



**MINUTES  
POLICY COMMITTEE MEETING  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
MARCH 4, 2025**

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Tuesday, March 4, 2025 at 10:00 am at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse and Trustee Bonnie J. Dauer (Chair), Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas.

**I. CALL TO ORDER**

Trustee Dauer called the meeting to order at 10:02 am and established there was a quorum.

**II. POLICIES TO REVIEW**

**a. Trustee Bylaws**

The Bylaws were revised for the Treasurer's bond/insurance coverage amount to be reduced from 50% to 10%, due to a change in Illinois law; an additional reason for Trustees to request to participate electronically in a Board meeting can now include unexpected childcare obligations; the vote for reports has been changed to "accept" rather than "approve"; the agenda item for approval of invoices is only required if there are invoices to be paid that month; minor changes were made regarding contracts to be more generic; there was a discussion regarding a change from individual standing committees to a committee of the whole.

With regard to Ordinance 2003/2004-8, the Library did appoint a standing ethics commission. Ms. Buckson spoke with Attorney Roger Ritzman and he said the Library is no longer required to appoint a standing ethics commission. He stated the Library can revise the Bylaws to state that if an ethics issue arises, the Board President can appoint an ad hoc committee to deal with that matter. After the settlement of the issue at hand, the President would disband the ethics committee. A revised amendment to the 2004 ordinance, removing Article 15 and Article 20, can be presented to the Board in April 2025, for approval.

If a committee of the whole replaced individual committee, there would be four to six additional meetings a year for the full Board to attend. The topics would include facilities, policy, finance and biannual audit of the Secretary's minute books.

The option for a Trustee to participate electronically at a committee of the whole would require a quorum of four Trustees to be physically present at the meeting.

The committee of the whole would be more efficient administratively with regard to the reduced number of board packets to prepare, and there would be fewer presentations for financial matters to be prepared. The committee of the whole, would bring more clarity for all Trustees prior to voting at regular monthly Board meetings on these matters.

**Motion** by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the changes to the Bylaws. Carried unanimously.

**b. FOIA Policy**

This policy was revised to remove individual staff names and is more comprehensive for the FOIA process. **Motion** by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the policy, as presented. Carried unanimously.

**c. Public Participation Rules in Meetings of the Board**

This policy has been renamed to Public Comment Policy and redundancies were removed. **Motion** by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the policy, as written. Carried unanimously.

**III. DISCUSSION OF POLICIES TO REVIEW IN 2025**

The schedule for review of policies was informational and can be updated as needed.

**IV. DISCUSSION OF NOTARY SERVICES**

Ms. Buckson provided information of significant challenges the Library Notaries are facing, in particular, with the state required training and exam in order to be commissioned as a Notary. Some staff who have volunteered to become Notaries, have taken the training and have not passed the exam. It is a concern that over time the number of Notaries may dwindle. An amendment to the Act exempts attorneys, judges, employees of a licensed attorney or the court from the requirement to take the training and exam. There are two staff members in the administrative assistant position who are required to be Notaries at the Library. For future discussions of this policy, statistics will be compiled regarding the use by the community for Library Notaries.

**V. COMMUNICATIONS AND CITIZEN'S COMMENTS**

No comments.

**VI. ADJOURNMENT**

**Motion** by Trustee Gephart, second by Trustee Kruse, to adjourn the meeting at 11:17 am. Carried unanimously.



Bonnie J. Dauer  
Policy Committee Chair