



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

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, November 13, 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, Jasmina Lapo, Mary Merritt, Mary Miller, Junior Renteria, Sutton Skowron, Kelly Stulgate, Amelia Thomas.

**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. Trustee Gephart acknowledged Ms. Buckson's second anniversary at the Library.

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

None.

**V. APPROVE CONSENT AGENDA**

**Minutes of Monthly Meeting, October 9, 2024**

**Minutes of Policy Committee Meeting, November 4, 2024**

**IIIT Investment Report: October 2024**

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

**Check Register, Payroll: October 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, OCTOBER 2024**

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

## VIII. COMMITTEE REPORTS

### Intergovernmental Group (Hill)

The School District shared information about the cell phone advisory group. Trustee Hill attended the St. Charles Chamber breakfast and the Library was mentioned in September for their year in review.

### Foundation (Dauer)

Trustee Dauer attended the VIP Donor Event with Author Eileen Garvin and the One Book One Community event at the Arcada. Both events were enjoyable.

**Motion** by Trustee Kruse, second by Trustee Frost, to accept the committee reports. Carried unanimously.

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

No comments.

## X. TRUSTEE COMMENTS

Trustee Kruse commented that the One Book One Community event at the Arcada with Author Eileen Garvin was phenomenal. Trustee Frost has taken a couple IT classes and found them useful. One class was about holiday gadget gifts and it was interesting to see the advancements in technology.

## XI. UNFINISHED BUSINESS

### 29. **ORDINANCE 2024/2025 – 3, AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR FISCAL YEAR 2024/2025**

**Motion** by Trustee Kruse, second by Trustee Hill, to approve **Ordinance 2024/2025-3**, An Ordinance Levying Taxes for Library Purposes for Fiscal Year 2024/2025. The Public Hearing for the Levy was held at 6:45 pm, prior to this meeting. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

## XII. NEW BUSINESS

### 30. **RECOMMENDATIONS OF THE POLICY COMMITTEE:**

#### a. **Computer and Internet Access Policy**

This policy was revised to remove procedures and simplify the language. **Motion** by Trustee Gephart, second by Trustee Hampton, to approve the Computer and Internet Access Policy, as presented. Carried unanimously.

#### b. **Meeting Room Policy**

This policy was revised to remove procedures and redundant language. The Policy Committee recommends the Board approve the removal of the \$10 snack fee, the \$15 IT fee, and the \$5 study room fee for non-residents. There is also a recommendation to streamline the fee structure and eligibility of hours for all outside groups. Some staff have made the request that outside groups only be allowed to reserve meeting rooms 60 days out, instead of 90 days out as is the current policy. The committee felt this change would negatively impact outside groups and they recommend the policy remain the same for future reservations for outside groups. In the future, the committee will consider if the Miller Haase Community Room should only be available for staff reservations. **Motion** by Trustee Gephart, second by Trustee Hampton, to approve the Meeting Room Policy, as presented. Carried unanimously.

#### c. **Photography, Security Camera and Other Recording Devices Policy**

This policy was revised for clarification of purpose and removal of redundant language. **Motion** by Trustee Gephart, second by Trustee Hampton, to approve the Photography, Security Camera and Other Recording Devices Policy, as presented. Carried unanimously.

**d. Programming Policy**

This policy was revised for removal of redundant language and references in length to other Library policies. **Motion** by Trustee Gephart, second by Trustee Hampton, to approve the Programming Policy, as presented. Carried unanimously.

**31. APPROVAL OF DAYS CLOSED IN 2025**

**Motion** by Trustee Kruse, second by Trustee Dauer, to approve the list of days to be closed in 2025. Carried unanimously.

**32. 457 AUDIT COMMITTEE REPORT**

The 457 Audit Committee met and all individual funds contributed were confirmed with Fidelity.

**33. FISCAL YEAR 2024/2025 PER CAPITA GRANT REQUIREMENTS**

The Trustees were requested to review *Serving Your Public: Illinois Public Library Standards 4.0* and provide feedback to Ms. Buckson to include in the Library's report. Comments from the management team will be presented at the December Board meeting.

Trustee Gephart reminded Trustees to take the sexual harassment training and let Ms. Buckson know once that is completed. Trustees will be requested to sign a certificate of completion.

**34. DEPARTMENT PRESENTATION – DINOVENBER**

Youth Services Manager Kelly Stulgate, Librarian Jane Piraino and Assistant Kersten Wright had a presentation about Dinovember, which is celebrated with month-long programming. The history of Dinovember began in November 2012, when Refe and Susan Tuma created dinosaur antics for their children's entertainment. The Tuma's created a children's book series, *What Dinosaurs Did Last Night*.

In Youth Services, children receive stickers when they find hidden dinosaur figures. The dinosaur hunts help children discover different parts of the department. Ms. Piraino and Ms. Wright were dressed as life-sized dinosaurs to show how they greet young patrons during November. Many videos have been created with the Library dinosaurs as well. Some programs for the month include speakers who talk about dinosaurs and fossils.

Trustee Gephart asked what the Board could do to help with Dinovember. Ms. Stulgate invited the Trustees to visit the department and see the neat displays of dinosaurs.

**35. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:**

**a. [5 ILCS 120/2 (c) (1)] – Evaluation of Director**

**Motion** by Trustee Gephart, second by Trustee Kruse, to adjourn to Closed Session at 7:34 pm regarding 5 ILCS 120/2(c)(1) for evaluation of Director. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**36. MOTION TO GO INTO OPEN SESSION**

Reconvene in Open Session at 8:47 pm.<sup>1</sup>

**a. Potential Vote on Adjustment to the Director's Salary**

Trustee Hill stated the Board is very grateful for what Ms. Buckson has done for the Library. **Motion** by Trustee Hill, second by Trustee Hampton, to offer Ms. Buckson a five percent

<sup>1</sup> **33. MOTION TO GO INTO OPEN SESSION**

This motion is included in the Closed Session Minutes of the Monthly Meeting of November 12, 2024.

(5%) increase to her salary. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum.  
**NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**37. SCHEDULE BOARD SOCIAL DINNER**

The Trustees would like to go to Nuova Italia Ristorante in mid-December. Ms. Buckson will send out a poll for dates.

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

No comments.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Hampton, to adjourn at 8:51 pm. Carried unanimously.



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Bonnie J. Dauer, Secretary Pro Tempore  
Board of Trustees