



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

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, April 10, 2024 at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Claudia Frost (arrived at 7:07 pm), Shane Hampton, and Bonnie J. Dauer, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: Trustee Allison Lanthrum.

Library staff present: Katie Amstadt, Brian Dunk, Amanda Kaiser, Mary Merritt, Sarah Pistilli, Sutton Skowron and Amy Vidlak-Girmscheid. 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.

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.

Motion by Trustee Gephart, second by Trustee Kruse, to move Agenda item 61, Presentation by PFM Asset Management, LLC, before Agenda item XI. Unfinished Business. Carried unanimously.

V. APPROVE CONSENT AGENDA**Minutes of Monthly Meeting, March 13, 2024****Minutes of Policy Committee Meeting, April 2, 2024****IIIT Investment Report: March 2024****Lauterbach & Amen, Monthly Financial Report: March 2024****Check Register, Payroll: March 2024**

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

VI. APPROVAL OF INVOICES

No invoices to present.

VII. LIBRARY STAFF REPORT, MARCH 2024

Trustee Dauer asked for clarification of trapping holds. Ms. Buckson stated that Information Technology Manager Brian Dunk and Circulation Manager Jasmina Lapo are working on trapping holds more efficiently within the stacks using a mobile app. This enables Circulation staff to place holds using the app, rather than pulling the holds listed on a printed report and taking them to the Circulation desks to place the holds.

Trustee Gephart congratulated Youth Services staff for participating in the D303 March Book Madness tournament and winning with the title of *The Adventures of Huggie and Stick*.

Trustee Gephart stated Trustee Lanthrum asked him to say she was excited to know the Library recycled 90 pounds of batteries in March.

Motion by Trustee Dauer, second by Trustee Kruse, to accept the Library Staff Report.
Carried unanimously.

VIII. COMMITTEE REPORTSIntergovernmental Group (Hill)

Trustee Hampton attended the meeting and was interested in the topics discussed and appreciates the partnerships. The Intergovernmental Group will meet on April 11, 2024 at the City.

Foundation (Dauer)

Trustee Kruse thanked those who have contributed to the Endowment Fund and stated their current balance is \$631,000.

Library Art Committee (Buckson)

The Library is working with an art appraisal firm to update the value of the collection. The last appraisal was completed approximately 20 years ago. The appraiser was impressed with the collection. He will determine if any pieces require restoration from any deterioration. This will include the outside sculptures.

Motion by Trustee Hampton, second by Trustee Frost to approve the committee reports. Carried unanimously.

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

No comments.

X. TRUSTEE COMMENTS

No comments.

AGENDA TAKEN OUT OF ORDER

XII. NEW BUSINESS

61. PRESENTATION BY PFM ASSET MANAGEMENT, LLC

Michelle Binns of PFM Asset Management provided the Board with an update of the Library's investments. Interest earnings year-to-date are a little over \$191,000. Interest rates are anticipated to drop next year, with conservative projected earnings ranging from \$160,000 to \$180,000.

When property taxes are received, investments with higher rates will be locked in with monthly maturities scheduled throughout the next fiscal year. The goal is to ensure the safety of investments and liquidity for cash for the library.

The Fed is predicting two to three additional cuts in 2024. Cuts are expected in 2025 and 2026.

Trustee Gephart thanked Ms. Binns for her presentation.

XI. UNFINISHED BUSINESS

59. STATEMENT OF ECONOMIC INTEREST

Trustee Gephart reminded the Trustees to file their Statements of Economic Interest, in compliance with Illinois law. The Trustees were requested to forward the confirmation of completion of their statement to Ms. Tsipas.

60. RECOMMENDATION OF THE POLICY COMMITTEE**a. Alcoholic Beverages Policy**

The Mission Statement was removed and there were minor formatting changes. Section four was incorporated into section one, clarifying allowable events. **Motion** by Trustee Gephart, second by Trustee Hampton, to approve the Alcoholic Beverages Policy, as presented. Carried unanimously.

b. Unattended Child Policy

A statement was added allowing staff to intervene to secure a safe environment. The acceptable age for an unattended child was changed from eight years old to ten years old. Children ages nine and under must be supervised by a responsible caregiver aged fourteen years or older. **Motion** by Trustee Gephart, second by Trustee Hill, to approve the Unattended Child Policy, as presented. Carried unanimously.

c. Social Media Use Policy

A statement was added that content posted by Library users is subject to FOIA and state record retention laws. **Motion** by Trustee Gephart, second by Trustee Kruse, to approve the Social Media Use Policy, as presented. Carried unanimously.

d. Exhibits/Display Policy and Use of Library as Public Property

A section was added for collection boxes placed in the Library lobby by non-profit organizations. The reconsideration of display policy was removed as there are rules in place regarding displays, and complaints may be brought to Ms. Buckson and then the Board, if necessary. **Motion** by Trustee Gephart, second by Trustee Hill, to approve the Exhibits/Display Policy and Use of Library as Public Property, as presented. Carried unanimously.

XII. NEW BUSINESS**62. PRESENTATION TO THE BOARD – INFORMATION TECHNOLOGY DEPARTMENT**

Information Technology Educator Sarah Pistilli provided a presentation of sublimation programs which includes use of both the Computer Lab and STC Creative spaces. Patrons use Canva Pro graphic design tool in the Computer Lab to build their project. Sublimation ink is different than ink used for ink jet printers and creates a permanent ink transfer. The Library has four different presses for mugs, tumblers, hats and flat surfaces.

A food bank non-profit organization out of the Library district participated in a class to create more professional publication materials and were grateful to receive assistance in this class.

Trustee Gephart asked what the Board could do to support the Information Technology department. Ms. Pistilli and Mr. Dunk would appreciate continued support from the Board for new projects. Ms. Pistilli enjoys working with adults and children on various creative projects. She also works with staff and a few departments have had team building sessions with her. Patrons can request one-on-one scheduled assistance in STC Creative.

Trustee Gephart thanked Ms. Pistilli and Mr. Dunk.

63. SCHEDULE FINANCE COMMITTEE MEETING

The Finance Committee Meeting is scheduled for May 29, 2024 at 9:00 am in the Bisbee Conference Room.

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

No comments.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kruse, to adjourn at 7:42 pm. Carried unanimously.



Mary Kruse

Secretary, Board of Trustees