



MINUTES
POLICY COMMITTEE MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
APRIL 30, 2024

The Policy Committee Meeting of the Board of Trustees of the St. Charles Public Library District was held on Tuesday, April 30, 2024 at 9:30 am at the Library. Present: President Robert T. Gephart, Vice-President/Secretary Mary Kruse, and Trustee Bonnie J. Dauer (Chair), Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas.

Library staff present: Amanda Kaiser.

I. Call to Order

Trustee Dauer called the meeting to order at 9:30 am and established there was a quorum.

II. Policies to Review

a. Volunteer Policy

The Adult Volunteer Policy title has been changed to Volunteer Policy as the Library has adult, teen and youth volunteers. These categories are supervised by staff in both Adult Services and Youth Services. Language in the policy was very prescriptive and was reformatted as guidelines. Disclosures regarding insurance were added. Hourly staff are not allowed to volunteer, per FLSA guidelines. As volunteers of the Library, Friends of St. Charles Public Library and St. Charles Public Library Foundation are to adhere to Library policy. People interested in volunteering at the Library are directed to contact Administration staff to complete a volunteer application. Administration staff then submit their application to the appropriate department supervisor.

Motion by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the Volunteer Policy, as amended. Carried unanimously.

b. Restricted and Special Cards Policy

In the past, teacher card processes have been labor intensive and restrictive. Teacher cards are now designated as educator cards and teachers are able to review databases, and

personally search for desired digital and print materials. Ms. Buckson worked with Youth Services Manager Kelly Stulgate and School Services Librarian to revise this policy.

Trustee Dauer asked why a non-resident surviving spouse of a deceased disabled veteran who rents property and previously had the fee waived would not be eligible to continue to have the non-resident fee waived. Ms. Buckson stated the Library follows state language and there is a distinction for rental and property ownership.

Trustee Dauer asked for clarification of the Library's IGA with D303 for student loan cards and the Cards for Kids law which was passed recently. Ms. Buckson stated the Board has the authority to adopt the Cards for Kids law and it would be more inclusive. If the Board does adopt the Cards for Kids law, the Library could place their own limitations and any non-resident child in a nearby unserved area could receive a library card.

Motion by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the Restricted and Special Cards Policy, as amended. Carried unanimously.

c. Reference, Interlibrary Loan Policy

The Reference, Interlibrary Loan & Reader Services Policy title has been changed to Reference and Interlibrary Loan Policy. One change to the policy is to request patrons who require extensive instruction schedule a time to meet with staff. Also, staff who are working closely with patrons should not have access to their personal information (logins, passwords, identifying information).

Trustee Dauer asked about how book-a-librarian services were advertised. Trustee Gephart asked that the statement "all requests for information receive an answer or status report within one working day" be revised to state "should receive".

Ms. Buckson worked with Technical Services Manager Amanda Kaiser in revising this policy. Requests received for materials from some libraries through Interlibrary Loan, rather than through the SWAN (System Wide Automated Network) consortium, charge a fee for shipping. Ms. Kaiser said they occasionally place limits on patrons with recurring voluminous requests.

Trustee Dauer asked if requests are received for copies of articles. OCLC (Online Computer Library Center) tracks these requests. Ms. Kaiser said articles are scanned once for a patron. Ms. Buckson said the Library abides by copyright laws.

Trustee Gephart asked if he requests an item through Interlibrary Loan and has not finished in the allotted time for the loan, can he renew the item. Ms. Buckson said it depends on the lending library. If the item cannot be renewed, a patron cannot request the same title through Interlibrary Loan for another three months.

The Board is not required to review this policy biennially and that statement was removed from the policy. Staff do bring suggestions for policies and procedures to Ms. Buckson and she brings those concerns to the Board as appropriate.

Reference to staff being evaluated annually was also removed from this policy as it is a personnel policy.

Motion by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the Reference and Interlibrary Loan Policy, as amended. Carried unanimously.

d. STC Creative & Equipment Use Policy

Ms. Buckson worked with Information Technology Manager Brian Dunk and STC Creative staff to revise this policy. Language was added that this space is only to be reserved by patrons for projects involving the equipment. The room is not available for general meetings.

The costs of materials is not listed on the website as it depends on the specific project. Patrons can ask Technology Help Desk staff in person or on the phone for costs.

Suggestions by staff were received to clarify that no food is allowed in the STC Creative room. Covered drinks are allowed. Language pertaining to spill-proof containers for drinks allowed in the sound booth were added to the policy. Trustee Dauer asked if "no food" signs are in designated areas. Ms. Buckson said not at this time, however, the Patron Conduct Policy needs to be reviewed and signage added.

Motion by Trustee Gephart, second by Trustee Kruse, to recommend the Board approve the STC Creative & Equipment Policy, as amended. Carried unanimously.

III. Communications and Citizen's Comments

No comments.

IV. ADJOURNMENT

Motion by Trustee Gephart, second by Trustee Kruse, to adjourn the meeting at 10:08 am. Carried unanimously.



Bonnie J. Dauer

Policy Committee Chair