



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
FEBRUARY 12, 2025**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, February 12, 2025 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, Joanna Besser, Amanda Kaiser, Mary Merritt, Junior Renteria, Pam Salomone and Sutton Skowron. Three community citizens were also in attendance.

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.

IV. ADDITIONS OR CORRECTIONS TO THE AGENDA

None.

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, December 11, 2024

IIIT Investment Reports: December 2024 and January 2025

Lauterbach & Amen, Monthly Financial Reports: December 2024 and January 2025

Check Registers, Payroll: December 2024 and January 2025

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

VI. APPROVAL OF INVOICES

Motion by Trustee Kruse, second by Trustee Lanthrum, to approve the \$5,800 quote from Hargrave Builders for the installation of spray foam in the Carnegie attic spaces.

Trustee Hill asked for confirmation of the location of the spray foam. Facilities and Security Manager Junior Renteria said the installation of the spray foam is for the piping areas above the kitchen. **AYES:** Gephart, Kruse, Hill, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None.

ABSTAINING: None. **ABSENT:** None.

VII. LIBRARY STAFF REPORTS, DECEMBER 2024 AND JANUARY 2025

Motion by Trustee Kruse, second by Trustee Hill, to accept the Library Staff Reports. Carried unanimously.

Trustee Hill likes the updates on the Strategic Plan. Mr. Renteria is working with AID, the association for individual development to provide on-site social work services.

Trustee Lanthrum commented it is nice to have the new community pantry, vinyl collection and available Narcan for those in need.

Communications and Marketing Manager Pam Salomone spoke about invitations for the immersive presentation and community pantry unveiling. Adult Services Manager Amy Vidlak-Girmscheid is coordinating the stocking of the pantry and has updated Ms. Buckson how nice it is that people are benefiting from the pantry. Ms. Vidlak-Girmscheid has acquired three community sponsors and anyone is welcome to donate items to stock the pantry. Signage will be created recognizing the sponsorships.

Ms. Salomone provided the Trustees with rebranded materials that are being used for orientation folders for new staff, and for a community outreach project in sending surveys to 130 recipients asking what services they want from the Library. To date, fifteen responses have been received and some are looking for information on grants and social media. Ms. Vidlak-Girmscheid has created "book a librarian" to assist groups with what resources the Library offers.

Trustee Frost attended a meeting at the Library with AAUW and the attendees were asking for assistance with digital equipment. They also stated they would like to see more classes for advanced level training for Canva or Keynote. Trustee Frost informed them to "book a librarian" and find out the services that are provided. Patrons can also book a one-on-one session with the IT Educator at the Library, which is one goal of the Strategic Plan to inform patrons about databases.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Dauer)
Foundation (Dauer)

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 Frost thanked newly hired IT Associate Collin Hagen who assisted her with a program handout. He was very helpful and also very patient in assisting other patrons as he was the only staff member at the Help Desk at that time.

Trustee Frost attended the History of the Heinz Glass Company program and said it was very good. The St. Charles Arts Council now has a building on Route 31 and they will soon have classes. The Arts Council will have an Open House on February 23, 2025 from 12:00-3:00 pm. Trustee Frost has an art piece in the art show now being presented by the Geneva Public Library. The Schingoethe Center of Aurora University currently has an excellent exhibit entitled *Away From Home: American Indian Boarding School Stories*, which runs through March 14.

Trustee Dauer attended a RAILS social media best practices webinar for Trustees with topics including personal social media accounts. The RAILS website has a recording of this

webinar. She also attended an ILead Trustee webinar from the RAILS learning portal. There are webinars offered by RAILS for Trustees covering OMA and FOIA.

XI. UNFINISHED BUSINESS

48. BOARD EVALUATION

The Trustees discussed the Library Board of Trustees Evaluation Tool to be completed by the Board collectively and made these conclusions:

- There is a Board approved three to five-year Strategic Plan
- There is a Board approved one-year operational plan
- The Board is updated regularly with the progress and achievements of the plan
- The Board ensures that Library accomplishments are communicated to stakeholders and community members
- The Board reviews Library policies regularly
- The Board holds necessary committee meetings to review projects, budgets, policies and perform legal requirements for libraries
- Library Board Meetings are conducted in accordance with the law and Library By-Laws
- Agendas and packets are prepared by the director and distributed in advance of meetings. Trustees could do a better job reviewing all materials prior to meetings
- Trustees participate in meetings, however, they need to work on taking time to discuss difficult or complicated matters appropriately
- Trustees need to work on clarifying questions/concerns with the director in advance of meetings or seek out the Board president when necessary
- Trustees support the final decision of the Board, even if they personally disagree with the outcome. However, some discussions require further exploration
- Trustees rarely miss meetings and communicate absences in advance
- The Board monitors the financial statements of the Library to identify errors, omissions, and/or opportunities
- The budget is sufficient to support operations of the Library that are in line with strategic goals and objectives
- The Board could do a better job discussing the budget
- Trustees have regular interaction with stakeholders and community members and promote the Library
- New Trustees are provided an orientation by the director
- Trustees could improve on staying informed about issues relevant to the Library and engage in training and development opportunities
- Trustees could improve on understanding the roles of the staff, director and Trustees so that no ethical lines are crossed
- Trustees could improve engagement with the director on matters concerning the Library and respect the chain of command
- The Board has an approved process to evaluate the director on an annual basis. The Trustees would like to further discuss the process for the 360 evaluation of the director with the Policy Committee
- The Board communicates regularly with the director, giving feedback when appropriate

XII. NEW BUSINESS

49. BOARD ANNUAL LEGAL CALENDAR REVIEW

There were no comments for the review of the legal calendar. **Motion** by Trustee Kruse, second by Trustee Hill, to accept the review of the legal calendar. Carried unanimously.

50. DEPARTMENT PRESENTATION – TECHNICAL SERVICES

Technical Services Manager Amanda Kaiser and Collection Development Librarian Sutton Skowron presented the process of collection development. With the movement of collection development to Technical Services last year, budget spending and materials received are centralized and more efficient. Circulation is up as well as the turnover rate, which is the

number of circulations for a particular item. There are new collections for ESL, vinyl and Toniebox, which is an audio book for toddlers with little toys that play the story. Collection development librarians use the Collection HQ tool to keep the collection inspiring, entertaining and informative. This tool also evaluates the collection and can be used when weeding the collection and determining replacements needed.

The librarians also focus on overstocked areas of the collection to determine the number of copies needed for a particular item. Fiction is understocked and non-fiction is particularly overstocked. A new Library app will be launched in March for more accessibility to search the catalog, databases, meeting rooms, etc.

Trustee Gephart asked what the Board could do for Technical Services. Ms. Kaiser asked that they trust the process and keep an open mind, and continuing to fund the materials budget. Programming is very exciting but books are our brand. Digital is very expensive and that is what people want.

51. TRUSTEE TRAINING

Trustees watched a brief video from ALA's United for Libraries board training module speaking to the importance of advocacy in their local community.

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

No comments.

53. SCHEDULE AUDIT COMMITTEE BI-ANNUAL REVIEW OF SECRETARY'S RECORDS FROM JULY 1, 2024 THROUGH DECEMBER 31, 2024, AND MINUTES AND RECORDINGS OF CLOSED SESSIONS

The Audit Committee Meeting is scheduled for February 24, 2025 at 9:30 am.

54. SCHEDULE FINANCE COMMITTEE MEETING

No need for scheduling at this time.

55. SCHEDULE POLICY COMMITTEE MEETING

The Policy Committee Meeting is scheduled for March 4, 2025 at 10:00 am.

56. SCHEDULE BOARD SOCIAL DINNER

The Board Social Dinner is scheduled for February 18, 2025 at 6:00 pm at St. Charles Place.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Hampton, to adjourn at 8:30 pm. Carried unanimously.



Mary Kruse
Secretary, Board of Trustees