



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JUNE 10, 2026**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held Wednesday, June 10, 2026, at the Library. Present: Vice President/ Secretary Bonnie J. Dauer, as President Pro Tempore, Treasurer Michael J. Hill, Trustees, Allison Lanthrum, Barbara Diepenbrock, and Jane Shelton, Director Katherine G. Buckson. Absent: President Mary Kruse, and Trustee Claudia Frost.

Library staff present: Katie Amstadt, Jasmina Lapo, Victoria Lazarski, Mary Merritt, Sarah Pistilli, Pam Salomone, Sutton Skowron, Julie Tegtmeier.

I. CALL TO ORDER

Trustee Dauer called the meeting to order at 7:00 pm.

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

Trustee Dauer confirmed there was a quorum present through roll call.

III. WELCOME OF GUESTS

Trustee Dauer welcomed staff and guests and read the Mission Statement.

IV. APPOINTMENT OF SECRETARY PRO TEMPORE

Motion by Trustee Lanthrum, second by Trustee Diepenbrock, to appoint Trustee Shelton as Secretary Pro Tempore.

V. APPROVE AGENDA

Motion by Trustee Lanthrum, second by Trustee Shelton, to approve the Agenda. Carried unanimously.

VI. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, May 13, 2026

Minutes of Committee of the Whole Meeting, May 28, 2026

IIIT Investment Report: May 2026

Lauterbach & Amen, Monthly Financial Report: May 2026

Check Register, Payroll: May 2026

Motion by Trustee Shelton, second by Trustee Lanthrum, to approve Minutes of Monthly Meeting, May 13, 2026; Minutes of Committee of the Whole Meeting, May 28, 2026; IIIT Investment Report: May 2026; Lauterbach & Amen, Monthly Financial Report: May 2026; and Check Register, Payroll: May 2026. **AYES:** Dauer, Hill, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kruse, Frost.

VII. LIBRARY STAFF REPORT, MAY 2026

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

Trustees shared appreciative comments for the Library Staff Report:

Trustee Lanthrum shared that the summer reading foam party was amazing, the proposed Friends book nook looks fantastic, and she is attending the RAILS training on July 10, 2026. She was also excited to hear that the Library has a new mascot. Ms. Buckson mentioned that the staff were surveyed, and 80 employees voted with the Fox coming out as the clear winner for the Library mascot. Next step is to have our patrons name it. Trustee Lanthrum asked about the accessible bus in Youth Services. Ms. Buckson said the project was complete and everyone was invited to check it out as it's really incredible! Trustee Diepenbrock thanked the Library for participating in the Pride Fest and mentioned that the Library is doing so many good things.

VIII. COMMITTEE REPORTS

Intergovernmental Group (Hill)

Foundation (Dauer)

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

IX. PUBLIC COMMENTS ON AGENDA ITEMS

No comments.

X. TRUSTEE COMMENTS

Trustee Lanthrum mentioned she has a link for Illinois Reliable Information Sources (IRIS).

Trustee Diepenbrock asked if the Library is looking into bringing more AI to the Library? It seems to be more prevalent. AI is becoming so much that she wants the Library to be on top of things and at the forefront. Ms. Buckson mentioned that IT Educator Hajara Farooq has led staff training at a Lunch & Learn, and that we can hold more educational sessions to ensure staff are keeping up to speed on the topic. Trustee Lanthrum stated that our Library was the first in the area to have an AI policy, and other libraries are looking to us as an example.

Trustee Dauer congratulated the Library on a successful summer reading kickoff party!

XI. UNFINISHED BUSINESS

73. FACILITY PROJECT UPDATE

Ms. Buckson said that Facilities & Security Manager Junior Renteria is working with our architects and subcontractors to ensure the punch list is handled in a timely manner, as we are hoping to have work completed by the end of the month. We do not want to pay for this project in the next fiscal year. Ms. Buckson shared the good news that the Library's roofing restoration proposal received nine bids by June 2, 2026 for the bid opening, with many in attendance. The Board will see the contract in July's board packet and work will be done toward the end of summer.

XII. NEW BUSINESS

74. TENTATIVE ANNUAL BUDGET AND APPROPRIATION ORDINANCE, FISCAL YEAR JULY 1, 2026 – JUNE 30, 2027

Motion by Trustee Hill, second by Trustee Shelton, to approve the Tentative Annual Budget and Appropriation Ordinance, Fiscal Year July 1, 2026 – June 30, 2027. **AYES:** Dauer, Hill,

Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kruse, Frost.

75. RESOLUTION 2025/2026-5, TRANSFERRING FUNDS FROM THE CORPORATE FUND TO THE BUILDING AND MAINTENANCE FUND

Motion by Trustee Shelton, second by Trustee Lanthrum, to approve **Resolution 2025/2026-5**, Transferring Funds from the Corporate Fund to the Building and Maintenance Fund. **AYES:** Dauer, Hill, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kruse, Frost.

76. RESOLUTION 2025/2026-6, TRANSFERRING THE CORPORATE FUND BALANCE TO THE SPECIAL RESERVE FUND

Motion by Trustee Shelton, second by Trustee Diepenbrock, to approve **Resolution 2025/2026-6**, Transferring the Corporate Fund Balance to the Special Reserve Fund. **AYES:** Dauer, Hill, Lanthrum, Diepenbrock, Shelton. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Kruse, Frost.

77. APPROVE OUTSTANDING CHECKING POLICY

Motion by Trustee Hill, second by Trustee Shelton, to approve the Outstanding Checking Policy, as presented. Carried unanimously.

78. APPROVE PATRON CONDUCT POLICY

Motion by Trustee Diepenbrock, second by Trustee Shelton, to approve the Patron Conduct Policy, as revised. Carried unanimously.

79. APPROVE NOTARY POLICY

Motion by Trustee Shelton, second by Trustee Diepenbrock, to approve the Notary Policy, as revised. Carried unanimously.

80. FRIENDS OF THE LIBRARY LOBBY CONCEPT DISCUSSION

Trustee Shelton stated that she thought this was a great idea, and that the concept pictures are very helpful.

Ms. Buckson said the self-checks will remain where they are, that all Friends items will now be in one location and that Adult Services and Youth Services get space back. Friends are very excited and want this concept to roll out the week of Thanksgiving, as that is when they put out their items for the holidays.

Trustee Diepenbrock mentioned that it has a bookstore kind of feel.

Trustee Shelton asked if Circulation would handle point of sales? Ms. Buckson responded yes, but the Volunteers will be responsible for restocking and keeping it tidy.

Trustee Dauer asked where local authors will be moved. Ms. Buckson said this has not been determined just yet, but they will either be integrated into the rest of the collection or put back where they used to be (1st shelving bay, where the hoodies are now).

The question was raised where the display case was going. Ms. Buckson mentioned it is currently only used about half the time. Communications & Marketing Manager Pam Salomone said it has never really been used properly since it was built. Ms. Buckson states that the plan is to repurpose the current display case for Friends by removing the glass shelving and adding moveable shelving. If we have a case like we had in the past, then there might be interest, but the space has to be right. Ms. Buckson mentioned she has

considered a display case possibly by the art area to display more 3D items. Trustee Lanthrum said that a display case should be kept as an option for the future.

81. DEPARTMENT PRESENTATION – INFORMATION TECHNOLOGY

Information Technology Manager Sarah Pistilli provided a presentation about the Information Technology Department to the Board.

Ms. Pistilli presented a behind-the-scenes video of IT and narrated the following highlights:

- What does IT do: problem solve, upkeep and organization of items.
- What does their focus time center around: daily/weekly/monthly maintenance on machines and replacing staff equipment as needed (Youth Services just had a large overhaul).
- What are their creative spaces: display cases, craft of the month, drop in crafts, 5-minute take and make projects.
- STC Creative's attendance has really grown! The ideas that patrons come in with are amazing.
- Next Steps: The Library's server room is getting an upgrade and improving automation for the Library.

Trustee Dauer appreciated Ms. Pistilli's presentation and asked how the Board could support the work of her department.

XIII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

XIV. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Lanthrum, to adjourn at 7:40 pm. Carried unanimously.



Jane Shelton, Secretary Pro Tempore
Board of Trustees