



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
FEBRUARY 11, 2026**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, February 11, 2026, at the Library. Present: President Mary Kruse, Vice President/Secretary Bonnie J. Dauer, Trustees Claudia Frost, Allison Lanthrum, Barbara Diepenbrock and Jane Shelton, Director Katherine G. Buckson, and Executive Administrative Assistant Virginia Tsipas. Absent: Treasurer Michael J. Hill.

Guest: LVFV Director Rebecca Eller-Molitas.

Library staff present: Katie Amstadt, Jasmina Lapo, Mary Merritt, Junior Renteria, 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 Lanthrum, second by Trustee Frost, to approve the Agenda. Carried unanimously.

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, December 10, 2025

Minutes of Committee of the Whole Meeting, January 21, 2026

IIIT Investment Reports: December 2025 and January 2026

Lauterbach & Amen, Monthly Financial Reports: December 2025 and January 2026

Check Registers, Payroll: December 2025 and January 2026

Motion by Trustee Shelton, second by Trustee Diepenbrock, to approve Minutes of Monthly Meeting, December 10, 2025; Minutes of Committee of the Whole Meeting, January 21, 2026; IIIT Investment Reports: December 2025 and January 2026; Lauterbach & Amen, Monthly Financial Reports: December 2025 and January 2026; and Check Registers, Payroll: December 2025 and January 2026. Carried Unanimously.

VI. APPROVE THE FORM AND CONTENT OF CLOSED SESSION MINUTES OF COMMITTEE OF THE WHOLE MEETING OF JANUARY 21, 2026, for: Section 2.06 of the Act 5 ILCS 120/2 (c)(21)

Motion by Trustee Diepenbrock, second by Trustee Dauer, to approve the form and content of Closed Session Minutes of Committee of the Whole Meeting of January 21, 2026, and those Minutes are to immediately be open to the public. Carried unanimously.

VII. LIBRARY STAFF REPORTS, DECEMBER 2025 AND JANUARY 2026

Motion by Trustee Shelton, second by Trustee Frost, to accept the Library Staff Reports. Carried unanimously. The Trustees like the new format and enjoy seeing more photos.

If Trustees are interested in registering for the Trustee Forum Spring Webinars, they should contact Ms. Buckson. Once registered, if Trustees determine they cannot attend, there will be recordings for all registrants.

The DiSC certification for a staff member is \$1,900 and comes with 20 credits for profiles. The per person fee is \$100 to take the DiSC assessment.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Diepenbrock)

Foundation (Dauer)

Art Committee (Frost)

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

The Art Committee is working on many initiatives. The community art tour being planned will focus on the historic and cultural value of the art pieces selected. The art will be from the Library's amazing collection.

IX. PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

X. TRUSTEE COMMENTS

The Trustees were happy to see staff working together to mitigate the pipe burst on January 24, 2026. Kudos for Circulation staff processing 42 RAILS bins, one of the highest volumes received at once.

Trustee Kruse distributed pride pins for each Trustee. She invited Trustees to join her in walking with Library staff in the St. Patrick's Day Parade. Trustees should email Communications & Marketing Manager Pam Salomone if they wish to participate in the parade.

A program for Black History Month will be presented by Janet Bruce Hightower, *When Families Converge: How Free is Free*, relating to civil rights issues.

Youth Services School Services Librarian Mary Miller worked on the application for the Library to be an Illinois state-approved professional development provider. As a provider, the Library will be able to offer continuing education for teachers.

Youth Services Librarian Amelia Thomas worked with the Caudill Committee to select the 2027 Caudill titles. Next year, when the Caudill Award becomes a part of the AISLE organization, Ms. Thomas will be the co-chair for the Nominations Committee.

There will be a program, *Echoes of Hiroshima: A Survivors Story* on February 26.

XI. UNFINISHED BUSINESS

46. FACILITY PROJECT UPDATE

Sealed bids for the 2026 Site ADA Assessment Project are due by 10:00 am on February 26, 2026. Finance Manager Mary Merritt and Facility & Security Manager Junior Renteria will open the bids with the architects. The architects will recommend which contract to move forward with. The contract will be approved at the April Board meeting. Construction will begin in May.

The roof assessment will be completed this week. The 1964 and 1989 roofs will be recoated, and other areas will be repaired. The Carnegie building roof was remodeled in 2021. The gutter situation will be assessed.

47. MOTION TO APPROVE QUOTE FOR SPRINKLER SYSTEM UPGRADE IN THE CARNEGIE COMMUNITY ROOM

Motion by Trustee Shelton, second by Trustee Dauer, to approve the quote from S.J. Carlson for \$15,631. **AYES:** Kruse, Dauer, Frost, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hill.

Facilities & Security Manager Junior Renteria has talked with the sprinkler consultant to find a permanent solution for the sprinkler system in the Carnegie Community Room. The recommended solution by United Laboratories Solution is to switch to an antifreeze solution for the pipes, to prevent them from freezing. They add backflow preventions that will be inspected annually.

Mr. Renteria spoke with the fire department to confirm that the new system is appropriate for the library. United Laboratories Solution will work with the fire department regarding the procedure they will use. This is the least invasive procedure and will take one-to-two days to complete.

There may need to be a fire watch, having someone in the building at all times during work. The work should be scheduled in a couple of weeks. Without the need to replace the pipes, the price is very reasonable. There is fire suppression in the solution, and it will not cause any harm to anyone.

The cost for the repairs will be from the special reserve budget. The insurance claim funds will cover restoration and mitigation from water damage, but not any costs for the sprinkler upgrade. The Library will pay a \$1,000 deductible. Service One received approval from LIRA to rebuild and begin construction next week.

Trustee Lanthrum asked if the Library has applied for a LEED certification. Ms. Merritt said the Library is not LEED certified.

Mr. Renteria said he is proud of his team and Ms. Merritt was amazing. The remediation company said whoever started cleaning, they did a good job. The contractors were here quickly, and the fire department did an amazing job. Trustee Kruse asked Mr. Renteria to thank his team.

XII. NEW BUSINESS

48. DEPARTMENT PRESENTATION – LITERACY VOLUNTEERS FOX VALLEY

LVFV Director Rebecca Eller-Molitas provided a presentation to the Board. LVFV works with students to provide literacy, life and work skills in the community. Areas served are St. Charles, Batavia, Geneva, Elburn and North Aurora. They serve only adults. LVFV is

celebrating its 40th anniversary. It was founded in 1986 by Norman Huntley. He worked with former Director Diana Brown to organize LVFV. Mrs. Barbara Huntley was the first Board member.

LVFV started with five students and five tutors. Today they serve 261 students with 171 tutors. More tutors are needed. Students are from 38 countries, including Mexico, Columbia, Venezuela, Ukraine and Poland. They learn to read, write and speak in English. Most students are matched one-on-one with tutors. Tutors are at least 21 years old, meet one hour each week with students, and are requested to commit to one year. The services for students are free. Referrals come from friends, family, through the Library, employers and faith communities.

LVFV is funded through approximately 18-20 grants, including the Secretary of State Literacy Program grant. Some grants require reporting on how many students use library services, receive library cards, check out books and have children in programs. LVFV does hold fundraisers in the fall and spring.

LVFV appreciates having a designated study room at the Library. Tutor reservations for December and January were 146 and 149, respectively. As of February 11, there have been 118 tutor reservations. If the tutors have a Library card, they can request to use other study rooms; however, they should use the LVFV study room first. Tutors can also use seating areas within the Library.

LVFV's budget is about \$182,000. They also receive individual donations. On March 3, there will be a fundraiser at Town House Books, with LVFV earning 20% of sales of food and books.

There is not a shuttle service for the students. About 25 students have virtual sessions and Chrome books are provided if needed.

Training for tutors is held at the Library. The Library has a low-high LVFV collection for tutors to use, and tutors can request books through Interlibrary Loan. Many tutors design their own lessons.

Trustee Kruse thanked Ms. Eller-Molitas and asked how the Board could help LVFV. Ms. Eller-Molitas asked Trustees to spread the word about their fundraiser at Town House Books and keep informed of LVFV activities through their social media presence on Instagram and Facebook.

49. APPROVE PUBLIC BIDDING POLICY

Motion by Trustee Shelton, second by Trustee Frost, to approve the Public Bidding Policy, as presented. Carried unanimously.

50. APPROVE EXCLUSION OF PATRONS POLICY

Motion by Trustee Shelton, second by Trustee Frost, to approve the Exclusion of Patrons Policy, as presented. Carried unanimously.

Trustee Dauer said there is not an exception to discuss exclusion of patrons matters in closed session and therefore, the language in section six, "following adjournment from executive session deliberations" should be stricken from the policy.

Motion by Trustee Dauer, second by Trustee Shelton, to approve the Exclusion of Patrons Policy, as amended. Carried unanimously.

51. APPROVE INDEMNIFICATION POLICY

Motion by Trustee Dauer, second by Trustee Shelton, to approve the Indemnification Policy, as presented. Carried unanimously.

52. APPROVE EDI STATEMENT

Motion by Trustee Lanthrum, second by Trustee Frost, to approve the EDI Statement, as presented. Carried unanimously. Trustee Kruse stated the library will create a webpage which will include the EDI Statement and supportive links.

53. SECRETARY'S AUDIT:

a. Report of Audit of Secretary's Minutes for July 1, 2025, to December 31, 2025: The Secretary's Minutes and recordings for the period July 1, 2025, through December 31, 2025, were reviewed and found to be in good order without errors or discrepancies. The Minutes on the website are linked properly and in good order.

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

Motion by Trustee Shelton, second by Trustee Dauer, to approve that Closed Session Minutes of October 8, 2025, November 12, 2025, and November 18, 2025, 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 the recording of Closed Session Minutes of January 30, 2024, which is 18 months or older, be destroyed according to 5 ILCS 120/2.06, with verification that written minutes for this recording are retained. Carried unanimously.

54. BOARD ANNUAL LEGAL CALENDAR REVIEW

Informational purposes only.

55. BOARD RETREAT PROPOSAL FROM KATIE WATTS

Trustee Lanthrum wanted to know if the Board could assist in identifying potential topics for Board development with Katie Watts or another presenter. She believes the fee is expensive. She asked if there would be anything related to the Board evaluations. She wanted to know if Trustee Hill had provided his feedback. Trustee Lanthrum wishes there were other options.

Trustee Diepenbrock said she believes Ms. Watts has experience and knowledge with boards and communication. Trustee Diepenbrock believes their commitment as a Board is not just once a month, but that it should be growth.

Trustee Shelton felt the orientation and reference books received as a new Trustee provided her with what a board is supposed to do. She stated it is important to learn more about how to communicate well.

Trustee Kruse said she has worked with Katie Watts; she has experience working with boards and Trustee Kruse believes she is qualified and will do a great job. She approached Ms. Watts regarding topics for board training. She said it is her personal goal as president to lead and be proactive. Trustee Kruse brought the recommendation to Ms. Buckson and did not want to drag out the process. Trustee Kruse feels confident in Ms. Watts and believes the fee is standard for the level of work.

Once Trustee Kruse reviews the Board evaluations, she can provide suggestions for Ms. Watts. Trustee Kruse spoke with Trustee Hill, and he mentioned he has attended many of these training courses in his career. Trustee Kruse provided the same explanation to him as she explained to the Trustees. She appreciates the concerns and can possibly survey the Trustees to ask what they want to have presented at the next retreat. Trustee Kruse wants to be sure board members are the best leaders possible.

Trustee Dauer reminded the Trustees that the fee would be paid with non-taxpayer funds.

Motion by Trustee Dauer, second by Trustee Shelton, to approve the proposal from Katie Watts for \$4,000. Carried unanimously.

Ms. Buckson will send a doodle to schedule the retreat.

56. SCHEDULE BOARD SPRING SOCIAL

Ms. Buckson will send a doodle to schedule the Board spring social.

XIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No comment.

XIV. ADJOURNMENT

Motion by Trustee Lanthrum, second by Trustee Diepenbrock, to adjourn at 8:21 pm. Carried unanimously.



Bonnie J. Dauer, Secretary
Board of Trustees