



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
DECEMBER 11, 2024**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, December 11, 2024 at the Library. Present: President Robert T. Gephart, Treasurer Michael J. Hill, Trustees Claudia Frost, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson, and Administrative Assistant Virginia Tsipas. Absent: Vice President/Secretary Mary Kruse, Trustee Shane Hampton.

Guests: John McGovern and Aaron Hirthe of WT Group.

Library staff present: Katie Amstadt, Brandon Buckley, Elena Feiza, Mary Merritt, Pam Salomone.

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.

Motion by Trustee Gephart, second by Trustee Lanthrum, to appoint Trustee Bonnie J. Dauer as Secretary Pro Tempore. Carried unanimously.

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 Public Hearing, November 13, 2024

Minutes of Monthly Meeting, November 13, 2024

IIIT Investment Report: November 2024

Lauterbach & Amen, Monthly Financial Report: November 2024

Check Register, Payroll: November 2024

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

VI. APPROVE THE FORM AND CONTENT OF MINUTES

a. Closed Session Meeting of Regular Monthly Meeting, November 13, 2024, for [5 ILCS 120/2 (c) (1)]

Motion by Trustee Gephart, second by Trustee Hill, to approve the form and content of Minutes, Closed Session of Regular Monthly Meeting, November 13, 2024. Carried unanimously.

VII. APPROVAL OF INVOICES

No invoices to present.

VIII. LIBRARY STAFF REPORT, NOVEMBER 2024

Trustee Hill stated he was happy to see that D303 LRC Directors will encourage use of Library databases in schools; and that teen usage of the Loft continues to grow. Ms. Buckson said the Young Adult Librarian is doing a wonderful job working with teens.

Trustee Lanthrum asked for clarification of the Eagle Scout Project. Ms. Buckson stated the Eagle Scout is improving the garden beds and creating a community pantry at the Library. He has conducted fundraising and Adult Services Manager Amy Vidlak-Girmscheid is assisting him with his project. The current garden beds were raised with more soil added. The pantry will be stocked with items grown in the Library community garden and community groups will be involved to help stock the pantry. A staff member will assist with being sure the pantry is stocked.

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

IX. COMMITTEE REPORTS

Intergovernmental Group (Hill)

The November meeting had the highest attendance ever and there was a lot of discussion about partnerships. The December 12, 2024 meeting will be hosted by the City for the annual breakfast meeting. Trustee Dauer will attend the January 9, 2025 meeting at the School District.

Foundation (Dauer)

Friends reported making over \$6,000 on their used book sale in October. A new Friends' mug is available for sale for \$8 at the Library. The annual appeal letter has been mailed and people can now donate online. There will not be a December Foundation Board meeting.

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

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

No comments.

XI. TRUSTEE COMMENTS

Trustee Hill attended the Elgin Symphony Concert Trio and it was very good and well attended.

Trustee Frost thanked the IT Team and Information Technology Manager Sarah Pistilli who assisted her in creating a booklet of holiday photos for her presentation to AAUW.

XII. UNFINISHED BUSINESS

39. PER CAPITA GRANT

The grant application contains plans for funding to include ADA accessibility audit changes, as well as upgrades to some areas in Youth Services. The grant will be submitted the week of December 15, 2024.

XIII. NEW BUSINESS**40. ADA AUDIT REPORT WITH WT GROUP**

John McGovern and Aaron Hirthe of WT Group presented the ADA Audit Report for the Board. ADA compliance is directed by 2010 design standards and 2018 Illinois Accessibility Code. The architect for the 2021 remodel, the construction contractor and the Library facilities team are accountable for this compliance. WT Group is recommending a seven-year process for implementing the transition plan. The Library does a good job now, however, the goal is to exceed the minimum requirements.

Trustee Frost asked if there is a requirement for the Library to have restrooms on the second level. Mr. McGovern said that is more of a plumbing code issue and the ADA does not override the plumbing code issue.

Trustee Gephart thanked Mr. McGovern and Mr. Hirthe for their work on the ADA Audit and stated the Library will take action to get the plan completed.

41. RESOLUTION 2024/2025-4, A RESOLUTION CONFIRMING INTENT TO ESTABLISH A BANKING RELATIONSHIP

Motion by Trustee Gephart, second by Trustee Dauer, to approve **Resolution 2024/2025-4**, A Resolution Confirming Intent to Establish a Banking Relationship.

Finance Manager Mary Merritt stated there have been some wiring process issues with CIBC Bank since August 2024. The Library's payroll account is held by CIBC Bank. The issues have been resolved; however, the Library no longer wishes to bank with CIBC Bank, and would like to transition the payroll account to Wintrust. Wintrust deals with many government agencies.

AYES: Gephart, Hill, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kruse, Hampton.

42. ORDINANCE 2024/2025-5, ORDINANCE ESTABLISHING DATES OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE ST. CHARLES PUBLIC LIBRARY DISTRICT FOR CALENDAR YEAR JANUARY – DECEMBER 2025

Motion by Trustee Frost, second by Trustee Hill, to approve **Ordinance 2024/2025-5**, Ordinance Establishing Dates of Regular Meetings of the Board of Trustees of the St. Charles Public Library District for Calendar Year January – December 2025. **AYES:** Gephart, Hill, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kruse, Hampton.

43. OPEN DOOR POLICY

Motion by Trustee Gephart, second by Trustee Hill, to approve the Open Door Policy.

The Open Door Policy was revised to clarify the process in dealing with director issues should they arise. This policy was discussed with the Policy Committee, reviewed by the Union, and will be included in the Personnel Policy. Carried unanimously.

44. STRATEGIC PLAN REPORTING**a. Review of Year One Activities Report**

Ms. Buckson spoke of the completion of year one of the five-year Strategic Plan.

b. Year Two Implementation Plan

Trustee Dauer asked for clarification of goal 2.1 building the collections, the concept of genre-fying non-fiction collections. Ms. Buckson stated an exploratory committee will be formed to discuss the possibility of doing away with the Dewey Decimal System to create a

more modern system. This would make the collections more engaging. This is a major change and will be discussed in the future with the Board.

Motion by Trustee Gephart, second by Trustee Dauer, to accept the 2025 Implementation Plan for the Library's Strategic Plan. Carried unanimously.

45. BOARD EVALUATION

Trustee Gephart will email the Board evaluation form to the Trustees in mid-January to complete and review at the February 12, 2025 meeting. This recommendation is in the Board Bylaws and should be completed every few years.

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

No comments.

47. SCHEDULE BOARD SOCIAL DINNER

Ms. Buckson will send a doodle poll to Trustees and the dinner will be scheduled at the February 12, 2025 meeting.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 8:28 pm. Carried unanimously.



Mary Kruse
Secretary, Board of Trustees