



**MINUTES
BIENNIAL ORGANIZATIONAL MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JUNE 11, 2025**

The Biennial Organizational Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, June 11, 2025, at the Library. Present: President Mary Kruse, Vice President/Secretary Bonnie J. Dauer, Treasurer Michael J. Hill, Trustees Claudia Frost, Allison Lanthrum, Barbara Diepenbrock and Jane Shelton, Director Kate Buckson, and Administrative Assistant Virginia Tsipas. Guests: Michele Binns of PFM Asset Management, LLC, and Kevin Noll, Esq. of Robbins Schwartz.

Library staff present: Amy Berger, Joanna Besser, Kate Boyle, Gabriela Gubanovic, Jasmina Lapo, Mary Merritt, Taylor O'Neill, Sarah Pistilli, Junior Renteria, Pam Salomone, Sutton Skowron, Sarah Slack, Kelly Stulgate, Amelia Thomas, and Kersten Wright. One community member was also present.

I. CALL TO ORDER

Trustee Kruse called the meeting to order at 7:00 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. ELECTION OF OFFICERS TO FILL THE ROLES OF PRESIDENT, VICE PRESIDENT/SECRETARY AND TREASURER

Trustee Kruse was nominated by Trustee Dauer and was elected as President. Trustee Dauer was nominated by Trustee Kruse and was elected as Vice President/Secretary. Trustee Hill was nominated by Trustee Kruse and was elected as Treasurer. Nominations for President, Vice President/Secretary and Treasurer were approved unanimously.

V. OMA/FOIA OFFICER APPOINTMENTS

OMA/FOIA Officer – Trustee Shelton

VI. COMMITTEE APPOINTMENTS

Foundation Representative – Trustee Dauer

Alternate Representative – Trustee Lanthrum

Intergovernmental Group Representative – Trustee Diepenbrock

Alternate Representative – Trustee Lanthrum

Art Committee Representative – Trustee Frost

VII. ADDITIONS OR CORRECTIONS TO THE AGENDA

None

VIII. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, May 14, 2025

Minutes of Committee of the Whole Meeting, May 29, 2025

IIIT Investment Report: May 2025

Lauterbach & Amen, Monthly Financial Report: May 2025

Check Register, Payroll: May 2025

Motion by Trustee Lanthrum, second by Trustee Frost, to approve the Consent Agenda.
Carried unanimously.

IX. LIBRARY STAFF REPORT, MAY 2025

Motion by Trustee Dauer, second by Trustee Diepenbrock, to accept the Library Staff Report.
Carried unanimously.

Questions were clarified regarding Exam Cram and for six recipients of the Book Fair Wish List. Trustee Kruse thanked everyone who contributed to the Library Staff Report.

X. COMMITTEE REPORTS

Intergovernmental Group (Hill)

Foundation (Dauer)

None. May reports were presented to the Trustees at the May 14, 2025 Board meeting.

XI. PUBLIC COMMENTS ON AGENDA ITEMS

None

XII. TRUSTEE COMMENTS

Trustee Diepenbrock asked if there will be programming for Pride month. Ms. Buckson said there are book displays for adults on the main level and for children in the Youth Services department for both Pride month and Juneteenth. In past years there were some programs, such as the creation of pronoun pins for Pride month, but she is not aware of any programs this year. Trustee Lanthrum asked if book lists are available for Pride month. Ms. Buckson said a catalog search is available and she will suggest a book list to the Reader Services Librarians. Trustee Kruse said she searched the catalog and found about 1,000 books relating to the Pride community.

Trustee Dauer thanked Youth Services Manager Kelly Stulgate for her assignment at the Summer Reading Kick Off Party. She enjoyed volunteering. She congratulated the Library and Friends for commissioning the mural in the terrace garden and said the dedication ceremony was very nice with a good turnout. Trustee Dauer announced the Foundation is sponsoring a fundraiser at Alter Brewing today. She attended a LACONI Trustee banquet and met Aurora Library Trustees and the CEO of Stacks Consulting Group. She reminded the Trustees of the Illinois Heartland Library Association website, ileadtrustee.org, that offers seminars on Trustee duties.

Trustee Kruse mentioned the St. Charles Writers Group will be celebrating their 30-year anniversary on June 28, 2025. Facilitator Lisa Macaione participated in the What's Up in St. Charles podcast and she highlighted the Library. The podcast will air June 18, 2025.

Trustee Lanthrum said the St. Charles Arts Council is sponsoring the banner fundraiser again this year and asked if the Library would be sponsoring a banner. Communications and

Marketing Manager Pam Salomone said yes. Ms. Buckson said the Library is also sponsoring the Plein Air event and the Library's logo will be on their promotional bag.

XIII. Unfinished Business

None

XIV. New Business

72. PRESENTATION BY PFM ASSET MANAGEMENT, LLC

Michelle Binns, from PFM reviewed the Library's balances over the last year stating they are at a low point, right before the first installment of property taxes. The balances will be at the highest after the second property taxes are received. Investments are laddered out as tax income is received.

The Library's cash management is through a money market fund for local governments, and the Library always follows state statute. All CDs, principal and interest are secure under FDIC. Fixed income investments change year-to-year based on the higher rate option.

Rates in 2024 were about one percent higher because the Fed cut rates four times over the last year. This past year, the Library has earned over \$230,000 in investment income. For the next fiscal year, the conservative projection for the Library investment income is at \$165,000. Two more cuts by the Fed are expected, one in September and one in December.

Trustee Dauer thanked Ms. Binns for her presentation.

73. TENTATIVE ANNUAL BUDGET & APPROPRIATION ORDINANCE, FISCAL YEAR JULY 1, 2025 – JUNE 30, 2026

Motion by Trustee Hill, second by Trustee Lanthrum, to approve the Tentative Annual Budget & Appropriation Ordinance, Fiscal Year July 1, 2025 – June 30, 2026. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

74. RESOLUTION 2024/2025-5, TRANSFERRING THE CORPORATE FUND BALANCE TO THE SPECIAL RESERVE FUND

Motion by Trustee Hill, second by Trustee Diepenbrock, to approve Resolution 2024/2025-5, Transferring the Corporate Fund Balance to the Special Reserve Fund. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

75. RFQ FOR ARCHITECTURE SERVICES

Motion by Trustee Diepenbrock, second by Trustee Hill, to approve the RFQ for Architecture Services. Carried unanimously. Trustee Shelton said she would be the Board liaison to attend the architect interviews the week of July 21-25, 2025.

76. STRATEGIC PLAN UPDATE

Trustee Dauer asked if staff speaking in the community did so on Library time or their own time. Ms. Buckson said this primarily involves exempt staff and sometimes hours go outside of the regular workday.

Trustee Shelton asked about robust community engagement with an increased number of staff speaking offsite. Ms. Buckson said there are staff that do programming throughout the community. We are making this a priority this year. Circulation Manager Jasmina Lapo will be speaking at the SWAN Expo this year.

Trustee Shelton asked about comfortable, accessible, efficient and flexible spaces for all. Youth Services Manager Kelly Stulgate said a community survey went out and toys in The

Neighborhood were presented in a new way as requested from the survey. There were many positive responses received.

Trustee Shelton asked about the DiSC assessment. Ms. Buckson said this past year a number of staff took the DiSC assessment, which is a personality assessment that helps us understand each other better. Ms. Buckson will send the link to Trustee Shelton and Trustee Diepenbrock, as the other Trustees have already participated in the assessment.

Trustee Shelton asked about improved staff retention, and she would like to see a chart.

Trustee Shelton asked about grants the Library can apply for. Ms. Buckson said she has been in touch with local legislators about state grants. Ms. Buckson and Finance Manager Mary Merritt will work on the Riverboat Grant.

Trustee Lanthrum asked if there was any staff feedback on the department open houses. Ms. Stulgate said their department had a story time and the staff really enjoyed it.

Trustee Dauer gave kudos to the Library for Narcan availability and Share Your Story on social media.

Trustee Hill commented it is very helpful in each monthly packet to receive the Strategic Plan update. Trustee Kruse reminded Trustees to contact Ms. Buckson or herself with any questions about the Strategic Plan.

77. DEPARTMENT PRESENTATION: IT DEPARTMENT

Information Technology Manager Sarah Pistilli has been in her current position for one year. Before that, she was the IT Educator for five years. She encouraged everyone to bring all their IT questions to her and her staff. She showed a short video to introduce her staff.

As a new manager, she has two goals. One is communication of all important information for her staff, and the other goal is to make their space feel comfortable.

For communication, she is developing a SharePoint document, and her department has a newsletter. She and her staff have cleaned and organized their workspaces and added personal touches to their spaces. Her department promotes projects patrons have completed in STC Creative.

The changes made to the Info Commons area are based on feedback from her staff. The IT Open House will be on June 20 from 12:00-2:00 pm and from 5:00-7:00 pm.

Trustee Kruse ask what the Board can do to support the IT department. Ms. Pistilli invited them to use the space and give their feedback.

78. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:

- a. **[5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives**
- b. **[5 ILCS 120/2 (c)(11)] – Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal**

Motion by Trustee Frost, second by Trustee Lanthrum, to go into Closed Session at 8:01 pm, for: [5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives; and [5 ILCS 120/2 (c)(11)] – Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending

before a court or administrative tribunal. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

79. MOTION TO GO INTO OPEN SESSION

Motion was made in Closed Session.

Reconvened in Open Session at 9:33 pm.

80. PUBLIC COMMENTS – ON NON-AGENDA ITEMS

None.

XV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Lanthrum, to adjourn at 9:35 pm. Carried unanimously.



Bonnie J. Dauer
Secretary, Board of Trustees