

**MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM**

**Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, IL 60188**

DATE: November 20, 2019 TIME: 7:00 p.m.
**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 N. Gary Ave.,
Carol Stream, IL 60188**

I. CALL TO ORDER

Secretary Patel called the Regular Meeting of the Board of Library Trustees to order at 7:06 p.m.

PLEDGE TO THE FLAG

Secretary Patel led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Lynch, Patel and Olson
Absent: Trustees Larimer, Sheikh and Jourdan
Also Present: Director Susan Westgate

Trustee Patel moved and Trustee Berryman-Gilliam seconded to elect Trustee Lynch as President Pro Tem to preside over the November 20, 2019 Library Board of Trustees Meeting due to the absence of the Board President and Vice-President. Motion Approved.

Ayes 4 Trustees Berryman-Gilliam, Lynch, Patel and Olson
Nays 0
Absent..... Trustees Larimer, Sheikh and Jourdan

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Olson moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of November 20, 2019. Motion approved.

Ayes 4 Trustees Berryman-Gilliam, Lynch, Patel and Olson
Nays 0
Absent..... Trustees Larimer, Sheikh and Jourdan

Trustee Olson moved and Trustee Berryman-Gilliam seconded that the following items be included on the Consent Agenda. Motion approved.

Ayes 4 Trustees Berryman-Gilliam, Lynch, Patel and Olson
Nays 0
Absent..... Trustees Larimer, Sheikh and Jourdan

- A. Minutes of Regular Meeting of October 16, 2019
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2019
- C. Review of Chapter 3 of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*
- D. Review of Chapters 11-14 and Appendices of *Trustee Facts File, Fourth Edition*
- E. Recommendation, Re: Approval of Revisions/Updates to Personnel Policies #311 and #602
- F. Recommendation, Re: Approval of Amendment to Capital Maintenance & Repair Expenditures Budget for Building Security Updates
- G. Recommendation, Re: Approval of Library Closings and Meeting Calendar for 2020
- H. Approval of Disbursements for the Period October 1, 2019 to October 31, 2019, plus the Addendum for the Meeting of November 20, 2019
- I. Report of the Library Director
- J. Thank You Card from Employee Renee Walther
- K. Thank You Letter from Joliet Public School District 86
- L. Library Participation at Christmas Tree Lighting Park District/Village Event, December 6, 2019
- M. Christmas Sharing Box in Library
- N. BOO Fest! Photo in *Examiner*, Nov. 6, 2019

Trustee Berryman-Gilliam moved and Trustee Olson seconded that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes 4 Trustees Berryman-Gilliam, Lynch, Patel and Olson
Nays 0
Absent..... Trustees Larimer, Sheikh and Jourdan

The following is a description of various items placed on the Consent Agenda:

**Review of Chapter 3 of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*
and Review of Chapters 11-14 and Appendices of *Trustee Facts File, Fourth Edition***

Background Information:

As a requirement of the 2020 Per Capita Grant, Trustees and staff were required to review these chapters.

Recommendation, Re: Approval of Revisions/Updates to Personnel Policies #311 and #602

Background Information:

There have been some changes to a variety of laws that go into effect on January 1, 2020 that will have an impact on two of the Library's existing personnel policies. VESSA (Victim's Economic Security and Safety Act) has added "gender violence" terminology to the Act. The updated VESSA policy (Policy#311) reflects this new terminology. The legalization of recreational marijuana requires the Library to update the existing Alcohol/Drug-Free Workplace policy (Policy #602).

Recommendation, Re: Approval of Amendment to Capital Maintenance & Repair Expenditures Budget for Building Security Updates

Background Information:

A budget expense line of \$35,000 has been added to the CM&R Budget under Special Projects for this fiscal year to cover the costs of an additional 20 security cameras, equipment (NVR, mounting brackets, extended warranty, etc.) and updates to the building alarm system (new panel, additional sensors, etc.) that are required to fully secure the renovated spaces. The upgrades include two additional outdoor cameras that were sorely needed for the parking lot and west side of the building. The expense line will cover labor, materials and equipment. The Board approved the Security Camera project at the September 18, 2019 Board meeting.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period October 1, 2019 to October 31, 2019, plus the Addendum for the Meeting of November 20, 2019 in the amount of \$399,704.78.

Report of the Library Director

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are apprised of relevant Library business.

November Employee Anniversaries: Joyce Farrell-11/04/08- Administration; Allison Porch – 11/16/15-Administration; Leigh Ann Wilson -11/06/17-Youth Services; Lise Wise – 11/05/18- Youth Services; Michael Lorenzetti – 11/29/18-Maintenance.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Recommendation, Re: Approval of Resolution #289, Resolution to Certify Expenditure of Project Accumulated Reserves

Trustee Lynch moved and Trustee Patel seconded that the Library Board of Trustees approve Resolution #289, Resolution to Certify Expenditure of Project Accumulated Reserves. Motion approved.

Ayes 4 Trustees Berryman-Gilliam, Lynch, Patel and Olson
Nays 0
Absent..... Trustees Larimer, Sheikh and Jourdan

Background information:

As a condition of the intergovernmental loan agreement with the Village of Carol Stream, the Library Board is required to certify when the Library’s accumulated reserve funds for the renovation project have been expended. This Resolution certifies that the Library has expended their budgeted reserves for the renovation project and are requesting the loan proceeds from the Village. Following approval, the certification will be submitted to the Finance Officer of the Village and a date has been scheduled for the Library to receive the loan proceeds check.

B. Recommendation, Re: Approval of Trustee Travel Expenses

Trustee Lynch moved and Trustee Patel seconded that the Library Board of Trustees approve Trustee travel expenses. Motion approved.

Ayes 4 Trustees Berryman-Gilliam, Lynch, Patel and Olson
Nays 0
Absent..... Trustees Larimer, Sheikh and Jourdan

Background information:

Trustee Olson attended Trustee Day at the ILA Conference in October. The expenses are for her mileage and tolls. Illinois law requires a roll call vote for approval of Trustee travel expenses.

MONTHLY STAFF REPORTS

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head.

Trustee Lynch commented upon Assistant Director Clemens’ attendance at the ILA Conference program on elections. She stated she would forward him the information she had on the program. Trustee Patel commented on the new look of the IT monthly report and it was shared that they were using a new format that was more robust. Trustee Patel commented on how she liked the new Library’s mobile app. Several other trustees agreed that it was a good improvement over the old mobile app. Trustees were excited about the success of the Youth Services Binge Boxes and that Adult Services would soon be offering something similar for adults. The boxes are filled

with custom selected items for each patron that fills out the request form. Contents of the boxes include books and special surprises.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:37 p.m.

December 18, 2019

Date approved

Mansi Patel, Secretary, Board of Library Trustees