



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

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, July 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, Amy Berger, Matt Johnson, Mary Merritt, Sarah Pistilli, Junior Renteria, Pam Salomone, Sutton Skowron, and Amy Vidlak-Girmscheid. Judi Asselborn and Joanne Surratt of Friends were 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**

None.

**V. APPROVE CONSENT AGENDA**

**Minutes of Monthly Meeting, June 12, 2024**

**IIIT Investment Report: June 2024**

**Lauterbach & Amen, Monthly Financial Report: June 2024**

**Check Register, Payroll: June 2024**

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

**VI. APPROVAL OF INVOICES**

No invoices to present.

**VII. LIBRARY STAFF REPORT, JUNE 2024**

Ms. Buckson introduced new IT Manager Sarah Pistilli. Circulation stats for June were over 100,000, which has not happened since 2022 and prior to that year, 2019. D303 student cards for Library District non-residents continues to increase in its fourth year, with almost 1,000 student cards issued. Feedback from patrons for the adult summer reading program

of recording minutes read has been a mix of 50/50 for positive comments. For youth summer reading program tracking, minutes read has been very well received.

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

### **VIII. COMMITTEE REPORTS**

#### Intergovernmental Group (Hill)

There was discussion about the Library shared parking with the City after the Library closes. Ms. Buckson stated the City approved the agreement and they have placed signs in the parking lot.

#### Foundation (Dauer)

The Foundation Board will review Library funding requests and plan to pass their budget at the July meeting. There will be an Alter Brewing event on July 31. Foundation officers were elected for FY 2024/2025; President Jennifer Gaertner, Vice-President Julie Nyquist, Secretary Cheryl Ledbetter and Treasurer Staci Olson.

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

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

No comments.

### **X. TRUSTEE COMMENTS**

Trustee Kruse shared positive feedback about the SC Writers Group. Trustee Dauer congratulated the Facilities team for installation of a cell booster in the Library.

### **XI. UNFINISHED BUSINESS**

#### **1. ORDINANCE 2024/2025-1, BUILDING & MAINTENANCE TAX OF .02% FOR FY 2024/2025**

**Motion** by Trustee Kruse, second by Trustee Hill, to approve **Ordinance 2024/2025-1**, Building & Maintenance Tax of .02% for FY 2024/2025. This tax funds the building and maintenance expenses for the fiscal year. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

#### **2. IMMERSIVE PROGRAMMING**

Ms. Buckson stated Adult Programming Specialist Amy Berger has worked with a staff committee and several vendors to begin immersive programming at the Library. The goal for implementation of this programming is fall/winter 2024. The Library received \$50,000 from the St. Charles Public Library Foundation and the Library has budgeted the remaining \$50,000.

Our Library will be breaking new ground for this type of programming for public libraries. The Huntley Community Room will offer this venue for the Library with a 36' by 10' mobile screen that can be taken down when not in use and stored. The annual fee for the software includes training.

### **XII. NEW BUSINESS**

#### **3. RESOLUTION 2024/2025-1, AUTHORIZING NON-RESIDENT CARDS**

**Motion** by Trustee Kruse, second by Trustee Hill, to approve **Resolution 2024/2025-1**, Authorizing Non-Resident Cards. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**4. ORDINANCE 2024/2025-2, AN ORDINANCE AUTHORIZING MEMBERSHIP IN THE INTERGOVERNMENTAL PERSONNEL BENEFIT COOPERATIVE ("IPBC")**

**Motion** by Trustee Kruse, second by Trustee Hill, to approve **Ordinance 2024/2025-2**, An Ordinance Authorizing Membership in the Intergovernmental Personnel Benefit Cooperative ("IPBC").

With the Library switching from the LIMRiCC coop to IPBC, the staff will have health insurance coverage with Blue Cross/Blue Shield and better stability for annual premium increases. A three-month premium buyout to switch from LIMRiCC to IPBC is required and those funds have been held back from a surplus last fiscal year. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**5. PRESENTATIONS:**

**a. Friends of St. Charles Public Library**

President Judi Asselborn of Friends of the St. Charles Library provided a presentation about Friends. Friends is a not-for-profit organization and raises funds to support programs and events for the Library. Funds are raised through two yearly used book sales, a designated area in the Library for used books and holiday used book sale packages. Unsold books are recycled. Last fiscal year, Friends raised over \$15,000 in book sales. Friends' volunteers contribute over 300 hours to prepare for their fundraisers. Some projects provided by the Friends include additions to the fine art collection, a motorized scooter for patrons, book drops, the Youth Service aquarium, summer reading kick-off event and more. Friends awards yearly scholarships to Library staff for continuing education. Since 2004, \$62,565 in scholarships have been awarded.

**b. Facilities and Security Department**

Facilities and Security Manager Junior Renteria spoke about the initiatives of his department. They completed a long-term capital building assessment, inside automatic doors for staff workrooms, HVAC reprogramming, a continued relationship with the St. Charles Police, and assisting with the Library and City parking lot agreement.

The facilities team consists of three shift teams. Communication within the teams is improved with a wall chart to manage tasks. A live log for problem and banned patrons has been created and all Managers In Charge and the security team have access to this log. This assists Library staff to know of and address concerning interactions with patrons of a security concern. Mr. Renteria asked the board for recommendations on local vendors.

**6. SCHEDULE AUDIT COMMITTEE MEETING FOR BIENNIAL REVIEW**

The Audit Committee Meeting is scheduled for August 7, 2024 at 1:00 pm.

**7. SCHEDULE POLICY COMMITTEE MEETING**

The Policy Committee Meeting is scheduled for August 7, 2024 at 2:00 pm.

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

No comments.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Frost, to adjourn at 8:34 pm. Carried unanimously.

  
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 Mary Kruse  
 Secretary, Board of Trustees