



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
MARCH 13, 2024**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, March 13, 2024 at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Shane Hampton, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: Trustee Claudia Frost.

Library staff present: Brian Dunk, Mary Merritt, Pam Salomone and Sutton Skowron. Jennifer Gaertner, President of the St. Charles Public Library Foundation was present, as well as one community member.

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 to the Agenda.

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, February 14, 2024

Minutes of Finance Committee Meeting, February 27, 2024

IIIT Investment Report: February 2024

Lauterbach & Amen, Monthly Financial Report: February 2024

Check Register, Payroll: February 2024

Motion by Trustee Hampton, second by Trustee Lanthrum, to approve the Consent Agenda. Carried unanimously.

VI. APPROVAL OF INVOICES

No invoices to present.

VII. LIBRARY STAFF REPORT, FEBRUARY 2024

Ms. Buckson informed the Trustees of iLEAD, a new educational trustee portal through RAILS (Reaching Across Illinois Library System). Illinois Heartland Library System received a grant to create this portal. There will be a meeting, in-person and via Zoom, on March 22, 2024 from 9:00-11:00 am, discussing the iLEAD portal. The Trustees were encouraged to subscribe to the RAILS E-News.

Trustee Lanthrum congratulated the Library for winning first place in the non-profit category for the St. Patrick's Day Parade. She is pleased to learn of some promotions of staff moving into IMRF positions.

Trustee Gephart asked about UNIQUE's cost versus recovery for damaged and lost materials. Ms. Buckson stated the Library is looking at total recovery of materials. UNIQUE sends reminders to patrons of outstanding obligations. This results in retrieving funds that are due and having patrons locate lost materials. Trustee Dauer asked if depreciation of lost items was taken into consideration. Ms. Buckson stated that is not part of the calculation, but a good point. If a lost item has not circulated well and will not be replaced, the cost of that item is not passed onto the patron.

Trustee Dauer congratulated Youth Services Winter Reading program, with double the participants from last year.

Motion by Trustee Hill, second by Trustee Hampton, to accept the Library Staff Report. Carried unanimously.

VIII. COMMITTEE REPORTS

There were no Committee Reports to present. The Intergovernmental Group meeting on March 14, 2024 will be hosted by the St. Charles Township. The St. Charles Public Library Foundation meeting on March 14, 2024 will be held at the Library.

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

No comments.

X. TRUSTEE COMMENTS

Trustee Dauer thanked Adult Services Librarians Brandon Buckley and Emma Rothenfluh for assisting her in locating an article from 1971.

XI. UNFINISHED BUSINESS**54. RECOMMENDATION OF THE FINANCE COMMITTEE:****a. Auditor Recommendation**

Motion by Trustee Hill, second by Trustee Hampton, to approve the recommendation by the Finance Committee to hire Costabile & Steffens as the Library auditors for the current fiscal year ending June 30, 2024, with the option to renew for an additional four years through June 30, 2028.

Finance Manager Ms. Merritt stated proposals were received from two auditing firms, Costabile & Steffens and Selden Fox. She presented her findings to the Finance Committee on February 27, 2024. Ms. Merritt has worked with both firms, who present very comparable experience. Ms. Buckson and Ms. Merritt recommended to the Finance Committee to hire Costabile & Steffens.

Trustee Dauer asked for clarification with the extension of the contract. Ms. Merritt stated each year the auditor and Library sign an agreement letter. With this process, the Library is not locked in for five years. Trustee Hill said the Board is fortunate to have Ms. Merritt, who is very knowledgeable.

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

XII. NEW BUSINESS**55. STATEMENT OF ECONOMIC INTEREST**

Trustee Gephart stated the Trustees will receive an email in March from Kane County to file their Statement of Economic Interest, in compliance with Illinois law. Once the Trustees receive their confirmation of completion, they are to forward that confirmation to Ms. Tsipas. Any questions regarding completing the Statement of Economic Interest may be directed to Ms. Buckson.

56. PRESENTATION TO THE BOARD – ST. CHARLES PUBLIC LIBRARY FOUNDATION

Jennifer Gaertner, Foundation Board President, came to the meeting to meet the Trustees. She has been a Foundation Board member for seven years and has been president since July 2023. The Foundation's current goal is to raise the profile of the Foundation in the Library and the community. They are working on updating their

marketing materials and will reach out to community groups, such as the community book clubs.

One goal for the Foundation was to reach a certain financial mark and that has been attained. They have an allocation of funds to dispense every year. At last month's meeting, Library staff gave presentations for potential funding opportunities.

With bequests from the Maholland family the accessibility collection was funded. Some cooking and music programs are sponsored by the Foundation. With the popularity of these programs, they hope to offer more programs. In the spring, a shade for the terrace garden will be installed provided by funds from the Foundation.

Ms. Gaertner asked the Board how they could help support the Library. Trustee Hill asked if the Foundation sponsored all the music concerts. Communications & Marketing Manager Ms. Salomone stated it is about fifty-fifty. There was discussion about a Foundation Board member being in attendance at the programs to introduce the program and answer questions about the Foundation.

Trustee Hampton suggested the Foundation create QR codes throughout the community, possibly in the forest preserve areas, informing people about the Foundation.

Trustee Gephart thanked Ms. Gaertner for all the Foundation does for the Library. He reminded everyone that the Foundation fundraiser at Alter Brewing will be held on March 20, 2024. One dollar from all adult beverages served will go to the Foundation.

57. SCHEDULE POLICY COMMITTEE MEETING

The Policy Committee meeting is scheduled for April 2, 2024 at 9:00 am in the Bisbee Conference Room.

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

No comments.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Hampton, to adjourn at 7:22 pm. Carried unanimously.



Mary Kruse
Secretary, Board of Trustees