



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
AUGUST 13, 2025**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, August 13, 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 Katherine G. Buckson, and Administrative Assistant Virginia Tsipas.

Library staff present: Katie Amstadt, Brandon Buckley, Mary Merritt, Kelly Stulgate 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. APPROVE AGENDA

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

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, July 9, 2025

Minutes of Committee of the Whole Meeting, July 30, 2025

Minutes of Special Meeting, July 30, 2025

IIIT Investment Report: July 2025

Lauterbach & Amen, Monthly Financial Reports: June 2025 Final, and July 2025

Check Register, Payroll: July 2025

Motion by Trustee Shelton, second by Trustee Lanthrum, to approve the Minutes of Monthly Meeting, July 9, 2025; Minutes of Committee of the Whole Meeting, July 30, 2025; Minutes of Special Meeting, July 30, 2025; IIIT Investment Report: July 2025; Lauterbach & Amen, Monthly Financial Reports: June 2025 Final, and July 2025; and Check Register, Payroll: July 2025. Carried unanimously.

VI. APPROVE THE FORM AND CONTENT OF CLOSED SESSION MINUTES OF COMMITTEE OF THE WHOLE MEETING OF JULY 30, 2025, FOR SECTION 2.06 OF THE ACT 5 ILCS 120/2(C)(21)

Motion, by Trustee Dauer, second by Trustee Frost, to approve the form and content of Closed Session Minutes of Committee of the Whole Meeting on July 30, 2025, and to immediately open the Minutes. Carried unanimously.

VII. LIBRARY STAFF REPORT, JULY 2025

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

Trustees commented on the Library Staff Report.

- Technical Services Manager Amanda Kaiser, Adult Services Manager Amy Vidlak-Girmscheid and Electronic Resources Librarian Sarah Slack met to discuss database statistics reported in the Library Staff Report. Streaming usage will no longer be reported in the monthly circulation statistics. These figures will be reported quarterly. The statistics previously reported included counting every view of streaming content as circulation statistics. Since each vendor reports differently, some as page views, some sessions, and some showing access to the database, staff will report these statistics on their own in a more transparent way.
- Cheers to the Technical Services team for contributing nine percent of original cataloging in the SWAN consortium.
- There was a suggestion to offer surplus equipment to community groups and government partners before placing it on RAILS.
- Children participating in Summer Reading had a 55% completion rate.
- Reminder of Trustee Day, October 16, 2025, at the Illinois Library Association conference.
- Reminder of the Staff Appreciation Event, Friday, August 15, 2025, at the Cougars Stadium.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Lanthrum)
Foundation (Dauer)

Motion by Trustee Lanthrum, second by Trustee Diepenbrock, to accept the committee reports. Carried unanimously.

IX. PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

X. TRUSTEE COMMENTS

The Library is a sponsor for *Plein Air*, which will be held beginning August 18 to August 24. Information can be obtained from the St. Charles Arts Council website, and flyers are available in the Library.

The Library entered a banner in *Paint Our Town in a Banner Way* exhibit at Mt. Saint Mary Park.

The Library's art collection has been evaluated by MIR Appraisal Services.

The Foundation provided funds for the Library to purchase three paintings from the art collection of John and Carol Abel. The Abels' Trust designated their art collection be donated to Fine Line Creative Arts Center. The Art Committee worked with Ms. Buckson to select the pieces to purchase through an auction. Two of the paintings will be placed in Study Room 5

and the third painting will be placed in the public space of the Library. A \$25,000 donation was given to the Library Foundation from the Abel Trust. A celebration of life will be held for John Abel.

XI. UNFINISHED BUSINESS

None

XII. NEW BUSINESS

6. IPLAR

Motion by Trustee Shelton, second by Trustee Diepenbrock, to approve the Illinois Public Library Annual Report, as presented. Carried unanimously.

7. COLLECTION MANAGEMENT POLICY

Motion by Trustee Dauer, second by Trustee Frost, to approve the Collection Management Policy, as presented. Carried unanimously.

8. SECRETARY'S AUDIT:

a. Report of Audit of Secretary's Minutes for January 1, 2025, to June 30, 2025

The Committee of the Whole 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".

b. Vote to open or keep closed Minutes from Closed Sessions

Motion by Trustee Shelton, second by Trustee Frost, to approve that the June 11, 2025, Minutes of Closed Session, remain closed to the public, and all other Closed Session Minutes previously closed, remain closed to the public. Carried unanimously.

c. Vote regarding the Destruction of Closed Session Recordings according to 5 ILCS 120/2.06

Motion by Trustee Dauer, second by Trustee Shelton, to approve that the recordings of July 12, 2023, two recordings for two separate meetings on August 30, 2023, and recordings on November 8, 2023, be destroyed in accordance with 5 ILCS 120/2.06. Carried unanimously.

9. LIRA PRESENTATION

Finance Manager Mary Merritt provided a LIRA (Libraries of Illinois Risk Agency) presentation, informing the Trustees of coverage for Library property, liability, and workers' compensation. LIRA provides resources and support for risk management and loss control for 66 Illinois libraries. The Library was appraised in 2024, and the building itself is insured for \$19.5 million, with a total coverage of over \$33 million for the building and all contents, e.g., equipment and materials. She clarified a question that all staff are insured with their own insurance and supplemental insurance through the Library, while driving for library business.

10. DEPARTMENT PRESENTATION: YOUTH SERVICES

Youth Services Manager, Kelly Stulgate, presented the Reader Services presentation, on behalf of Reader Services Librarian Megan Meidel. This position is important in parity with Adult Services and bridging with collection development librarians, young adult librarians and the circulation department. Ms. Meidel dedicates her time to instilling the love of reading in young people. She creates book lists, brochures, a binder of popular reads that young patrons enjoy, and featured displays.

Summer Reading for Youth Services was a huge success with 2,467 participants, 1,351 finishers and 2,491,801 minutes read. This is the highest minutes read to date. The kick-off party was amazing.

Trustee Kruse asked Ms. Stulgate how the Board can support the Youth Services department. Ms. Stulgate asked that the Trustees come to the next Summer Reading kick-off party. Trustee Kruse requested that the Board be informed of the date for next year's kick-off party.

Ms. Buckson offered kudos to the Youth Services team. This summer was noticeably busy, and the energy of the staff is incredible. Ms. Stulgate said there was a library-wide committee for the Summer Reading program, and she credits Ms. Meidel's dedication and the librarians who visited preschools, elementary, middle and high schools promoting the program.

11. SCHEDULE A BOARD SOCIAL FOR FALL

The Board Social is scheduled for October 21, 2025, at 6:00 pm.

12. PUBLIC COMMENTS ON NON-AGENDA ITEMS

none

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Shelton, to adjourn at 8:05 pm. Carried unanimously.



Bonnie J. Dauer, Secretary
Board of Trustees