



**MINUTES  
FACILITIES COMMITTEE  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
JULY 10, 2024**

The Facilities Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, July 10, 2024 at 6:00 pm at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Claudia Frost, Shane Hampton (arrived at 6:25 pm), Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Staff present: Finance Manager Mary Merritt and Facilities & Security Manager Junior Renteria.

**I. CALL TO ORDER**

Trustee Gephart called the meeting to order at 6:01 pm, and determined there was a quorum present through roll call.

**II. WELCOME OF GUESTS**

Trustee Gephart welcomed staff and guests.

**III. COMMUNICATIONS AND CITIZEN'S COMMENTS**

No comments.

**IV. ANNUAL LIBRARY WALK THROUGH**

The Library walk through was completed with the following comments.

- Sparse areas near the front entrance of the Library where plantings have died back. Ms. Merritt said in 2025, the larger plantings can be split after taking root and replanted in the sparse areas.
- Mr. Renteria said the grass around the flag pole was removed because it was not growing well and mulch was added. There are areas along the sidewalks where the ground has settled and receded back. Soil and grass will be added to all these areas to eliminate tripping hazards.
- Trustee Gephart asked if the large tree cut down from an island in the parking lot would be replaced. Ms. Merritt stated we need to wait three years, until 2025, for the roots to die back before a new tree can be planted in that spot.
- There is a green post on the front lawn of the west side of the building that needs to be removed.
- The railings on the front steps on the west side of the Carnegie building are rusted and need to be repainted.

- The railing along the ramp from the emergency exit on the west side of the Carnegie building is rusted and needs to be repainted.
- All study rooms will be repainted.
- Acoustic wall panels have been installed in the STC Sound Studio and acoustic ceiling panels are being researched.
- A new STC Creative staff position will soon be added to enable the space to be available for patrons seven days a week.
- The empty vending machine located in the staff lounge will be removed in July 2026. The company that supplied the vending machine is no longer in business and there is a requirement for the abandonment to wait five years before disposal.

**V. ADJOURNMENT**

**Motion** by Trustee Gephart, second by Trustee Hill, to adjourn the meeting at 6:53 pm. Carried unanimously.

Shane Hampton  
Chair, Facilities Committee

Approved by the Board of Trustees at the August 14, 2024 Regular Monthly Meeting.