

Approved August 12, 2026, awaiting signature.



**MINUTES
COMMITTEE OF THE WHOLE MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
JULY 30, 2026**

The Committee of the Whole Meeting of the Board of Trustees of the St. Charles Public Library District was held Thursday, July 30, 2026, at the Library. Present: Vice President/Secretary Bonnie J. Dauer, Treasurer Michael J. Hill, Trustees Claudia Frost, Allison Lanthrum, Barbara Diepenbrock, and Jane Shelton, Director Kate Buckson, and Administrative Assistant Virginia Tsipas. Absent: President Mary Kruse.

Library staff present: Mary Merritt.

I. CALL TO ORDER

Trustee Dauer called the meeting to order at 6:00 pm.

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

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

Trustee Dauer thanked Trustee Lanthrum for her service and dedication to the Board.

III. DISCUSSION

- **Trustee Election**
 - **Filling a Vacancy**

The Board is required to report a vacancy to the State Librarian and Kane and DuPage County Clerks, within 60 days after it occurs. If the Board does not act within the 90 days, the State Librarian is authorized to make the appointment.

The Board will approve the vacancy on August 12, 2026. The new Trustee to be appointed will serve the remainder of the term or until the next general election, whichever is first. The notice for community interest to fill the vacancy will be posted August 13, 2026, on the website and inside the Library. Trustees Kruse and Shelton will vet the applications received and recommend applicants to the Board that they believe should be interviewed. Applicants may be interviewed at the October 1, 2026, Committee of the Whole Meeting. Candidates will be requested to provide a letter of interest and resume.

- **Memo for 2027 Consolidated Election**

The Trustees should be aware of the open seats for the April 6, 2027, Consolidated Election and the dates associated with the process. There are four open seats in the upcoming election: three 6-year terms and one 2-year unexpired term. The Candidate's Guide is available and posted on the Kane County Board of Elections website.

- **Policies**

- **Record Keeping and Compliance Policy**

This policy was reviewed by HR and Finance to be sure the Library is compliant, and there are no suggested changes at this time. The policy was originally approved in June 2019 with regard to revenue bonds. The policy stays current as long as we have outstanding bonds. This policy was reviewed in 2022 with the Library's financial advisors. We have debt payments due in the next few years, and the debts go through 2031.

- **Identity Protection Policy**

A law was passed in Illinois, Identity Protection Act, and the Library was required to adopt this policy in 2011, to ensure the confidentiality and integrity of the collection and maintenance of Social Security numbers. This policy is reviewed every three years. The Library only collects Social Security numbers when someone is hired by the Library. Sometimes it is requested with regard to health forms and IMRF.

- **Fund Balance Policy**

This policy is reviewed every year to be sure we are in compliance. There are no suggested changes at this time.

Trustee Hill left the meeting at 6:31 pm.

- **Facilities**

- **Walk Through**

The walk through was to bring the Board up to speed on current and future building projects. On the main level of the Carnegie building, the plumbing and the wall between the two restrooms will be removed to make one large room. The doors will be secured with badge readers. The intent is to weatherproof the original entry doors and integrate them into our security system. The Historic Preservation Commission would like the Library to keep the original entry doors, versus replacing them. The parking lot issues were discussed, and the punch list items are still being worked on. The new and improved handicap spots were pointed out. One wall in the terrace garden has a crack in the cement and will have that section re-poured to correct it.

IV. PUBLIC COMMENTS

None.

V. ADJOURNMENT

Motion by Trustee Shelton, second by Trustee Frost, to adjourn at 7:06 pm. Carried unanimously.

Bonnie J. Dauer
Secretary, Board of Trustees