



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

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, March 12, 2025, at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Claudia Frost, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson, and Administrative Assistant Virginia Tsipas. Absent: Trustee Shane Hampton.

Library staff present: Katie Amstadt, Dorina Dina, Jasmina Lapo, Stephanie Lesiuk, Mary Merritt, Junior Renteria, Sutton Skowron and Amy Vidlak-Girmscheid.

**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**

**Motion** by Trustee Gephart, second by Trustee Kruse, to move Agenda Item XI. Approve the Form and Content of Minutes of Closed Session of Audit Committee Meeting, February 24, 2025, before Agenda Item VI. Approval of Invoices. Carried unanimously.

**V. APPROVE CONSENT AGENDA**

**Minutes of Monthly Meeting, February 12, 2025**

**Minutes of Audit Committee Meeting, February 24, 2025**

**Minutes of Policy Committee Meeting, March 4, 2025**

**IIIT Investment Report: February 2025**

**Lauterbach & Amen, Monthly Financial Report: February 2025**

**Check Register, Payroll: February 2025**

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

**AGENDA TAKEN OUT OF ORDER**

**XI. APPROVE THE FORM AND CONTENT OF MINUTES**

**a. Closed Session of Audit Committee Meeting, February 24, 2025,  
for Section 2.06 of the Act 5 ILCS 120/2(c)(21)**

**Motion**, by Trustee Kruse, second by Trustee Lanthrum, to approve the form and content of

Minutes of Closed Session of Audit Committee Meeting, February 24, 2025. These minutes will be open to the public. Carried unanimously.

#### **VI. APPROVAL OF INVOICES**

No invoices presented.

#### **VII. LIBRARY STAFF REPORT, FEBRUARY 2025**

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

#### **VIII. COMMITTEE REPORTS**

Intergovernmental Group (Hill)  
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 Lanthrum asked if there were preliminary numbers regarding Book a Librarian. Adult Services Manager Amy Vidlak-Girmscheid stated there were two reservations since the soft launch and promotion will soon increase. Trustee Lanthrum asked for clarification of responsibilities of host organizations for the Community Pantry. Ms. Vidlak-Girmscheid said host organizations would adopt a month to provide food donations. There is a bin in the lobby for patrons to donate food items. The pantry is being used quite heavily by the community.

Trustee Frost was pleasantly surprised to receive a kindness mug one day she was in the Library from The Daily Bean staff. Ms. Buckson said the mugs were brought in by the Random Acts of Kindness organization for distribution by the Daily Bean.

#### **XII. UNFINISHED BUSINESS**

##### **57. FRIENDS TERRACE GARDEN MURAL**

Ms. Buckson displayed the terrace garden mural image. Local artists Danielle Casali and Sam DeCarlo designed the mural. The butterfly images will be mosaic. On March 1, 2025, an announcement was made for community members to purchase a dedication plate to be placed on a butterfly in the mural, in honor of a loved one. Work on the mural will begin in April. The unveiling of the mural will take place in June and donors will be invited.

#### **XIII. NEW BUSINESS**

##### **58. STATEMENT OF ECONOMIC INTEREST**

Trustees will receive an email from the Kane County Clerk requiring them to complete the Statement of Economic Interest by May 1, 2025. Trustees should email their certificate of completion to Virginia Tsipas.

##### **59. RECOMMENDATIONS OF AUDIT COMMITTEE**

###### **a. Report of Audit of Secretary's Minutes for July 1, 2024, to December 31, 2024**

The Committee reviewed the Secretary's Minutes and recordings for the period July 1, 2024, through December 31, 2024, and found the Secretary's Minutes and recordings to be in good order without errors or discrepancies. The Committee reviewed the Minutes on the website and found them linked properly and in good order.

**b. Recommendation to vote regarding the Destruction of Closed Session Recordings according to 5 ILCS 120/2.06**

**Motion** by Trustee Gephart, second by Trustee Frost, to approve the destruction of recordings of Closed Sessions dated March 8, 2023, and May 10, 2023, in accordance with 5 ILCS 120/2.06. Carried unanimously.

**60. RECOMMENDATIONS OF POLICY COMMITTEE**

**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, and this amount could be increased if the Library chooses; 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; and 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. Four Trustees would need to be present for a quorum for those meetings. It would enable all Trustees to be more engaged in financial, policy, facilities and audit matters discussed and would streamline regular monthly meetings. It would decrease the number of meetings required each year. Ms. Buckson explained committee of the whole meetings should run like a workshop and regular monthly meetings should run like a business meeting.

The Board will vote to approve the Trustee Bylaws at the April 9, 2025, meeting.

Regarding 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.

**b. FOIA Policy**

The revisions to this policy removed individual staff names and provided a more comprehensive FOIA process. **Motion** by Trustee Gephart, second by Trustee Kruse, to approve the FOIA Policy, as presented. Carried unanimously.

**c. Public Comment Policy**

The Public Participation Rules in Meetings of the Board Policy was renamed to Public Comment Policy, and redundancies were removed. **Motion** by Trustee Gephart, second by Trustee Kruse, to approve the policy, as presented. Carried unanimously.

**61. DEPARTMENT PRESENTATION – CIRCULATION SERVICES**

Circulation Services Manager Jasmina Lapo presented workflow improvements through technology, making processes more efficient and ensuring the collection is easily accessible. The RFID reader can scan more items at once for a real time inventory of the collection, as a second check-in process of materials, and is more efficient for processing holds. Previously, Circulation staff would manually check in each item twice.

The department also offers photo opportunities for patrons while holding enlarged library cards and offers Library tours for new patrons.

Trustee Gephart asked what the Board could do for Circulation Services. Ms. Lapo provided a video presentation of a Senserbot. This robot is for shelf reading and recognizing misshelved materials. This would drastically cut the time it takes for staff to shelf read the complete collection (currently about three months). The Senserbot would run during the evening and produce a report in the morning.

Ms. Lapo does not believe any other library in the United States has the Senserbot. She has been in communication with a library in Australia that uses the Senserbot. The approximate cost of the Senserbot is about \$18,000.

**62. TRUSTEE TRAINING**

Trustees watched a brief video from ALA, Evaluating the Library Director.

Trustee Gephart stated this training was selected as the Board is reviewing the current director's evaluation process. He said there will be additional information for this process and consultant costs for a 360 evaluation will be provided.

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

No comments.

**XIV. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Kruse, to adjourn at 7:55 pm. Carried unanimously.



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Bonnie J. Dauer  
Secretary Pro Tempore  
Board of Trustees