



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

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, December 10, 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: Viral Shah, Project Manager of Cordogan & Clark, and AFSCME representative Carla Williams.

Library staff present: Katie Amstadt, Deb Kippes, Patty Lakoma, Jasmina Lapo, Mary Merritt, Sarah Pistilli, Sutton Skowron, Kelly Stulgate, 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 Lanthrum, second by Trustee Frost, to approve the Agenda. Carried unanimously.

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, November 12, 2025

Minutes of Special Meeting, November 18, 2025

IIIT Investment Report: November 2025

Lauterbach & Amen, Monthly Financial Report: November 2025

Check Register, Payroll: November 2025

Motion by Trustee Hill, second by Trustee Frost, to approve Minutes of Monthly Meeting, November 12, 2025; Minutes of Special Meeting, November 18, 2025; IIIT Investment Report: November 2025; Lauterbach & Amen, Monthly Financial Report: November 2025; and Check Register, Payroll: November 2025. Carried Unanimously.

VI. APPROVE THE FORM AND CONTENT OF CLOSED SESSION MINUTES OF REGULAR MONTHLY MEETING OF NOVEMBER 12, 2025, for: [5 ILCS 120/2 (c)(1)] – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees

Motion by Trustee Diepenbrock, second by Trustee Frost, to approve the form and content of Closed Session Minutes of Regular Monthly Meeting of November 12, 2025. Carried unanimously.

APPROVE THE FORM AND CONTENT OF CLOSED SESSION MINUTES OF SPECIAL MEETING OF NOVEMBER 18, 2020, for: [5 ILCS 120/2 (c)(2)] – Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

Motion by Trustee Shelton, second by Trustee Frost, to approve the form and content of Closed Session Minutes of Special Meeting of November 18, 2025. Carried unanimously.

VII. LIBRARY STAFF REPORT, NOVEMBER 2025

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

The intergovernmental Community Resource Night was held at the Library on November 6, 2025, and the link for the online presentation can be found in the staff report.

The layout for OpenGov stats changed last month, is more robust and provides stats going back one year. Ms. Buckson would like to hear feedback from the Trustees.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Diepenbrock)
Foundation (Dauer)

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

IX. PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

X. TRUSTEE COMMENTS

Trustee Hill attended the D303 State of the Schools presentation. It was very informative and can be found on the school district website. He also attended the St. Charles Writers Group workshop featuring Illinois Poet Laureate Mark Turcotte. It was a phenomenal presentation.

Trustee Hill attended two Sunday concerts, featuring Christmas music and jazz. The Elgin Youth Symphony brass group held a Q&A about their choice of instruments. Trustee Hill also attended the St. Charles Singers concert, and it was incredible. They have traveled all over the world, and their next concert will include the St. Charles East choral group.

Trustee Kruse thanked Ms. Buckson and the Library staff for an exceptional year with patrons. She thanked the Board for their time, energy and service.

XI. UNFINISHED BUSINESS

37. FACILITY PROJECT UPDATE

Architect Viral Shah of Cordogan & Clark spoke about the upcoming changes for the parking lot project. The work will include ADA compliance, striping in the drop off lane, signage,

concrete pavement which has a longer life span, curb cuts with better walkways, and pavers in the sidewalk around the community garden. The only time the parking lot will be closed near the church will be during repaving. Bids for the parking lot project will begin in February.

For the roof assessment of the historic building, core samples and a moisture scan were performed to determine the condition of shingles and the white and black roof tops. There are water problems on the white roof and the pitching is off. A proposal for the cost will be provided. The roof moisture scan found that there are three spots which need repair, however, there is not much damage to those areas. The entire roof does not need to be replaced. A report will be provided regarding the life span of the roof after repairs.

38. APPROVE COLLECTIVE BARGAINING AGREEMENT

Motion by Trustee Hill, second by Trustee Lanthrum, to approve the Collective Bargaining Agreement. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

39. APPROVE ADMINISTRATIVE MEMO ON BENEFITS FOR NON-UNION STAFF

Motion by Trustee Shelton, second by Trustee Frost, to approve the Administrative Memo on Benefits for Non-Union Staff. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None.

40. APPROVE STRATEGIC PLAN, YEAR THREE

Motion by Trustee Diepenbrock, second by Trustee Dauer, to approve Strategic Plan, Year Three. Carried unanimously.

41. APPROVE 2026 PER CAPITA GRANT

Motion by Trustee Shelton, second by Trustee Frost, to approve 2026 Per Capita Grant. Carried unanimously.

XII. NEW BUSINESS

42. ORDINANCE 2025/2026-4, ORDINANCE ESTABLISHING DATES OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE ST. CHARLES PUBLIC LIBRARY DISTRICT FOR CALENDAR YEAR JANUARY – DECEMBER 2026

Motion by Trustee Lanthrum, second by Trustee Frost, to approve **Ordinance 2025/2026-4**, Ordinance Establishing Dates of Regular Meetings of the Board of Trustees of the St. Charles Public Library District for Calendar Year January – December 2026. Carried unanimously.

43. DETERMINE TENTATIVE DATES FOR 2026 COMMITTEE OF THE WHOLE MEETINGS

The Committee of the Whole will meet at 6:00 pm on January 21, 2026, May 28, 2026, July 30, 2026, October 1, 2026, and January 28, 2027.

44. APPROVE COMPENSATION FOR THE LIBRARY DIRECTOR FOR 2026

Motion by Trustee Diepenbrock, second by Trustee Shelton, to approve Total Compensation for the Library Director for 2026 effective January 1, 2026. **AYES:** Kruse, Dauer, Hill, Frost, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** None. The Compensation Report 2026 was posted on the Library website.

45. DEPARTMENT PRESENTATION – ADMINISTRATION

Ms. Buckson provided a presentation for the Administration Office. She introduced the five staff members in that department. During 2025, the Administration staff offered monthly staff incentives, some of which were potted plants, raffle baskets, wellness program for a

month with healthy snacks, apple fest with fall themed treats, donuts and bagel day, and a Library hoodie with logo. Each month we received some notes of appreciation.

XIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No comment.

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 7:47 pm. Carried unanimously.



Bonnie J. Dauer, Secretary
Board of Trustees