



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

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, July 9, 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 Katherine G. Buckson, and Administrative Assistant Virginia Tsipas. Absent: Trustee Barbara Diepenbrock.

Library staff present: Katie Amstadt, Amanda Kaiser, Jasmina Lapo, Rob McKiness, Mary Merritt, Junior Renteria, Pam Salomone, Sutton Skowron, Sarah Slack, Lisa Stanek, and Amy Vidlak-Girmscheid.

**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. ADDITIONS OR CORRECTIONS TO THE AGENDA**

None.

**V. APPROVE CONSENT AGENDA**

**Minutes of Biennial Organizational Meeting, June 11, 2025**

**IIIT Investment Report: June 2025**

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

**Check Register, Payroll: June 2025**

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

**VI. APPROVE THE FORM AND CONTENT OF CLOSED SESSION MINUTES OF REGULAR MONTHLY MEETING OF JUNE 11, 2025, 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 Lanthrum, second by Trustee Hill, to approve the form and content of Closed Session Minutes of Regular Monthly Meeting of June 11, 2025. Carried unanimously.

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

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

Trustees commented on the Library Staff Report.

- The Ukulele Strummers group of 15-20 members are learning the instrument and have performed throughout the community, at the Library Summer Reading Kick-Off Party, The Landings Nursing Home, and Autumn Leaves Nursing Home. They are grateful to practice at the Library and enjoy bringing music out into the community.
- The sewer lines in the Youth Services department have been clogged by paper towels and toys. Signs in English and Spanish are posted. There will be additional preventative service calls.
- After a tour was provided for State Representative Matt Hanson, Ms. Buckson was later informed that the \$250,000 grant that the Library applied for with his office had been approved. This will enable reimbursements for the ADA changes identified in the accessibility report from December 2024.
- The policy map demographics tool is an online mapping and data analysis tool. The Library will initially use it to capture non-library card holders. This tool is available for patrons as well. It has a vast array of data sets from governmental data sites.
- The St. Charles Writer's Group celebrated its 30<sup>th</sup> year anniversary. This program is a great benefit to writers in the community.
- The adult programming has been excellent. It was suggested that both the staff who introduce the speakers and the speakers use microphones.

## **VIII. COMMITTEE REPORTS**

### Intergovernmental Group (Hill)

The new city administration has been more transparent and provided clarification of construction issues on Prairie Street. The work is currently on hold due to a State hold on bids.

### Foundation (Dauer)

The next Alter Brewing fundraiser will be held on July 30, 2025.

**Motion** by Trustee Shelton, second by Trustee Frost, to accept the committee reports. Carried unanimously.

## **IX. PUBLIC COMMENTS – ON AGENDA ITEMS**

No comments.

## **X. TRUSTEE COMMENTS**

Trustee Frost went to Iowa for an art tour with the Northern Illinois Art Museum program. She spoke of funding cuts in this economic climate for art programs.

Trustee Lanthrum attended the Hokusai Exhibition at the College of DuPage and spoke of its relevance to library programming. Ms. Buckson stated programming has been intentionally themed with STC Creative, adult and youth departments.

Trustee Kruse signed up for a RAILS webinar for social media best practices for trustees. The webinar is archived.

Trustee Lanthrum plans to visit the New York Public Library and will report on her visit at the next Board meeting.

**XI. UNFINISHED BUSINESS**

**1. ORDINANCE 2025/2026-1, BUILDING AND MAINTENANCE TAX OF .02% FOR FY 2025/2026**

**Motion** by Trustee Dauer, second by Trustee Hill, to approve **Ordinance 2025/2026-1**, Building and Maintenance Tax of .02% for FY 2025/2026. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Diepenbrock.

**XII. NEW BUSINESS**

**2. RESOLUTION 2025/2026-1, AUTHORIZING NON-RESIDENT CARDS**

**Motion** by Trustee Dauer, second by Trustee Lanthrum, to approve **Resolution 2025/2026-1**, Authorizing Non-Resident Cards. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Diepenbrock.

**3. DEPARTMENT PRESENTATION: FACILITIES & SECURITY**

Facilities and Security Manager Junior Renteria provided a departmental presentation to the Board, introducing his team and tasks performed behind the scenes to keep the library property clean and safe for staff and patrons. The security team monitors 52 cameras, and more cameras will be installed. They patrol the grounds daily and assist staff to de-escalate issues that arise with patron conduct. The facilities staff prepare all meeting room set-ups in addition to their cleaning tasks. Preventative disinfecting measures are performed especially in the youth services department. The facilities team assists with salting and snow removal on sidewalks in between the contracted snow removal service.

The department receives and tracks work orders through UpKeep software for both requests by staff and preventative duties. Annual inspections are performed for all building equipment for safety and code compliance.

Operational milestones this year included touch up paint throughout the building by an outsourced painting contractor, the air handler reprogramming to reduce costs of service calls, fireplace tile upgrades on the first floor, marketplace and immersive projects, three additional hand wave door entries were installed, and beginning of ADA building updates.

The April Staff In-Service day was focused on health and safety. Mr. Renteria scheduled speakers and organized training sessions. A survey of staff received an 85% positivity result for the programs that day.

Trustee Kruse asked Mr. Renteria to reach out to the Board if there is anything they can provide for his department.

**4. SCHEDULE A BOARD SOCIAL FOR FALL**

Ms. Buckson will send a doodle poll to Trustees with possible dates for mid-October.

**5. PUBLIC COMMENTS – ON NON-AGENDA ITEMS**

No comments.

**XIII. ADJOURNMENT**

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



Bonnie J. Dauer, Secretary  
Board of Trustees