

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: March 17, 2021

TIME: 7:00 p.m.

PLACE: Due to the COVID-19 pandemic, the Library conducted an online audio Board Meeting through Zoom to conduct essential business. The audio recording of the meeting is available online on the Library's website www.cslibrary.org.

1. Welcome and Call to Order

President Sheikh called the meeting to order at 7:04 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

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

Absent: None

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-Nadia Sheikh

4.1 March is Women's History Month

4.2 Glenbard Parent Series-Blackademically Speaking, Tuesday, March 23 at 7:00 p.m.

4.3 More than a Month-*How to Be an Antiracist* Online Book Discussion, Tuesday, March 30 at 6:30 p.m.

4.4 Glenbard Parent Series-Distinguished Round Table on Social Justice, Thursday, April 8 at 7:00 p.m.

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Lynch moved and **Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of March 17, 2021. Motion approved.

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

Nays 0

Absent..... None

Trustee Olson moved and **Trustee Lynch seconded** that the following items be included on the consent agenda. Motion approved.

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

Nays 0

Absent..... None

- 6.1 Minutes of the Special Board Meeting of February 17, 2021
- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2021
- 6.3 Report from the President, Nadia Sheikh-None
- 6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.5 Human Resources Committee Report-Bonita Berryman Gilliam-None
- 6.6 Facilities Committee Report - David Larimer-None
- 6.7 Recommendation, Re: Approval of Amendment of FY 2021 Working Budget, CM&R Budget Line-Library Renovation Project
- 6.8 Approval of Disbursements of February 1-28, 2020 plus the Addendum for the Meeting of March 17, 2021
- 6.9 Adult Services Report, Laura Hays
- 6.10 Youth Services Report, Amy Teske
- 6.11 Circulation Department Report, Jeri Cain
- 6.12 Human Resources Report, Mary Pellico
- 6.13 Information Technology Report
- 6.14 ALA News Article-Libraries Gain Record Increases for IMLS, E-rate in Federal Relief Plan

Trustee Berryman-Gilliam 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, Olson, Patel, Berryman-Gilliam and Sheikh

Nays 0

Absent..... None

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

Recommendation, Re: Approval of Amendment of FY 2021 Working Budget, CM&R Budget Line-Library Renovation Project

Background information:

The FY2021 Working Budget that was approved on April 15, 2020 did not include a budget line amount for any remaining expenses related to the Library Renovation Project. There were several more invoices that came in after the end of FY2021 so it is necessary to amend that budget line before the end of this FY so that the budget does not reflect a deficit amount in that budget line (line #70-7508). Director Westgate recommended a budget amount of \$530,000 be added to the budget line to reflect these expenses. The bulk of the expenses are for FQC to cover the contractor costs for the last several months of the project. Other expenses are for the balance of the furniture costs, interior signs, shades for the offices and Youth Services west windows, and replacement of several old windows that had broken seals. A QuickBooks report outlining all of the expenses paid to date for FY2021 showing these expenses was included in the Board packet for Trustee review. The Library currently has \$1,506,318 in the CM&R Fund.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period February 1-28, 2021 plus the Addendum for the meeting of March 17, 2021 in the amount of \$127,827.65.

7. BOARD AND COMMITTEE REPORTS

7.1 Finance Committee Report – Justin Lynch

Trustee Lynch met with Director Westgate and they reviewed the expenses for the Library's renovation Project. He reported that the project had come in under budget, including the alternate bids for the meeting room windows, the gazebo and the lighting and ceilings in the staff workrooms and offices. He stated that the management staff of the Library had done a good job with the project.

7.2 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Trustee Gilliam shared that the committee had held their first meeting on March 9. The members of the committee are going to research what other communities are doing on the topic of equity, diversity and inclusion and report back. They reviewed the list of activities that the Library is currently doing library wide and in Youth and Adult Services. They were very impressed with the Library staff's programming, displays and other efforts.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of FY2022 Working Budget

Trustee Lynch moved and **Trustee Olson** seconded that the Library Board of Trustees approve the 2022 Working Budget. Motion approved.

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

Nays 0

Absent..... None

Background information:

Finance Committee Chair Trustee Lynch met with Director Westgate and reviewed the budget. The working budget for the upcoming fiscal year had been prepared for Trustee review and approval. To prepare as accurate a budget as possible, the Director reviews the recent audit which has the final numbers for each budget line from the last fiscal year, the Library's current budget and compares it to the current outlay from each budget line, reviews all of the current contracts, and assesses the special fund accounts past, current and future costs. In addition, any new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, IMRF, health insurance costs, etc.). An overview of notable changes to any budget lines from the current year's budget is presented in a document for Trustee review.

8.2 Discussion: Cards for Kids Act

Background information:

Public Act 101-0632 was signed into law by Governor Pritzker on June 5, 2020. The amendment to the Public Library District Act (that was included as part of Act 101-0632) provides Library cards at no cost for students residing in unincorporated areas that qualify to participate in their local school district's free lunch program.

8.3 Report of the Library Director, Susan Westgate

Trustee Larimer commented upon the increase in the Library card registration. He was happy to see the increase, especially during the pandemic. He reviewed the Library's current back-up strategy of three to six months of data that had been prepared by the IT staff.

8.4 Assistant Director's Report, Mary Clemens

Some of the Library's withdrawn World Language books are being donated to Asian Metro Services. Other withdrawn items have been donated to the Outreach Community Center, given away during the summer free lunch program and donated to local Little Free Libraries.

8.5 Marketing Report, Allison Porch

Trustee Larimer was happy to see the renovation project featured in the March ILA Reporter and the November Library Journal. President Sheikh stated that FQC had featured the Library's project in some of their marketing.

8.6 Board Development

Trustee Forum Spring Workshops

ILA is offering three virtual Trustee Workshops. Trustees are encouraged to attend if possible. Topics are COVID and Libraries, DEI, and a Boot Camp for Trustees.

8.7 Board Member Reports

ILA Legislative Day

President Sheikh attended the Virtual Legislative Day held on February 19th. She stated that the ILA Lobbyist does a good job keeping the needs of Libraries in front of the legislators. She was disappointed that Library staff had not been given essential worker status by the state in order to receive vaccines. Included in the Board packet were documents from the event that shared information on current state and federal legislation that affect libraries.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved.

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

Nays 0

Absent..... None

Meeting adjourned at 7:55 p.m.

April 21, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees