



**MINUTES
REGULAR MONTHLY MEETING
BOARD OF TRUSTEES
ST. CHARLES PUBLIC LIBRARY DISTRICT
MAY 8, 2024**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, May 8, 2024 at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse, Treasurer Michael J. Hill, Trustees Claudia Frost, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: Trustee Shane Hampton.

Library staff present: Katie Amstadt, Brian Dunk, Amanda Kaiser, Jasmina Lapo, Mary Merritt and Kelly Stulgate.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 7:01 pm.

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

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

III. WELCOME OF GUESTS

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

IV. ADDITIONS OR CORRECTIONS TO THE AGENDA

There were no additions or corrections to the Agenda.

V. APPROVE CONSENT AGENDA

Minutes of Monthly Meeting, April 10, 2024

Minutes of Policy Committee Meeting, April 30, 2024

IIIT Investment Report: April 2024

Lauterbach & Amen, Monthly Financial Report: April 2024

Check Register, Payroll: April 2024

Motion by Trustee Frost, second by Trustee Kruse, to approve the Consent Agenda. Carried unanimously.

VI. APPROVAL OF INVOICES

No invoices to present.

VII. LIBRARY STAFF REPORT, APRIL 2024

Ms. Buckson thanked all Trustees who attended the volunteer luncheon. The "thank you for helping us bloom" plant stakes were shown at the Intergovernmental Group meeting and the city order 90 stakes. IT Support Coordinator Alice Morrow completed the order. Two city

personnel spoke at a training session hosted by the Library for over 50 managers and supervisors leading in union environments from various libraries.

Trustee Lanthrum asked about the AI program that Ms. Buckson attended recently. Ms. Buckson said Library staff are beginning with AI training and she will work with the Policy Committee to develop an AI policy to provide best practice.

Trustee Frost asked about the location of the new Storywalk. Ms. Buckson said it is at Leroy Oaks. Trustee Frost stated there were a lot of public comments and patrons checked out the featured book at the Library. Ms. Buckson said the QR code connects patrons to the catalog.

Trustee Lanthrum asked about the immersive project mentioned in the Facilities report. Ms. Buckson is working with staff to develop an immersive experience format in the Huntley Community Room. The St. Charles Public Library Foundation will help fund this project. An update will be provided at the June meeting.

Trustee Lanthrum gave kudos to the Youth Services department for the May the 4th Be With You program.

Trustee Frost asked about marketing for future Foundation fundraisers at Alter Brewing. Ms. Buckson stated Communications & Marketing work with the Foundation to advertise for this fundraiser. She will ask if there are plans for promoting the event in the Library newsletter.

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

VIII. COMMITTEE REPORTS

Intergovernmental Group (Hill)

The Celebration of Life for Jon Duerr will be held on May 18, 2024 at the Jon J. Duerr Forest Preserve. Intergovernmental Group members were excited to hear about the garden stakes STC Creative made for the Library's volunteer luncheon. The next meeting on May 9, 2024 will be held at the Park District.

Foundation (Dauer)

The Foundation raised \$177 from their March 20, 2024 Alter Brewing event. Attendees at the June 5, 2024 event at Alter Brewing can watch the White Sox vs. Cubs game. Friends of the Library hosted their April 2024 used book sale. The Foundation will welcome Ryan Siska and Abby Solazzo to the Board on May 9, 2024. The Foundation approved to sponsor additional Library concerts and the new immersive project.

Motion by Trustee Frost, second by Trustee Kruse, to approve the committee reports. Carried unanimously.

IX. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON AGENDA ITEMS

No comments.

X. TRUSTEE COMMENTS

Trustee Kruse attended the LACONI Trustee Banquet on May 3, 2024 and said it was very good and encouraged other Trustees to attend in the future. She also attended the poetry reading program, commented it was very good and complimented Program and PR Coordinator Denise Blaszyński on a job well done.

Trustee Lanthrum has heard negative comments about changes in the Library newsletter since all program dates are not included. Trustee Gephart stated the pros and cons of the

change in the newsletter will be reviewed in June and the Board will be updated. Ms. Buckson recommended suggestions be emailed to the Communications & Marketing team communicationsandmarketing@scpld.org.

Trustee Frost recommended two books she found interesting from the collection, *The Secret Lives of Booksellers and Librarians*, by James Patterson and *The iPhone Photograph Book*, by Scott Kelby.

Trustee Hill attended the April 28, 2024 Sunday Concert performed by the Elgin Symphony String Quartet. He said it was a superb concert, with an overflow of attendees in the hallway outside of the Carnegie Community Room. He enjoyed seeing four families in attendance with young children. Ms. Buckson said it is a new partnership with the Library.

XI. UNFINISHED BUSINESS

No Agenda Items.

XII. NEW BUSINESS

65. UPDATE ON ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) SYSTEM UPGRADE

Finance Manager Mary Merritt reported that IMRF implemented an update in February 2024 and their website was down for a couple weeks. The Library's February report and payment was received with no problems. However, the March report and payment were not processed by IMRF because of a glitch in their system. This is an extensive problem affecting other libraries and City personnel. Ms. Merritt will attempt to submit the April report and payment on May 9, 2024. IMRF is not sure when this problem will be resolved. The Library will accrue these expenses and if it takes until July to be resolved, it will show up in the year-end Audit as a journal entry misstatement. Ms. Merritt will provide updates to the Board.

66. RECOMMENDATION OF THE POLICY COMMITTEE:

a. Reference and Interlibrary Loan Policy

The title of the Reference, Interlibrary Loan & Reader Services Policy has been changed to Reference and Interlibrary Loan Policy. Patrons who require extensive instruction will be requested to schedule a time to meet with staff. Staff working closely with patrons should not have access to their personal information. Recurring and voluminous ILL requests have some limits set in place. The Board is not required to review this policy biennially and that statement was removed. The reference that staff are being evaluated annually was removed as it pertains to a personnel policy. **Motion** by Trustee Gephart, second by Trustee Kruse, to approve the Reference and Interlibrary Loan Policy, as presented. Carried unanimously.

b. Restricted and Special Cards Policy

The 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. Minor formatting changes were made. **Motion** by Trustee Gephart, second by Trustee Kruse, to approve the Restricted and Special Cards Policy, as presented. Carried unanimously.

c. Volunteer Policy

The title of the Adult Volunteer Policy has been changed to Volunteer Policy as the Library has adult, teen and youth volunteers. Language in the policy was very prescriptive and reformatted as guidelines. Disclosures regarding insurance were added. Friends of St. Charles Public Library and St. Charles Public Library Foundation volunteers are to adhere to

Library policy. **Motion** by Trustee Gephart, second by Trustee Kruse, to approve the Volunteer Policy, as presented. Carried unanimously.

d. STC Creative & Equipment Use Policy

Language was added that the STC Creative 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. Clarification that only covered drinks are allowed in this space. Language pertaining to spill-proof containers for drinks allowed in the sound booth were added. **Motion** by Trustee Gephart, second by Trustee Frost, to approve the STC Creative & Equipment Use Policy, as presented. Carried unanimously.

67. PRESENTATION TO BOARD – CIRCULATION SERVICES

Circulation Manager Jasmina Lapo presented a video showing behind the scenes in the Circulation department. Circulation Associates, Specialists and Clerks provide excellent customer service for the community. The diverse staff can also communicate with patrons in Spanish, Polish and German. Approximately 5,000 new library cards are processed each year. Circulation staff fill 8,000-9,000 material holds per month.

Trustee Dauer asked how many bins from RAILS are received each day. Ms. Lapo said 15-20 bins per day, which is over 34,000 items processed each month.

Trustee Gephart asked Ms. Lapo what the Board could do for the Circulation department. Ms. Lapo said her staff appreciate that more IMRF positions have been offered to Circulation staff and they appreciate the continued support from the Board.

68. CENTRALIZED COLLECTION DEVELOPMENT PROJECT

The project began in December 2023 and was rolled out in April 2024. Previously, there were 23 selectors combined in Adult Services and Youth Services. There was inconsistent spending for materials, instability of workflow in Technical Services and 30% of items received were dead on arrival, not being circulated in six months or not more than twice since received. Often times, budgets were underspent and there was concern of meeting the needs of the community.

Ms. Buckson worked with Technical Services Manager Amanda Kaiser, Adult Services Manager Amy Vidlak-Girmscheid and Youth Services Manager Kelly Stulgate on this project and a proposal was sent to the union to centralize collection development.

This project aligns with the Library's Strategic Plan, building collections that inspire, entertain and inform and moves towards a more streamlined approach. The budget for collection development has now been moved to Technical Services. The three roles for Collection Development Librarians were filled internally. Electronic Resources Librarian Sarah Slack will continue to maintain the electronic resources collection.

Trustee Hill was surprised he was unable to find books on Springfield, Illinois at the Library. After speaking with Library staff, they were able to order some valuable books for him. Ms. Kaiser said they focus on local history and aim to meet patron demand. She will look to find areas that are understocked. Ms. Buckson said one thing to remember about the collection, items are weeded if they are outdated or have not been circulating. Being part of the SWAN consortium, we are able to borrow books from 100 libraries.

Trustee Dauer asked how often a circulation report is run. Ms. Kaiser said it is dynamic and at any moment we can see what areas are overstocked and areas that need more attention.

Trustee Gephart asked how the Library's collection compares to other libraries in the SWAN consortium. Ms. Kaiser said by some measures we are the largest collection in SWAN. Trustee Gephart asked if the plan is for the Library's collection to be the largest. Ms. Buckson stated that the goal is right-sizing our collection. She said we are a net borrow in SWAN, we borrow more than we lend. We are looking to serve our community better.

69. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS

No comments.

XIII. ADJOURNMENT

Motion by Trustee Hill, second by Trustee Frost, to adjourn at 8:21 pm. Carried unanimously.



Mary Kruse
Secretary, Board of Trustees