



**MINUTES
COMMITTEE OF THE WHOLE MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
MAY 29, 2025**

The Committee of the Whole Meeting of the Board of Trustees of the St. Charles Public Library District was held Thursday, May 29, 2025, at the Library. Present: Vice President/ Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Bonnie J. Dauer, Allison Lanthrum, Barbara Diepenbrock and Jane Shelton, Director Kate Buckson, and Administrative Assistant Virginia Tsipas. Absent: Trustee Frost.

Library staff present: Patty Dybala, Mary Merritt and Junior Renteria. Eight community members were also present.

I. CALL TO ORDER

Trustee Kruse called the meeting to order at 6:01 pm.

AGENDA TAKEN OUT OF ORDER

III. SWEARING IN NEWLY ELECTED LIBRARY TRUSTEES

Ms. Tsipas administered the Oath of Office to Barbara Diepenbrock and Jane Shelton.

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

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

IV. TRUSTEE TRAINING

Ms. Buckson presented Trustee Budget Training, discussing Trustee financial duties, legal duties, library financial policies, individual duties, budget timeline, budget documents, budget structure, Library funds, revenue, tax extension, levy, expenses, and accounting.

Trustee Dauer asked for clarification of the relationship with the EAV and tax rate. Trustee Shelton asked for clarification regarding the fund balance policy requirements.

V. DISCUSSION

• Finance

○ Annual Budget Presentation

Finance Manager Mary Merritt presented the budget process and discussed the levy and financial timetable. A balanced budget is anticipated.

Funds are requested each year from the Foundation and Friends to support programming and other services.

Trustee Diepenbrock asked how much was requested from the Foundation. Ms. Merritt said \$60,000 to cover the cost of the monument sign and the special concert series, along with programming. The Friends support Summer Reading and the kick-off party.

The surplus of each fund at the end of the fiscal year is transferred to the Operating Fund. The budget is refined so that spending is in line with what we are asking for. Sometimes we have not used all funds levied for resulting in adjustments in the following year's levy.

The Gift and Special Trustee Fund is from non-taxpayer dollars and interest grows slightly each year. This fund provides for Board training and memberships, the staff appreciation event and staff apparel allotment.

Trustee Dauer asked if the Library is requesting RFPs for the parking lot and the Carnegie roof. Ms. Merritt said yes, they will be across two fiscal years. Trustee Dauer asked about addressing the heat in the Carnegie building. Facilities & Security Manager Junior Renteria said the plan is to correct the heating problem in the Carnegie foyer area and stairwell, to avoid the pipes from bursting in that area as they did last year.

○ **Review of Tentative Budget & Appropriation Ordinance**

Ms. Merritt said the budget is what the Library intends to spend, and the appropriation is for funds needed beyond the budget, if that situation arises. With the appropriation in place, the Library would not need to go to the public for more funds. If a budget-line item goes beyond the appropriation, the costs would come from another fund. The total operating budget is \$8.7 million. With all funds combined, the total budget is \$10.9 million, which includes taxpayer dollars, non-taxpayer dollars and pulling down on the Special Reserve Fund.

Trustee Shelton asked if the Special Reserve Fund was only for projects. Ms. Merritt said yes, and those funds will cover repairs for the roof and repairs in the Carnegie building.

Trustee Lanthrum asked about funds to cover the ADA project. Ms. Merritt said there are funds allocated in the budget from the Per Capita Grant for ADA changes and additional funds in the Building and Equipment Fund to cover costs for improvements for the parking lot.

Trustee Shelton asked if there was a suggested amount for the difference between the budget and the appropriation. Ms. Merritt said she projects higher in case there is an emergency expense and there is no set formula for how much to appropriate beyond the budget.

○ **Review of Building and Maintenance Tax of .02%**

The ordinance for building and maintenance tax of .02% is presented in July for the Board's approval. This ordinance allows for the Library to levy this tax in November. If registered voters want to petition the adoption of this ordinance, it must be submitted to the electors of the District. The required number of voters needed is determined by the counties and available in November. The process for this petition is stated in the ordinance.

○ **Review of the Fund Balance Policy**

There are no suggested changes for this policy, and it was reviewed as required.

○ **Review of the Investment Policy**

There are no suggested changes to verbiage for this policy. There was a discussion of the 110% collateralization requirement by the Library for deposits in excess of the federally insured amount. Most of the Library's investment money is with IIIT in CDs. One of the Library's banks has said the 110% requirement is high and it is not what other libraries normally require. The norm of collateralization is 100-103%. It was decided not to make any changes to the required collateralization percentage now, but know that it can change in the future, if desired.

- **Facilities**

- **ADA Audit Progress**

The ADA report was issued in December, and an implementation plan was created. The consultant's suggestion was to begin with no or low-cost items. Mr. Renteria said this year we are tackling phase one items. Out of 40 items, 12 have been completed and 22 will be addressed with the RFQ process. The RFQ will address the parking lot, roof and Carnegie building.

Trustee Shelton asked how often the ADA audit would be performed. Ms. Buckson said libraries are not required to do the audit. However, we want to safeguard the Library by being compliant with ADA. The audit is part of the strategic plan and considered in part because of the Library's partnership with Fox Valley Special Recreation, with programs offered to that group. Mr. Renteria has spoken with facility managers of other libraries, and they do not do this audit.

Trustee Lanthrum asked if we have received any patron or staff feedback. Mr. Renteria said it is discussed at monthly safety committee meetings and with staff, but no patron feedback has been shared.

Trustee Diepenbrock asked if there is a recommendation for completion of the ADA audit project. Ms. Buckson said the consultants said it is acceptable to complete the audit project over seven years. We hope to complete it sooner and may do the audit every ten years. Most architects say it is best practice when you have major changes, to be sure you are ADA compliant. The consultant said many times it is contractor error with lack of understanding ADA compliance. Ms. Buckson said we are prioritizing patron areas.

Ms. Diepenbrock believes the Board meetings are very informative and believes they should be streamed for access for those who cannot attend the meetings in person. Ms. Buckson said there would be a technological component, and an official record created regarding records retention. She believes she should talk with the Library attorney about the streaming option.

- **RFQ for Architecture Services**

An RFQ is governed by law, and we are required to create a document, post it on the Library website, and publish it in a newspaper within the Library District, for all professional services that exceed \$40,000. This is different for projects that go out for public bidding. The RFQ created was reviewed by the Library attorney. RFQ includes the scope of the project, the architect's qualifications and our timeline. It is illegal for us to select a firm based on their fees, so that information is left out. We have until the day after the June Board meeting to make any changes to the RFQ. The project includes the Carnegie wing and the parking lot, which were items not considered in the renovation. An assessment of the entire roof will also be requested. The RFQ will be brought to the Board at the June meeting for approval and will be posted the next day. Proposals are due July 14. The Board should decide if a Trustee will participate in the architect interviews. The participating Trustee must be available July 21 to July 25. The submitted proposals will be reviewed and narrowed down to the most qualified. At the July 30 Committee of the Whole meeting, the Board will discuss the selection of interviewees. A special meeting will be scheduled to approve that award.

In 2018, the architects thought the roof would need to be repaired in ten years. With current issues with the roof, we are looking to make the repairs now.

Trustee Shelton asked if the flat roof would be assessed and thought there were water leak issues with that roof. Mr. Renteria said yes. He said the water issues in the beginning were from a poorly connected drain.

Trustees should contact Ms. Buckson before the June meeting with any proposed changes to the RFQ.

○ **Walk through: Outdoor Improvements**

Mr. Renteria led the Trustees around the outside of the property and discussed the improvements that have been made recently to the facility, as well as upcoming projects.

- The front entrance was power washed.
- ADA Compliance Item: most of the railings around the perimeter have been cleaned up and repainted. The remaining railing around the Terrance Garden will be finished next week.
- Mr. Renteria will contact our snow removal company to discuss salting options for next season, as the effect of excessive salting is visible in the garden beds.
- ADA Compliance Item: Sebert will be doing turf repairs to ensure the grade between sidewalks and the grassy areas is appropriate.
- Mr. Renteria mentioned that an upcoming project in fiscal year 2026 will be the installation of more cameras outside the building. This will increase coverage in the parking lots and front entrance.
- Trustee Diepenbrock asked if we had an emergency call box on our property. Mr. Renteria responded no and was unsure of the cost of having one installed.
- ADA Compliance Item: part of the upcoming RFQ will include regrading the handicap spaces to reduce the inclination.
- ADA Compliance Item: manhole covers will be assessed and repaired to ensure that the surrounding gap is one-quarter of an inch or less.
- ADA Compliance Item: the garden hose was removed from the pavers to allow proper navigation of the space, and we are considering replacing/repairing the standing garden bed to ensure ADA compliance.
- The book drop is still being assessed on a regular basis to ensure the caulking and sealing are in good order to reduce potential water damage.
- A question was asked if we could add seating to the Carnegie main entrance for patrons and staff. Ms. Buckson mentioned a bench along the pavers is a nice idea.
- Ms. Buckson mentioned the Carnegie main doors will probably need replacing soon as they are not as secure and weather tight as the rest of the building.
- ADA Compliance Item: walkways were cleared of overgrowth to ensure 36 inches of clearance.

VI. PUBLIC COMMENTS

None.

VII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Kruse, to adjourn at 8:00 pm. Carried unanimously.



Bonnie J. Dauer
Secretary, Board of Trustees