



**MINUTES  
REGULAR MONTHLY MEETING  
BOARD OF TRUSTEES  
ST. CHARLES PUBLIC LIBRARY DISTRICT  
OCTOBER 8, 2025**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, October 8, 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.

Guests: Kevin Noll, Esq. of Robbins, Schwartz, and AFSCME representative Carla Williams.

Library staff present: Kate Boyle, Gabriela Gubanovic, Anna Johanson, Patty Lakoma, Jasmina Lapo, Mary Merritt, Joe Munier, Sarah Pistilli, Lisa Stanek, Kelly Stulgate, Amelia Thomas, Amy Vidlak-Girmscheid, and Kersten Wright.

**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 Lanthrum, to approve the Agenda. Carried unanimously.

**V. APPROVE CONSENT AGENDA**

**Minutes of Monthly Meeting, September 10, 2025**

**Minutes of Community of the Whole Meeting, October 1, 2025**

**IIIT Investment Report: September 2025**

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

**Check Register, Payroll: September 2025**

**Motion** by Trustee Shelton, second by Trustee Frost, to approve the Minutes of Monthly Meeting, September 10, 2025; Minutes of Committee of the Whole Meeting, October 1, 2025; IIIT Investment Report: September 2025; Lauterbach & Amen, Monthly Financial Report: September 2025; and Check Register, Payroll: September 2025. Carried unanimously.

**VI. LIBRARY STAFF REPORT, SEPTEMBER 2025**

**Motion** by Trustee Diepenbrock, second by Trustee Frost, to accept the Library Staff Report. There has been good feedback about the career fair held at the Library. Carried unanimously.

**VII. COMMITTEE REPORTS**

Intergovernmental Group (Diepenbrock)  
Foundation (Dauer)

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

**VIII. PUBLIC COMMENTS ON AGENDA ITEMS**

No comments.

**IX. TRUSTEE COMMENTS**

Trustee Kruse wished Ms. Buckson a special birthday and presented her with flowers and a card from the Trustees.

- Inspired by the Library's scarecrow showcasing YS Tonies at the Scarecrow Festival this year.
- The Chamber of Commerce City Update event was good, and Ms. Buckson gave an update about things happening at the Library.
- Clarification was requested on how a patron qualifies for homebound service. There is not a Board-approved policy for this service. Service is provided by the Adult Services Outreach staff and is available to all patrons who are hospitalized, homebound due to medical issues, unable to leave their home because of inclement weather, and those who feel uncomfortable leaving their home. Services include materials delivered, requests for research, and assistance downloading databases offered by the Library. Inquiry was made about homebound services available for non-speaking English patrons, in particular Spanish. At this time, none of our homebound staff speak Spanish.

**X. UNFINISHED BUSINESS**

None

**XI. NEW BUSINESS****19. DISCUSSION FOR CURRENT BANKING RELATIONSHIPS**

Ms. Buckson and Finance Manager Mary Merritt met with banks servicing the Library, BMO and Wintrust. Due to a recent fraud incident with a check written by the Library, we are looking into beginning to use positive pay. An affidavit was completed regarding the fraud, and the falsified check amount will hopefully be returned to the Library.

Currently, accounts payable checks are written through BMO. If the Positive Pay fees at Wintrust are lower, the Library may open a new account with Wintrust to cover accounts payable, after Board approval.

**20. APPROVE RESOLUTION 2025/2026-2 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR FY 2025/2026**

**Motion** by Trustee Hill, second by Trustee Frost, to approve **Resolution 2025/2026-2**, to Determine Estimate of Funds Needed for FY 2025/2026. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

**a. Truth-In-Taxation Notice**

The Truth-in-Taxation Notice for Public Hearing will be posted on the Library website, on the front door of the Library and on the legal board.

**21. APPROVE GIFTS POLICY**

**Motion** by Trustee Shelton, second by Trustee Lanthrum, to approve the Gifts Policy, as presented. Carried unanimously.

**22. APPROVE CONFIDENTIALITY POLICY**

**Motion** by Trustee Diepenbrock, second by Trustee Frost, to approve the Confidentiality Policy, as presented. Carried unanimously.

**23. APPROVE EXHIBITS AND DISPLAY POLICY**

**Motion** by Trustee Lanthrum, second by Trustee Shelton, to approve the Exhibits and Display Policy, as presented. Carried unanimously.

**24. DIRECTOR EVALUATION**

The evaluation process measures the Director's performance, achievement of goals, and provides feedback to the Director. Trustee Kruse will email the evaluation packet to the Trustees, which will include the evaluation form, the Director's goals and salary information. The feedback will not be anonymous. Evaluations are due November 1, 2025.

Trustee Kruse encouraged Trustees to talk with Ms. Buckson if they have questions regarding her goals, and to reach out to Trustee Kruse with any questions.

A question was asked regarding a 360 evaluation. Trustee Kruse said there can be a discussion in the future but will not be part of the evaluation.

**25. DEPARTMENT PRESENTATION – ADULT SERVICES**

Young Adult Librarian Anna Johanson, spoke about her objectives to build upon the foundation of Young Adult services and programming.

High school student visits in The Loft have increased 20% since last year. The Loft is a homework station, offers gaming, has a community cabinet of personal care items, and provides take-care books that do not need to be checked out. Popular programs include open mic, 3D programs with STC Creative, flower arranging and banned book bags.

Eleven teens from each grade at both high schools participated on the Teen Advisory Board last year. Six teens are returning, and nine new teens have joined the Board.

The group D303 Rise meets once a month with teens participating in activities, book talks and checkouts. Compass Academy comes to the Library quarterly for field trips and topic research.

Trustee Kruse asked how the Board could support Young Adult Services. Ms. Johanson said a Library staff member has to open the door to The Loft and it is difficult for those entering, especially students with physical needs.

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

**[5 ILCS 120/2 (c)(2) – Collective negotiating matters between the public body and its employees or their representatives]**

**Motion** by Trustee Kruse, second by Trustee Dauer, to go into Closed Session at 7:36 pm, for: [5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its

employees or their representatives. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

Reconvened in Open Session at 9:00 pm.

**XII. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

**XIII. ADJOURNMENT**

**Motion** by Trustee Hill, second by Trustee Frost, to adjourn at 9:01 pm. Carried unanimously.



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Bonnie J. Dauer, Secretary  
Board of Trustees