

**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: July 15, 2020 TIME: 7:00 p.m.
PLACE: Carol Stream Public Library, Youth Services Area

I. CALL TO ORDER

Vice-President Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:10 p.m.

Vice-President Sheikh led those in attendance in the Pledge of Allegiance to the Flag.

Election of Officer to fill vacant Board President position:
Trustees Lynch and Sheikh self-nominated for the office of Board President. Trustee Sheikh received the greatest number of votes (four) and was elected as Board President, to fill the vacant term through April 2021.

As most senior Trustee not holding an officer position, Trustee Berryman-Gilliam accepted the position of Vice-President as outlined in the Library’s By-Laws.

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Olson seconded the establishment of a consent agenda for the Regular Meeting of July 15, 2020. Motion approved.

Ayes 7 Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh

Nays 0

Absent..... None

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

Ayes 7 Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh
Nays 0
Absent..... None

- A. Minutes of Regular Meeting of June 17, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2020
- C. Approval of Disbursements for the Period June 1, 2020 to June 30, 2020, plus the Addendum for the meeting of July 15, 2020
- D. Report of the Library Director
- E. Library Building Open for Grab & Go Services with Limited Hours

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

Ayes 7 Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh
Nays 0
Absent..... None

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period June 1, 2020 to June 30, 2020, plus the Addendum for the meeting of July 15, 2020 in the amount of \$304,724.54.

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.

July Employee Anniversaries: Ron Anderson, Maintenance – 7/17/06; Omar Kushad, Adult Services – 7/11/11; Cheryl Walek, Circulation – 7/18/11; Thoana Lagunas, Circulation – 7/13/16; Angela Sheppard, Circulation – 7/30/18

Regular Meeting

V. NEW BUSINESS

Recommendation, Re: Approval of FY 21 Quarterly Payments to SWAN Library Consortium

Trustee Sheikh moved and Trustee Lynch seconded that the Carol Stream Public Library Board of Trustees approve the FY 21 Quarterly Payments to SWAN Library Consortium. Motion approved.

Ayes 7 Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh
Nays 0
Absent..... None

Background information:

The Board approved the annual quarterly payments to SWAN. The quarterly payments will be in the amount of \$11,715,50 for a total annual fee of \$46,862. This is a decrease of 0.5% less than last year’s fees, a savings of \$230. Fees are calculated using a base fee for all members + a percentage based upon the amount of tax dollars a library receives + a reduction to these fees based upon the grant funds that SWAN receives from RAILS. In FY20 each member library received a reduction of their fees of \$5,703 from the RAILS grant. For FY21 each member library received a reduction of \$6,109 to their fees, a difference of \$406. This is an increase of grant funds of 7.2% from the FY20 grant amount. Board approval is required for payments exceeding \$10,000.

VI. EXECUTIVE SESSION

Trustee Olson moved and Trustee Berryman-Gilliam 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 the discussion of performance and compensation for specific employees as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (1) and nothing else. Motion approved.

Ayes 7 Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh
Nays 0
Absent..... None

Accordingly, the Meeting was closed to the public at 7:35 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:39 p.m.

Secretary Patel called the roll.

Present: Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh
Absent: None
Also Present: Director Susan Westgate

A. Recommendation, Re: Approval of Minutes of the Executive Session of December 18, 2019

Trustee Lynch moved and Trustee Olson seconded that the Board of Library Trustees approve the minutes of the Executive Session of December 18, 2019 and that they remain closed at this time. Motion approved.

Ayes 7 Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh
Nays 0
Absent..... None

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

Trustee Olson moved and Trustee Berryman-Gilliam seconded that the Carol Stream Library Board of Trustees approve a partial release of the minutes of the Executive Session of October 16, 2019 and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes 7 Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh
Nays 0
Absent..... None

C. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on July 15, 2020

The Board came to a consensus to table this business until the August Board meeting.

VII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Berryman-Gilliam seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:42 p.m.

August 19, 2020
Date approved

Mansi Patel, Secretary for the Board of Library Trustees