

**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: December 18, 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

President Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:01 p.m.

PLEDGE TO THE FLAG

President Jourdan led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Patel called the roll.

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

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Shiekh moved and Trustee Lynch seconded the establishment of a consent agenda for the Regular Meeting of December 18, 2019. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Trustee Larimer moved and Trustee Sheikh seconded that the following items be included on the Consent Agenda. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

A. Minutes of Regular Meeting of November 20, 2019

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2019
- C. Recommendation, Re: Approval of FY 2020 Per Capita Grant Application
- D. Recommendation, Re: Approval of Update to Library Pay Grade Structure for 2020
- E. Recommendation, Re: Approval of Revisions/Updates to Personnel Policy #401
- F. Review of Updated Study Room Procedures
- G. Approval of Disbursements for the Period November 1, 2019 to November 30, 2019, plus the Addendum for the Meeting of December 18, 2019
- H. Report of the Library Director
- I. Holiday Cards from Local Libraries and Agencies
- J. Thank You Card from Colona Library
- K. Library Closed Dec. 24, 25 and Jan. 1 for the Holidays

Trustee Lynch moved and Trustee Larimer seconded that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
 Nays 0
 Absent..... Trustee Berryman-Gilliam

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

Recommendation, Re: Approval of FY 2020 Per Capita Grant Application

Background Information:

The Library applies annually for Per Capita Grant funds from the Illinois State Library that are used towards the purchase of Library online database subscriptions once received.

Recommendation, Re: Approval of Update to Library Pay Grade Structure for 2020

Background Information:

It is recommended by HR Source, the Library’s Human Resources consulting firm, to adjust the Library’s 2019 paygrade structure by an increase of 1.9% (based upon the Library industry) for calendar year 2020. For administrative purposes, the Library has adjusted the minimum hourly rate of Pay Grades 1 and 2 to \$10.00 to reflect the minimum wage of \$10.00 per hour that will be effective on July 1, 2020. The minimum wage will be increasing each year by \$1.00 per hour beginning January 1, 2021 through 2025 until it reaches a minimum wage of \$15.00 per hour.

Recommendation, Re: Approval of Revisions/Updates to Personnel Policy #401

Background Information:

The changes to a variety of laws that go into effect on January 1, 2020 will have an impact on the Library’s Non-Discrimination and Anti-Harassment Policy (Policy #401). The Policy has been updated to reflect the new required language.

Review of Updated Study Room Procedures

Background Information:

The Study Room procedures have been updated to reflect the new study rooms and conference room. Patrons will need to reserve a room in person at the Adult Services Desk. It is anticipated that the reservation of rooms will be available online in March 2020 as part of the Library’s new online calendar/room reservation product that will be implemented in the first quarter of 2020. The Library’s current online calendar system will no longer be supported in the near future. A team of staff members reviewed and evaluated a variety of online calendar products and selected Library Market for the new calendar/room reservation platform. This product was developed by former librarians and had the most features and usability for the Library’s needs. A Carol Stream Library card is required to reserve a room.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1, 2019 to November 30, 2019, plus the Addendum for the Meeting of December 18, 2019 in the amount of \$533,925.07.

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.

December Employee Anniversaries: Marlys Smith – 12/19/11, Circulation.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Recommendation, Re: Approval of Rescinding Policy 5.K. Student Tutoring

Trustee Larimer moved and Trustee Sheikh seconded that the Library Board of Trustees approve rescinding Policy 5.K. Student Tutoring. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Background information:

Staff recommended that the Library Board rescind 5.K. Student Tutoring Policy. The policy prohibits tutoring in the Library. The policy is currently not being enforced as the Library has

been filling a community need in providing a neutral location for students to meet with their tutors in order for them to receive the learning assistance they need. It is the Library's service philosophy to be able to provide the parents and students in the community a tutoring location. It can also be difficult to determine if a student is working with a parent, a family member or a tutor without directly confronting them and inquiring the nature of their relationship. As long as the tutors and students are not violating the Library's Behavior Standards Policy, they are welcome to use the Library facility.

MONTHLY STAFF REPORTS

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

Trustee Lynch asked Assistant Director Clemens about the conversion projects for Holiday Books in the Youth Services department. She explained the labeling process and how the materials location codes are changed. Trustee Lynch commented upon Circulation Manager Jeri Cain's election to the SWAN Circulation Advisory Board. Jeri will be at the forefront of recommending SWAN circulation practices that will assist in the enhancement of patron experiences. Trustee Olson commented that she appreciates all of the Library staff and the hard work they have done in leading to a successful renovation project. She was especially impressed by the new material displays. She stated that the Per Capita Grant webinar on unconscious bias that she viewed last month as a requirement of the Per Capita Grant was very well done.

VIII. EXECUTIVE SESSION

Trustee Lynch moved and Trustee Larimer seconded that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (21) and nothing else. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Accordingly the Meeting was closed to the public at 7:22 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:25 p.m.

Secretary Patel called the roll.

Present: 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Absent: Trustee Berryman-Gilliam
Also Present: Director Susan Westgate

A. Recommendation, Re: Approval of Minutes of the Executive Session of October 16, 2019

Trustee Jourdan moved and Trustee Olson seconded that the Board of Library Trustees approve the minutes of the Executive Session of October 16, 2019 and that they remain closed at this time. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

B. Recommendation, Re: Semi-Annual Review of the Minutes of Executive Sessions

Trustee Jourdan moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees release the minutes of the Executive Session of June 19, 2019 and a partial release of the minutes of Executive Session of May 15, 2019 and that all other Executive Session minutes remained closed at this time. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

IX. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:30 p.m.

January 15, 2020
Date approved

Mansi Patel, Secretary, Board of Library Trustees