



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

**MINUTES  
 REGULAR MONTHLY MEETING  
 BOARD OF TRUSTEES  
 ST. CHARLES PUBLIC LIBRARY DISTRICT  
 NOVEMBER 8, 2023**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, November 8, 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.

Library staff present: Joanna Besser, Brandon Buckley, Nick Chaney, Brian Dunk, Anna Johanson, Jill Larson, Mary Merritt, Jo Nixon, Kelly Stulgate, 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 Decennial Committee Meeting, October 11, 2023**

**Minutes of Monthly Meeting, October 11, 2023**

**IIIT Investment Report: October 2023**

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

**Check Register, Payroll: October 2023**

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

**VI. APPROVAL OF INVOICES**

No invoices to present.

## VII. LIBRARY STAFF REPORT, OCTOBER 2023

Trustee Gephart is pleased to hear patrons are using the sound studio for podcasts. Trustee Lanthrum appreciates the quality of Library programs and that they are well received by the community and staff. **Motion** by Trustee Lanthrum, second by Trustee Frost, to accept the Library Staff Report. Carried unanimously.

## VIII. COMMITTEE REPORTS

### Intergovernmental Group (Hill)

The Intergovernmental Group meeting will be held on November 9, 2023 at the School District. The October 12, 2023 meeting had a lot of great discussion.

### Foundation (Frost)

The Books & Brunch Event was very successful and \$5,659.34 was raised. The installation of the shade for the terrace garden is in the process. The glass display case was discussed, placed on hold and further options will be considered. There is not a specific project for the year-end appeal letter. Donations will be requested with generic options and the letter will be mailed at the end of November.

**Motion** by Trustee Dauer, 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 Frost attended the open house for the accessibility collection and was impressed with all that is offered. She mentioned that Questers Historic Preservation group has a display in the lobby display case.

Trustee Lanthrum spoke with a community member who checked out a telescope from the Beyond Books Collection and saw rings of Saturn for the first time. Trustee Lanthrum attended the paranormal program and thanked the Library for identifying this interest.

## XI. UNFINISHED BUSINESS

### 28. **ORDINANCE 2023/2024 – 3, AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR FISCAL YEAR 2023/2024**

A public hearing was held at 6:45 pm for the levy. **Motion** by Trustee Gephart, second by Trustee Frost, to approve **Ordinance 2023/2024-3**, an Ordinance Levying Taxes for Library Purposes for Fiscal Year 2023/2024. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

## XII. NEW BUSINESS

### 29. **457 AUDIT COMMITTEE REPORT**

Trustee Gephart stated the 457 plan was a great retirement savings option for staff and mentioned that taxes are deferred until retirement.

### 30. FISCAL YEAR 2023/2024 PER CAPITA GRANT REQUIREMENTS

The staff and Trustees are required to review *Serving Your Public: Illinois Public Library Standards 4.0* and complete the checklists. Ms. Buckson requested the Trustees to send her any comments and inform her once they have completed their review of the book. This is a requirement to show that the Library is compliant. The Per Capita Grant is due in mid-January.

### 31. DEPARTMENT PRESENTATION – YOUTH SERVICES

Youth Services Manager Kelly Stulgate and Preschool Outreach Librarian Anna Johanson presented the Youth Accessibility Collection. This collection was made possible with a gift from the Maholland Family in 2022. Ms. Johanson has a special interest in working with children with special needs and intellectual and developmental disabilities. She and Ms. Stulgate reached out to other libraries and researched items to create this collection. ESL and braille books are also included in this collection.

Patrons are able to check out items to determine if they fit their personal needs before purchasing. The staff would like to expand the collection to include upper elementary and middle school-aged children. There is also an adult accessibility collection. A link on the website allows patrons to review this collection and make suggestions to include additional items.

Ms. Buckson thanked Ms. Stulgate and Ms. Johanson for their care and intention and stated that this makes a big difference in our community. Trustee Gephart asked what the Board could do for this mission. Ms. Stulgate said they would like the Library to be certified as a Sensory Inclusive space. She spoke of qualifications required. KultureCity, can be contracted to tour the Library to make suggestions for this certification.

### 32. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:

#### a. [5 ILCS 120/2 (C) (1)] – EVALUATION OF DIRECTOR

**Motion** by Trustee Gephart, second by Trustee Frost, to adjourn to Closed Session at 7:29 pm regarding 5 ILCS 120/2(c)(1) for evaluation of Director. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

### 33. MOTION TO GO INTO OPEN SESSION

Resumed in Open Session at 8:24 pm.<sup>1</sup>

#### a. VOTE ON POTENTIAL ADJUSTMENT TO THE DIRECTOR'S SALARY

Trustee Gephart stated that Ms. Buckson has had an outstanding year. They reviewed current compensation measures. **Motion** by Trustee Gephart, second by Trustee Hill, to make adjustments to the Director's salary to \$139,000 per year. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

### 34. BOARD EMAIL ADDRESS

The Trustees discussed the link on the website for the public to email the Board. The decision was made to have individual emails for all Trustees available to the public.

<sup>1</sup> 33. MOTION TO GO INTO OPEN SESSION

This motion is included in the Closed Session Minutes of the Monthly Meeting of November 8, 2023.

**35. SCHEDULE BOARD SOCIAL DINNER**

Ms. Buckson will send a poll to the Trustees to narrow down an available date.

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

No comments.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Hampton, to adjourn at 8:40 pm. Carried unanimously.

  
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Mary Kruse  
Secretary, Board of Trustees