



**MINUTES  
REGULAR MONTHLY MEETING  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
OCTOBER 9, 2024**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, October 9, 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, Brandon Buckley, Kara Hanley, Amanda Kaiser, Debra Kippes, Jasmina Lapo, Mary Merritt, Joe Munier, and Kelly Stulgate. One community member was present.

**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. Trustee Gephart acknowledged Ms. Buckson's birthday.

**IV. ADDITIONS OR CORRECTIONS TO THE AGENDA**

None.

**V. APPROVE CONSENT AGENDA**

**Minutes of Public Hearing, September 11, 2024**

**Minutes of Monthly Meeting, September 11, 2024**

**Minutes of Special Meeting, September 28, 2024**

**Minutes of Finance Committee Meeting, October 1, 2024**

**IIIT Investment Report: September 2024**

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

**Check Register, Payroll: September 2024**

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

**VI. APPROVAL OF INVOICES**

No invoices to present.

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

Ms. Buckson brought the following items to the Board's attention:

- There was a glitch in September for the TumbleBook database that will be adjusted for annual reporting.
- The memorial mural RFP for the terrace garden was published Tuesday, October 8, 2024 with a link placed on our website. The RFP was sent to area art studios and groups like STC Arts Council. Paper versions of the RFP packet are available at the Welcome Desk.
- The Board will meet in the Carnegie Community Room for the November 13, 2024 Board meeting.
- RAILS published an impact report on Illinois libraries that is available online via the RAILS website.
- Trustee Gephart encouraged the Trustees to attend the online event with Librarian and Author Amanda Jones on October 28, 2024 from 4:00-5:00 pm, to discuss *That Librarian: The Fight Against Book Banning in America*.

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

### **VIII. COMMITTEE REPORTS**

#### Intergovernmental Group (Hill)

The September meeting was very good, as were the past few meetings. There was a lot of interest in hearing about the Pheasant Run property. The November 14, 2024 meeting will be held at Pottawatomie Park.

#### Foundation (Dauer)

The Friends used book sale will be held October 18 – 20, 2024. The next Alter Brewing event will be held on November 6, 2024. The donor tracking software purchased by the Foundation is up and running.

**Motion** by Trustee Kruse, 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**

Trustee Dauer congratulated Darcy Tatlock for being named Kiwanian of the year.

### **XI. UNFINISHED BUSINESS**

None.

### **XII. NEW BUSINESS**

#### **24. FINANCE COMMITTEE RECOMMENDATIONS:**

- a. **Levy 2024/2025 Presentation**
- b. **Resolution 2024/2025-3 to Determine Estimate of Funds Needed for FY 2024/2025**
  - i. **Truth-in-Taxation Notice**

Finance Manager Mary Merritt reviewed the levy process with the Trustees. The Finance Committee met on October 1, 2024 and recommend the Board approve **Resolution 2024/2025-3** to Determine Estimate of Funds Needed for FY 2024/2025 with a levy of 4.7%.

However, with the St Charles Mall TIF (#3) that will expire at the end of 2024, a proposition was brought before the Board to levy for 4.9% in order to capture recovered value and

leave less money on the table. This will not increase taxes for residents, it is capturing new growth and monies from the TIF.

The Board is not required to hold a Truth-In-Taxation Public Hearing with the levy request below 5%. However, in previous years, the Board has always held the Public Hearing, regardless of the request. The Public Hearing will be held on November 13, 2024 at 6:45 pm.

**Motion** by Trustee Gephart, second by Trustee Hill, to approve **Resolution 2024/2025-3**, to Determine Estimate of Funds Needed for FY 2024/2025, as modified, requesting a 4.9% levy. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

## 25. DEPARTMENT PRESENTATION – ADMINISTRATION

Ms. Buckson and the administrative staff presented an overview of tasks performed behind the scenes of the public eye at the Library. Information covered Board matters, financials, human resources, FOIA, staff recognition, patron concerns and administrative projects.

## 26. DIRECTOR EVALUATION PROCESS

Trustee Gephart will send the evaluation materials to Trustees. The packet includes the evaluation form, the director's self-evaluation, current goal review, salary information and the director's goals for the new year.

Trustee Gephart has met with Ms. Buckson quarterly to discuss goals, training and obstacles.

He requested Trustees provide their feedback by November 1, 2024. They can either email their evaluations to Trustee Gephart, or place the evaluation in the Board mailbox located in the administration office. After summarizing the feedback from the evaluation, Trustee Gephart will meet with Ms. Buckson to conduct the preliminary review. There will be a closed session meeting at the November 13, 2024 meeting, with a vote in open session for any changes in the employment of the director.

In past years, a 360 evaluation of the director, by the management team, was requested. However, Trustee Gephart believes with the recommendation of the Deiters & Todd consultant from the recent Trustee retreat, that this is not a true evaluation and gives the Board too much confidence in believing they are receiving correct feedback. He said it is the Board's responsibility to find out this information. Some managers do not participate in the evaluation because they do not feel comfortable evaluating their boss and they believe it is not entirely anonymous. Trustee Gephart recommended researching the hiring of an outside consultant to conduct a 360 evaluation of the director if they feel it is needed.

**Motion** by Trustee Gephart, second by Trustee Kruse, to remove the 360 evaluation from the director evaluation process.

There was a lengthy discussion of the 360 evaluation and a question if there is a policy in place for the staff concerning a grievance of the director. Ms. Buckson stated she could prepare a grievance process for the Board's consideration.

**Amended motion** by Trustee Gephart, second by Trustee Hampton to remove the 360 evaluation from the director evaluation process, to investigate an outside consultant for the 360 evaluation of the director in the future, and a new policy for the grievance process for staff concerning the director. **AYES:** Gephart, Kruse, Frost, Dauer. **NAYS:** Hill, Lanthrum. **ABSTAINING:** Hampton. **ABSENT:** None.

**27. SCHEDULE POLICY COMMITTEE MEETING BEFORE NOVEMBER 13, 2024  
BOARD MEETING**


The Policy Committee meeting will be held on November 4, 2024 at 10:00 am.

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

No comments.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Hampton, to adjourn at 8:00 pm. Carried unanimously.

  
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Mary Kruse  
Secretary, Board of Trustees