



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
NOVEMBER 12, 2025**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, November 12, 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: AFSCME representative Carla Williams.

Library staff present: Katie Amstadt, Amy Berger, Denise Blaszyński, Madelyn Broderick, Christine Cedergren, Jim Colborn, Gabriela Gubanovic, Jasmina Lapo, Victoria Lazarski, Lisa Marinelli, Rob McKiness, Meghan Meidel, Carly Meminger, Mary Merritt, Mary Miller, Joe Munier, Kristi Niedzwiecki, Adrienne Novy, Taylor O'Neill, Sarah Pistilli, Sharon Rieman, Emma Rothenfluh, Pam Salomone, Madeline Slovick, Renée Sonntag, Sutton Skowron, Lynda Spraner, Lisa Stanik

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.

Trustee Kruse recognized Ms. Buckson for her third-year Library anniversary, thanked her for all she does for the Library and community, and presented her with a card and gift.

IV. APPROVE AGENDA

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

V. APPROVE CONSENT AGENDA

Minutes of Public Hearing, September 10, 2025

Minutes of Monthly Meeting, October 8, 2025

IIIT Investment Report: October 2025

Lauterbach & Amen, Monthly Financial Report: October 2025

Check Register, Payroll: October 2025

Motion by Trustee Shelton, second by Trustee Frost, to approve the Minutes of Public Hearing, September 10, 2025; Minutes of Monthly Meeting, October 8, 2025; IIIT

Investment Report: October 2025; Lauterbach & Amen, Monthly Financial Report: October 2025; and Check Register, Payroll: October 2025. Carried unanimously.

VI. APPROVE THE FORM AND CONTENT OF CLOSED SESSION MINUTES OF REGULAR MONTHLY MEETING OF OCTOBER 8, 2025, FOR:

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

Motion by Trustee Frost, second by Trustee Shelton, to approve the form and content of Closed Session Minutes of Regular Monthly Meeting of October 8, 2025. Carried unanimously.

VII. LIBRARY STAFF REPORT, OCTOBER 2025

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

Congratulations to the Library for receiving the Carnegie Corporation of New York Award for \$10,000. There is an interactive map of all Carnegie Libraries, and the St. Charles Public Library is included in the map. The award is a gift, not a grant, there are no restrictions or no reporting requirements. The gift will be received in January 2026.

"Book A Librarian" link on the website, was requested to be in a more visible location.

Trustee Dauer welcomed the new staff who joined the Library in October and congratulated Technical Services for being the pilot library to work with Follett Library Services, due to the closure of Baker & Taylor.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Diepenbrock)
Foundation (Dauer)

Motion by Trustee Frost, second by Trustee Shelton, to accept the committee reports. Carried unanimously. Trustee Kruse thanked the Trustee liaisons for attending the Intergovernmental Group and Foundation meetings and providing great meeting notes.

IX. PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

X. TRUSTEE COMMENTS

Trustee Dauer has a group of friends who play Mahjong and they are excited to come to the Library to participate in this program. Some friends did not have library cards but have recently opened library cards to be able to register for this program.

XI. UNFINISHED BUSINESS

28. ORDINANCE 2025/2026 – 3, AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR FISCAL YEAR 2025/2026

Motion by Trustee Hill, second by Trustee Frost, to approve **Ordinance 2025/2026-3**, An Ordinance Levying Taxes For Library Purposes For Fiscal Year 2025/2026. **AYES:** Kruse, Dauer, Hill, Frost, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Lanthrum.

29. RESOLUTION 2025/2026-3, OPENING BANK ACCOUNT AT WINTRUST

Motion by Trustee Frost, second by Trustee Shelton, to approve **Resolution 2025/2026-3**, Opening Bank Account at Wintrust. **AYES:** Kruse, Dauer, Hill, Frost, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Lanthrum.

XII. NEW BUSINESS

30. STRATEGIC PLAN REVIEW FOR YEAR THREE

Ms. Buckson provided a review of year three of the Strategic Plan. She requested feedback from the Trustees to be received prior to the December Board meeting. Staff and managers provided input and feedback, and she will compile all comments to present to the Board.

31. APPROVAL OF DAYS CLOSED IN 2026

Motion by Trustee Frost, second by Trustee Diepenbrock, to approve the days closed in 2026, as presented. Carried unanimously.

32. 457 AUDIT COMMITTEE REPORT

The 457 Audit Committee met for the annual review of the Library 457 plan with Fidelity. They found all deductions aligned with Paylocity.

33. FISCAL YEAR 2025/2026 PER CAPITA GRANT REQUIREMENTS

There are new public standard requirements for this year's Per Capita Grant application. Review of book, *Serving Our Public*, is now web based with a checklist to complete. The checklist explores core, intermediate, and advanced standards and the management team assisted with confirmation of meeting these standards, with some additional processes to consider for improvement:

Signage in other languages; have staff participate on ILA or ALA Boards; digitize all building and grounds documents; improve environmental standards with regard to accreditation; integrate future capital expenditures into a long-range plan; have attorney review Bylaws; continue to strive for more intentional hiring for staff who represent the community; develop formal marketing plan; include emergency safety training at time of onboarding new staff; develop a cyber-attack plan, develop a public plan for emergencies.

The standards are reviewed by a few library directors, and they provide their recommendations. Public libraries do not need to meet all standards to receive the grant.

34. DEPARTMENT PRESENTATION – COMMUNICATIONS AND MARKETING

Communications and Marketing Manager Pam Salomone and Program & PR Coordinator Denise Blaszyński provided a presentation for the Board.

Graphic Artist Lisa Marinelli has assisted in expanding the Library Newsletter with more graphics and programming information. Email blasts have increased program registration. The team works with all departments on strategic initiatives and campaigns. A popular campaign has been the graphic clings. The St. Charles Library Foundation purchased the larger printer to create these clings.

Communications Assistant Kristi Niedzwiecki has contributed to the increased social media status over the year. She designed the Library's "we are hiring" template and community response is very high.

The team has been working on increasing community partnerships and involvement, reaching a wider audience and confirming the importance of the Library in the community.

Ms. Blaszyński works with adult programming, and last year 549 programs were offered, with 11,055 participants. The Sunday concerts include the Elgin Symphony Orchestra and various professional musicians. The Library has participated in the St. Charles Jazz weekend for the past three years. Since 1979, works of local artists have been showcased in the Art Gallery.

The team assists the St. Charles Library Foundation and Friends of St. Charles Library to promote their events and update their website.

Trustee Kruse thanked them for all they do for the community. She asked Ms. Salomone how the Board can support their department. Ms. Salomone asked the Trustees to attend the concerts, programs, and participate in the St. Charles St. Patrick's Day Parade. Trustee Kruse walked in the parade and asked other Trustees to join.

Ms. Salomone asked if new chairs can be purchased for the Huntley Community Room and the Carnegie Community Room, as they have received many complaints from patrons that the chairs are not comfortable.

35. ROLL CALL VOTE TO GO INTO CLOSED SESSION FOR:

- a. [5 ILCS 120/2 (c)(1)] – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees**

Motion by Trustee Kruse, second by Trustee Shelton, to go into Closed Session at 7:37 pm, for: [5 ILCS 120/2 (c)(1)] – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees. **AYES:** Kruse, Dauer, Hill, Frost, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Lanthrum.

Reconvened in Open Session at 8:34 pm.

XIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Sutton Skowron, speaking as President for the Union, made a statement to the Board.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Diepenbrock, to adjourn at 8:37 pm. Carried unanimously.



Bonnie J. Dauer, Secretary
Board of Trustees