



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
JULY 30, 2025**

The Committee of the Whole Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, July 30, 2025, at the Library. Present: President Mary Kruse, Vice President/Secretary Bonnie J. Dauer, Treasurer Michael J. Hill, Trustees Claudia Frost, Allison Lanthrum, and Jane Shelton, Director Kate Buckson, and Administrative Assistant Virginia Tsipas. Absent: Trustee Barbara Diepenbrock.

Library staff present: Amanda Kaiser, Mary Merritt and Junior Renteria. One community member was present.

**I. CALL TO ORDER**

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

**II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT**

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

**III. TRUSTEE TRAINING**

Facilities 101 for Trustees from iLEAD was presented.

**IV. COLLECTION MANAGEMENT POLICY**

Clarifications were made for revisions to the Collection Management Policy:

"Principles" section, "Amigos Library Services" consortia membership was removed because it is no longer a significant organization to include.

"Scope" section, regarding circulation and other collection data collected and analyzed, the text "on an ongoing basis" will be added.

"Selection" section, for digital formats, "software and hardware, and devices" was removed. The description of the digital formats remains general as that collection will continue to evolve.

"Reconsideration of Library Materials" section, the sentence "As such, the Library does not acknowledge censorship attempts based on controversial subject matter included in materials owned by the Library," was clarified that materials are reconsidered if they are factually inaccurate or outdated. Reconsideration of materials is based on American Library Association's Library Bill of Rights, Freedom to View and Freedom to Read Statement.

**V. SECRETARY'S AUDIT OF MINUTES**

The Committee reviewed the Secretary's Minutes and recordings for the period January 1, 2025 through June 30, 2025, 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 to be linked properly, with one exception. The Minutes for the June 11, 2025 Biennial Organizational Meeting link did not have the date included after the word "Minutes".

**VI. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:**

- a. "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act 5 ILCS 120/2(c)(21)"**

**Motion** by Trustee Kruse, second by Trustee Dauer, to go into closed session at 6:45pm, to hold a discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act 5 ILCS 120/2(c)(21). **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Diepenbrock.

**VII. ADJOURN TO OPEN SESSION**

Open session reconvened at 6:57 pm.

**Motion** by Trustee Dauer, second by Trustee Hill, to recommend to the Board that the Minutes of Closed Session dated June 11, 2025, shall remain closed to the public. All other Closed Session Minutes previously closed shall remain closed to the public. An additional recommendation to the Board that the recordings of July 12, 2023, two recordings for two separate meetings on August 30, 2023, and November 8, 2023, be destroyed in accordance with 5 ILCS 120/2.06. Carried unanimously.

**VIII. DISCUSSION OF RFQ RESPONSES**

The selection committee for the search for an architectural firm consisted of Ms. Buckson, Trustee Shelton, Finance Manager Mary Merritt, and Facilities and Security Manager Junior Renteria. The RFQ was issued on June 12, 2025 and eight proposals were received by July 14, 2025. The committee narrowed down the selection to three firms, using a ranking matrix developed based on refining criteria in the RFQ.

The three ranking firms supplied criteria requested from the RFQ, including the proposal requirements, understanding of scope, and a statement of qualifications. The top three firms were Cordogan Clark, Walter P. Moore, and Kluber.

The criteria discussed during the interviews were project team, understanding of scope, presentation, and ten additional questions. Their experience with historic preservations was discussed, engagement with a civil engineer, and if they had a construction manager within their firm. Five former clients of the three firms were contacted.

The committee's recommendation is to engage Cordogan Clark. They are a local firm, have a depth of experience with preservation work and spoke of solutions to complex issues regarding historic sites. They engage with community stakeholders and will meet with the community, staff and Board to discuss the project. They came with a clear project approach and strong communication. Cordogan Clark has a construction management team within their firm, and a civil engineer was present for the presentation.

The Board will vote on the recommended firm at tonight's Special Meeting. Once a formal vote is made, the firms that were interviewed will be notified. A contract will be prepared with the selected firm and the Library attorney. The contract may be approved at the August meeting. A project timeline will then be prepared.

No member of the selection committee has any connections with Cordogan Clark. For future projects, this clarification will be made of all selection committee members.

Ms. Buckson thanked Trustee Shelton for participating in the selection committee.

Trustee Hill left the meeting at 7:21 pm.

**IX. BUILDING WALK THROUGH: LOWER LEVEL**

Mr. Renteria took the Trustees through the lower level. There were two concerns during the walk through. Two piles of IT equipment/supplies stored on the floor in the MDF room need to be addressed. The tops of the stacks in the Youth Services Department need to be cleaned.

**X. PUBLIC COMMENTS**

None.

**XI. ADJOURNMENT**

**Motion** by Trustee Dauer, second by Trustee Lanthrum, to adjourn at 7:45 pm. Carried unanimously.

A handwritten signature in cursive script, reading "Bonnie J. Dauer", written over a horizontal line.

Bonnie J. Dauer  
Secretary, Board of Trustees