



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
APRIL 9, 2025**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, April 9, 2025, at the Library. Present: 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. Absent: President Robert T. Gephart.

Library staff present: Jasmina Lapo, Mary Merritt, Sarah Pistilli, Pam Salomone, Sutton Skowron, and Kelly Stulgate. One community member was also present.

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

I. CALL TO ORDER

Trustee Kruse called the meeting to order at 7:01 pm.

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

Trustee Kruse confirmed there was a quorum present through roll call.

III. WELCOME OF GUESTS

Trustee Kruse 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, March 12, 2025

IIIT Investment Report: March 2025

Lauterbach & Amen, Monthly Financial Report: March 2025

Check Register, Payroll: March 2025

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

VI. LIBRARY STAFF REPORT, MARCH 2025

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

Ms. Buckson stated the bookmark design contest created by Communications & Marketing had amazing results. IT Support Coordinator Mel Guerra, who is a phenomenal artist, won first place in the staff division. The winning bookmarks from all divisions are available at the service desks.

Trustee Hill said he enjoys reading the patron comments in the report. Trustee Lanthrum asked for clarification of the notary meeting recently held. Ms. Buckson explained there are new challenges training new and renewing notaries. The State now requires online training and an exam with a passing result of 85% or higher. Some staff have volunteered to become notaries; however, the exam is difficult, and they have not passed. There are now fewer Library Notaries servicing the public. The Policy Committee discussed this service, and requested statistics to see how many community members are served within our district and surrounding areas.

The Library has an online form for people to schedule a Notary appointment. There are many walk-in requests, with some transactions taking up to 45 minutes. Trustee Hill has received many comments from patrons who are happy this service is offered.

Voice vote carried unanimously.

VII. COMMITTEE REPORTS

Intergovernmental Group (Hill)

Foundation (Dauer)

Motion by Trustee Kruse, second by Trustee Lanthrum, to accept the Committee Reports.

Trustee Dauer said the Foundation Board is looking for people who are Library advocates to fill the three vacant seats. Trustee Lanthrum asked what is required of Foundation Board members. Trustee Dauer said the Foundation Board meets once a month, they have fundraisers and manage funds for large Library projects. They host donor events and last year participated in the One Book One Community programs with an author meet and greet.

Trustee Hill stated the Intergovernmental Group will meet Thursday, April 10, 2025, at Primrose Farm.

Voice vote carried unanimously.

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

No comments.

IX. TRUSTEE COMMENTS

Trustee Frost said IT Educator Hajra Farooq was wonderful in assisting her with a project. Trustee Lanthrum was happy to see the Northern Illinois LEGO Train Club display at the Library. Trustee Hill said the immersive presentation was terrific and he is looking forward to the next program. Trustee Kruse enjoyed representing the Library by walking in the St. Patrick's Day Parade and thanked staff for their work.

X. UNFINISHED BUSINESS

64. STATEMENT OF ECONOMIC INTEREST

Trustees were reminded to complete their Statement of Economic Interest with the Kane County Clerk by May 1, 2025. Trustees should send their certificate of completion to Ms. Tsipas.

65. ORDINANCE 2024/2025-6, ESTABLISHING BYLAWS FOR THE ST. CHARLES PUBLIC LIBRARY DISTRICT

Motion by Trustee Kruse, second by Trustee Dauer, to approve **Ordinance 2024/2025-6**, Establishing Bylaws for the St. Charles Public Library District. Trustee Dauer explained the organization of the Committee of the Whole. **AYES:** Hill, Kruse, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Gephart.

A Committee of the Whole meeting is scheduled for May 29, 2025, at 6:00 pm to discuss the budget. Two future Committee of the Whole meetings will be scheduled for 2025.

66. ORDINANCE 2024/2025-7, ETHICS ORDINANCE

Motion by Trustee Kruse, second by Trustee Dauer, to approve **Ordinance 2024/2025-7, Ethics Ordinance**. **AYES:** Hill, Kruse, Frost, Hampton, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Gephart.

XI. NEW BUSINESS

None

67. TRUSTEE TRAINING

The Trustees watched a brief video from ALA, To Be a Library Trustee.

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

No comments.

XII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 7:31 pm. Carried unanimously.



Mary Kruse
Secretary
Board of Trustees