ST.CHARLES PUBLIC LIBRARY

MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
SEPTEMBER 10, 2025

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, September 10, 2025, at the Library. Present: President Mary Kruse, Vice President/Secretary Bonnie J. Dauer, Treasurer Michael J. Hill, Trustees Claudia Frost, Barbara Diepenbrock and Jane Shelton, Director Katherine G. Buckson, and Administrative Assistant Virginia Tsipas. Absent: Trustee Allison Lanthrum.

Guests: Wade Arthur of Costabile & Steffens, Kelly Brainerd of Lauterbach & Amen, Foundation President Jennifer Gaertner, and AFSCME representative Carla Williams.

Library staff present: Katie Amstadt, Brandon Buckley, Amanda Kaiser, Mary Merritt, Mary Miller, Adrienne Novy, Taylor O'Neill, Pam Salomone, Sutton Skowron.

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, August 13, 2025
IIIT Investment Report: August 2025
Lauterbach & Amen, Monthly Financial Report: August 2025
Check Register, Payroll: August 2025

Motion by Trustee Shelton, second by Trustee Dauer, to approve the Minutes of Monthly Meeting, August 13, 2025; IIIT Investment Report: August 2025; Lauterbach & Amen, Monthly Financial Report: August 2025; and Check Register, Payroll: August 2025. Carried unanimously.

VI. LIBRARY STAFF REPORT, AUGUST 2025

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

Trustees commented on the Library Staff Report.

- Trustees were reminded of Trustee Training: Robert's Rules of Order on September 27, 2025; and referred to dates to remember in Administration section of report.
- There was an appreciative comment about offering the Lunch and Learn training on October 2, which focuses on Domestic Violence Awareness.
- Several typos were noted.

VII. COMMITTEE REPORTS

Intergovernmental Group (Diepenbrock)
Foundation (Dauer)

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

VIII. PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

IX. TRUSTEE COMMENTS

Trustee Shelton thanked the Board and staff for their support with the passing of her father. Trustee Kruse thanked the Library for the new Trustee nametags.

X. UNFINISHED BUSINESS

13. APPROVE ORDINANCE 2025/2026-2, ANNUAL BUDGET AND APPROPRIATION ORDINANCE FY 2025/2026

Motion by Trustee Shelton, second by Trustee Dauer, to approve **Ordinance 2025/2026-2**, Annual Budget and Appropriation Ordinance FY 2025/2026. **AYES**: Kruse, Dauer, Hill, Frost, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Lanthrum.

14. APPROVE CERTIFICATIONS OF ESTIMATED REVENUES BY SOURCE FOR FY 2025/2026

Motion by Trustee Dauer, second by Trustee Shelton, to approve the Certifications of Estimated Revenues by Source for FY 2025/2026. **AYES**: Kruse, Dauer, Hill, Frost, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Lanthrum.

15. APPROVE CONTRACT OF CORDOGAN CLARK FOR ARCHITECTURAL SERVICES FOR ROOF AND PARKING LOT PROJECT

Motion by Trustee Shelton, second by Trustee Dauer, to approve the Contract of Cordogan Clark for Architectural Services for Roof and Parking Lot Project. **AYES**: Kruse, Dauer, Hill, Frost, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Lanthrum.

XI. NEW BUSINESS

16. ACCEPT ANNUAL AUDIT FOR FY 2024/2025, PRESENTED BY COSTABILE & STEFFENS

Wade Arthur of Costabile & Steffens, said Ms. Buckson and Finance Manager Mary Merritt, were great to work with. The Library had no adjustment entries and received an unmodified opinion for the audit. Mr. Arthur further presented the audit report. Ms. Merritt thanked Kelly Brainerd of Lauterbach & Amen, who was a huge help with preparing the financial documents.

a. Public Notice of Availability of Audit Report

Motion by Trustee Hill, second by Trustee Frost, to accept the Audit for fiscal year 2024/2025. **AYES**: Kruse, Dauer, Hill, Frost, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Lanthrum.

17. ANNUAL REPORT FOR FY 2024/2025

The Annual Report will be available at all services desks on September 15, 2025.

18. PRESENTATION – JENNIFER GAERTNER OF THE FOUNDATION

Foundation President Jennifer Gaertner spoke of two former, long time Foundation members, Jon Duerr and Mary Ann Tilton, who passed this last year. She said the Foundation is looking for new members.

Ms. Gaertner read the Foundation's mission statement and spoke of support given to the Library during the past fiscal year, which included the immersive equipment. The year-end appeal donations have increased over the years. There were a couple of estate gifts received.

The Foundation approved Library support for fiscal year 2025/2026, including adult and youth concerts, monument sign repairs, Igloo ICE software, and RFID reader. Three pieces of art from the Estate of John and Carol Abel, were purchased for the Library art collection using Foundation funds. There will be an after-hours fundraiser held on April 25, 2026. The Books and Brunch event will return in 2027.

Trustee Kruse asked Ms. Gaertner how the Board could support the Foundation. Ms. Gaertner asked the Trustees to provide Ms. Buckson with any ideas how the Foundation could support the Library. Ms. Gaertner thanked Trustee Dauer for coming to the monthly meetings.

XII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Staff member Adrienne Novy stated that all employees working under 20 hours should be paid for holidays. She also requested that the closed day for Easter be a paid holiday.

Staff member Mary Miller asked that annual wage increases be higher than inflation-based raises.

Staff member Sutton Skowron asked that paid parental leave be increased from six weeks to twelve weeks.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Dauer, to adjourn at 7:30 pm. Carried unanimously.

Bonnie J. Dauer

Bonnie J. Dauer, Secretary
Board of Trustees