



**MINUTES  
REGULAR MONTHLY MEETING  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
JANUARY 10, 2024**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, January 10, 2024 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: Katie Amstadt, Brian Dunk, Lisa Marinelli, Mary Merritt, Pam Salomone, and Sutton Skowron. One community member was 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 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 Monthly Meeting, December 13, 2023**

**IIIT Investment Report: December 2023**

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

**Check Register, Payroll: December 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, DECEMBER 2023**

The implementation plan for the Strategic Plan will be presented in the upcoming Library Staff Reports. Exam Cram attendance was at pre-Covid numbers. Trustee Gephart stated there were recently two career online high school graduates. Trustee Lanthrum likes the idea for coffee break sessions with staff. Ms. Buckson stated it is an open forum for questions and feedback from staff. Today was the first session with six attendees. The sessions will be held each month at different times to accommodate staff.

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

**VIII. COMMITTEE REPORTS**Intergovernmental Group (Gephart)

The December meeting was a holiday breakfast meeting. The next meeting will be on January 11, 2024 at the D303 Administrative Office building.

Foundation (Dauer)

There was not a meeting in December. The next meeting will be on January 10, 2024 at the Library.

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

No comments.

**X. TRUSTEE COMMENTS**

Trustee Hill asked what different types of public libraries are in Illinois. Ms. Buckson said there are township, district, city and village libraries. With city libraries, the city has the authority to use the levy for their purposes where it is necessary. Trustees have the fiscal authority of district libraries.

**XI. UNFINISHED BUSINESS****43. PER CAPITA GRANT APPLICATION AND REPORT**

*Serving our Public 4.0 Standards for Illinois Public Libraries© Illinois Library Association, 2020*

**Motion** by Trustee Hill, second by Trustee Frost, to approve the Per Capita Grant Application, as presented. The Board and staff reviewed *Serving our Public 4.0 Standards for Illinois Public Libraries© Illinois Library Association, 2020* and completed the required checklists. Comments were provided to address suggested changes to outdated requirements. The Library is in compliance with and exceeding some of the standards, and in compliance with the book banning law. Included in the packet was an explanation of where the Library would like to direct the funds, if granted. These funds would be used for technology, facility maintenance and accessible collection for patrons. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**XII. NEW BUSINESS****44. BOARD ANNUAL LEGAL CALENDAR REVIEW**

**Motion** by Trustee Frost, second by Trustee Hill, to accept the Legal Calendar, as presented. An August meeting was added for calendar year 2024 and in 2025, there will not be a January Board meeting. The approval of the 2025 Per Capita Grant Application due in January of each year has

been scheduled for December 2024. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**45. DEPARTMENT PRESENTATION – COMMUNICATIONS & MARKETING**

Communications & Marketing Manager Pam Salomone and Graphic Artist Lisa Marinelli provided a presentation of the Library's rebranding progress. The Library branding committee worked collaboratively with a5 Branding & Digital for the new logo. The new design was an inspiration from various facets of the Library.

Branding pieces include business cards, stationery, flyers, lanyards, and all marketing materials. The Trustees were presented with a track jacket and travel tumbler with the new logo. This year banners will be placed in the Library parking lot in January, along with banners throughout downtown St. Charles.

A branding brochure was mailed to all Library District residents speaking to the Strategic Plan and introducing the newly designed newsletter with the updated program registration process. These brochures are available at all service desks. The redesigned newsletter has gone from 16 pages to a six-panel format. This is a cost savings of 50%, is environmentally friendly and moves patrons towards using our digital platform for program registration.

Trustee Gephart asked what the Board could do for Communications & Marketing. Ms. Salomone appreciates the Board's continued support and understanding of these changes which help our patrons and the community. Trustee Hampton asked about improving the Library app. Ms. Salomone said a more advanced app is in the early stages and should be built out in about three months.

Trustee Hill asked about the change in program registration. Ms. Salomone stated currently patrons register for programs three months out. Library staff brought this idea to management to enable more people to register for programs on a monthly basis. This process will allow staff to add additional sessions and new programs without being limited to programs previously published in the newsletter. Patrons can customize a programming brochure from our website.

**46. SCHEDULE AUDIT COMMITTEE BI-ANNUAL REVIEW OF SECRETARY'S RECORDS FROM JULY 1, 2023 THROUGH DECEMBER 31, 2023, AND MINUTES AND RECORDINGS OF CLOSED SESSIONS**

The Audit Committee meeting is scheduled for January 30, 2024 at 5:00 pm.

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

No comments.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Frost, to adjourn at 7:45 pm. Carried unanimously.

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Bonnie J. Dauer  
Secretary Pro Tempore  
Board of Trustees