY STRATEGIC PLAN

The final plan includes feedback from the community, Board and staff with the consultant and planning committee. The mission represents the library's purpose while the vision represents what we aspire to do. The next step is to develop an action plan. The management team will work with the planning committee to implement the plan. **Motion** by Trustee Kruse, second by Trustee Hill, to approve the St. Charles Public Library Strategic Plan. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

11. ORDINANCE 2023/2024-2, ANNUAL BUDGET AND APPROPRIATION ORDINANCE FY 2023/2024

Motion by Trustee Kruse, second by Trustee Dauer, to approve **Ordinance 2023/2024-2**, Annual Budget and Appropriation Ordinance FY 2023/2024. Ms. Merritt stated there were no changes to revenue, but one slight adjustment to operating expenses. We estimated an increase of 15% for Employee Insurance, however estimates came in lower than expected from LIMRiCC at 12%. So \$12,600 was moved from Employee Insurance to Facilities Improvement. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

12. CERTIFICATIONS OF ESTIMATED REVENUES BY SOURCE FOR FY 2023/2024

Motion by Trustee Kruse, second by Trustee Hampton, to approve the Certifications of Estimated Revenues by Source for FY 2023/2024. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

XIII. NEW BUSINESS

13. PRESENTATION BY PFM ASSET MANAGEMENT, LLC

Michelle Binns of PFM Asset Management provided background on the firm for the benefit of the new Trustees on the Board. She 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.

Investments are laddered to come due after property tax payments are received. From December to April investments coming due will be approximately \$500,000 each month. More investments will be made shortly. The estimate of investment income earnings is approximately \$180,000.

In July the Fed raised rates another 25 basis points and they are expecting to raise rates one additional time this calendar year. Moving forward in 2024 and 2025, the expectation is rates will come down. PFM is looking to lock in good rates for the Library and keep the funds safe.

Trustee Gephart thanked Ms. Binns for her presentation.

14. ANNUAL AUDIT PRESENTATION BY SELDEN FOX

Edward Tracy of Selden Fox discussed the preparation of the audit for the Library. He thanked Library Management for providing good financial documents as our timeline for our Annual Financial Report has a very quick turn-a-round.

The Library received an unmodified opinion for the audit and no significant misstatements were found. There are two sets of financial statements showing long-term assets and liabilities.

The net IMRF pension liability showed a significant increase due to IMRF being under funded this past year. This large swing in funds was seen across all libraries and should have no significant effect on the Library as history shows investments should increase over time.

Selden Fox is required to provide governance letters. They did not have any issues and there were no adjustments to be made.

15. IPLAR REPORT

The Library IPLAR Report has been filed and confirmation was received from the State. The management team assisted Ms. Buckson in completing this report.

16. APPROVE IGA ADMINISTRATIVE RESOLUTION WITH LIMRiCC

Motion by Trustee Kruse, second by Trustee Hampton to approve the IGA Administrative Resolution with LIMRiCC. This is a co-op for insurance for Library staff. LIMRiCC made changes and all participating library boards must approve these changes. This will not likely need to be approved in the near future. It was last approved in 2015. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

17. APPROVE IGA SUBSTANTIVE RESOLUTION WITH LIMRiCC

Motion by Trustee Kruse, second by Trustee Frost, to approve the IGA Substantive Resolution with LIMRiCC. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

18. POLICY COMMITTEE RECOMMENDATIONS:**a. Employee Handbook**

Motion by Trustee Kruse, second by Trustee Frost, to approve changes to the Employee Handbook. The language was agreed on with the Union. Carried unanimously.

b. Public Bidding Policy

Motion by Trustee Kruse, second by Trustee Frost, to approve the Public Bidding Policy, as presented. Carried unanimously.

c. Purchasing Policy

Motion by Trustee Kruse, second by Trustee Frost, to approve the Purchasing Policy, as presented. Carried unanimously.

19. REPORT OF AUDIT COMMITTEE MEETING:**a. Report of Audit of Secretary's Minutes for January 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 be 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.

b. Recommendation to vote to open or keep closed all Minutes from Closed Sessions

Motion by Trustee Kruse, second by Trustee Frost, to approve that the Minutes of Closed Sessions dated March 8, 2023 and May 10, 2023, shall continue to remain closed to the public; and that the Minutes of Closed Session dated January 18, 2023, shall be open to the public. Carried unanimously.

c. Recommendation to vote regarding the Destruction of Closed Session Recordings according to 5 ILCS 120/2.06

Motion by Trustee Kruse, second by Trustee Frost, to approve that the recordings of Closed Sessions of August 31, 2023, November 10, 2021, December 8, 2021 and January 22, 2022, be destroyed. Carried unanimously.

20. ANNUAL REPORT PRESENTATION FOR FY 2022/2023

Ms. Buckson thanked the management team for their reports and highlights and the staff for all the wonderful services, programs and additions to the collection; and Ms. Salomone, Ms. Marinelli, Ms. Blaszyński and Ms. Tsiapas for formatting and editing the annual report. The summary of the annual report has been modernized. The Library receives massive positive comments from the community. The Annual Report is posted on the website, available at all service desks and provided to some intergovernmental agencies. It is available year round.

21. SCHEDULE FINANCE COMMITTEE MEETING BEFORE OCTOBER MEETING

The Finance Committee Meeting is scheduled for September 28, 2023 at 9:00 am.

COMMUNICATIONS AND CITIZEN’S COMMENTS – ON NON-AGENDA ITEMS

No comments.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 7:48 pm. Carried unanimously.



Bonnie J. Dauer

Secretary Pro Tempore, Board of Trustees