



MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
FEBRUARY 14, 2024

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, February 14, 2024 at the Library. Present: President Robert T. Gephart, Treasurer Michael J. Hill, Trustees Claudia Frost, Shane Hampton, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: Vice President/Secretary Mary Kruse.

Library staff present: Katie Amstadt, Mary Merritt, Sutton Skowron and Kelly Stulgate. AFSCME representative Carla Williams was also present.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 7:01 pm.

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

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

Motion by Trustee Gephart, second by Trustee Hampton, to appoint Trustee Dauer as Secretary Pro Tempore in the absence of Trustee Kruse. Trustee Dauer accepted the appointment.

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 to the Agenda.

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, January 10, 2024

Minutes of Policy Committee Meeting, January 17, 2024

Minutes of Audit Committee Meeting, January 30, 2024

IIIT Investment Report: January 2024**Lauterbach & Amen, Monthly Financial Report: January 2024****Check Register, Payroll: January 2024**

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

VI. APPROVE THE FORM AND CONTENT OF MINUTES**Closed Session of Audit Committee Meeting, January 30, 2024, for Section 2.06 of the Act 5 ILCS 120/2(c)(21)**

Motion by Trustee Hill, second by Trustee Frost, to approve the Form and Content of Minutes, Closed Session of Audit Committee Meeting, January 30, 2024. Carried unanimously.

VII. APPROVAL OF INVOICES

No invoices to present.

VIII. LIBRARY STAFF REPORT, JANUARY 2024

The Library has been busier the last several weeks and this will continue through the summer. The Library has recently had a number of promotions and new hires.

Trustee Lanthrum commented on the 50% increase of interactions from the Youth Services department. She suggested the Board ask if they need anything additionally from the Board.

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

IX. COMMITTEE REPORTS, JANUARY AND FEBRUARY 2024Intergovernmental Group (Hill)

Both meetings in January and February had interesting discussions. D303 shared information on enrollment and changes within the district. The March 14, 2024 meeting will be held at the Township and all Trustees are invited to attend. Trustee Hampton plans to attend the March 14, 2024 meeting.

Foundation (Dauer)

During the January meeting, Facilities & Security Manager Junior Renteria gave a presentation on the terrace awnings that will be installed once the warm weather arrives. The Friends Christmas book bundles were very popular. Adult Services, Communications & Marketing and Youth Services representatives presented to the Foundation, requesting funds for various programming. LVFV's Trivia Bee will be held on March 9, 2024. A fundraiser will be held at Alter Brewing on March 20, 2024 and the Foundation

will earn one dollar for every drink sold. An announcement was made that Jon Duerr, a founding member of the Foundation passed.

Motion by Trustee Frost, second by Trustee Lanthrum, to accept the Committee Reports for January and February. Carried unanimously.

X. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON AGENDA ITEMS

No comments.

XI. TRUSTEE COMMENTS

Trustee Gephart congratulated Trustee Frost for an award of an entry of artwork at a home art show.

Trustee Lanthrum has heard several complaints by community members who have tried to check out e-materials through Hoopla but could not due to the daily limit being reached. A significant amount of funds are dedicated to Hoopla. This will be a consideration when discussing budgeting for fiscal year 2024/2025. Ms. Buckson suggested patrons try different times of the day to capture available e-materials. She will send the Trustees information shared on Hoopla usage by Sarah Slack, Electronic Resources Librarian.

Trustee Hill attended the last three library concerts. They were superb, with large audiences and some attendees of young children.

XII. UNFINISHED BUSINESS

48. RECOMMENDATION OF THE POLICY COMMITTEE:

a. Notary Policy

The policy was revised for best practices. **Motion** by Trustee Frost, second by Trustee Dauer to approve the Notary Policy, as presented. Trustee Hill asked if the language "Anyone requesting notary services must schedule an appointment in advance to ensure that a notary is available." be revised to state "Anyone requesting notary services is encouraged to schedule an appointment in advance to ensure that a notary is available." **Motion** by Trustee Lanthrum, second by Trustee Dauer, to approve the Notary Policy, as amended. Carried unanimously.

b. Remote Work Policy

The policy was revised to extend remote work for management staff off site for only 20% of their scheduled hours. This is a pilot program which will be reviewed next year. **Motion** by Trustee Frost, second by Trustee Dauer, to approve the Remote Work Policy, as presented. Carried unanimously.

c. Employee Handbook Changes for Personnel

The Employee Handbook section regarding vacation for non-bargaining unit employees was revised to be compliant with the Illinois Paid Leave for all Workers Act. **Motion** by Trustee Dauer, second by Trustee Frost to approve the Employee Handbook changes for personnel, as presented. Carried unanimously.

49. REPORT OF AUDIT COMMITTEE MEETING:

a. Report of Audit of Secretary's Minutes for July 1, 2023 to December 31, 2023

The Audit Committee reviewed the Secretary's Minutes and recordings for the period July 1, 2023 to December 31, 2023 and found them to be in good order and without discrepancies. They reviewed the Minutes on the website and found them to be linked properly and in good order, and they reviewed all documents requiring signatures by the Board and found them to be in good order.

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

Motion by Trustee Dauer, second by Trustee Hill, to accept the recommendation of the Audit Committee to approve the Minutes of Closed Sessions dated July 12, 2023, August 30, 2023 regarding Collective Bargaining and November 8, 2023, shall continue to remain closed to the public; and the Minutes of Closed Session dated August 30, 2023 regarding Biannual Audit, be open to the public. Carried unanimously.

Motion by Trustee Gephart, second by Trustee Frost, to accept the recommendation of the Audit Committee that future Closed Session Minutes presented at regular monthly meetings for Biannual Audit, after approval, be considered at that meeting to be opened to the public. The Board has the authority to approve to keep Closed Session Minutes for Biannual Audit closed if desired. Carried unanimously.

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

Motion by Trustee Gephart, second by Trustee Frost, to accept the recommendation of the Audit Committee to approve that the recordings of Closed Sessions of February 24, 2022, April 13, 2022, and two Closed Sessions of May 11, 2022, be destroyed. Carried unanimously.

50. REMINDER OF BOARD SOCIAL DINNER ON FEBRUARY 21, 2024

Trustee Gephart reminded the Trustees of their dinner on February 21, 2024.

XIII. NEW BUSINESS**51. COMPENSATION NOTICE**

Compensation Notice for 2024 satisfies the Library's annual Open Meetings Act requirement of listing staff who earn over \$75,000 in wages and fringe benefits. It has been uploaded to the Library website as of the date listed.

52. SCHEDULE FINANCE COMMITTEE MEETING

The Finance Committee Meeting is scheduled for February 27, 2024, at 9:00 am.

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

No comments.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Lanthrum, to adjourn at 7:39 pm. Carried unanimously.



Bonnie Dauer
Secretary Pro Tempore
Board of Trustees