

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: September 15, 2021

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:01 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Jourdan, Larimer, Wright, Patel, and Lynch.

Absent: Trustees Olson and Berryman-Gilliam

Also Present: Director Susan Westgate, Adult Services Manager Laura Hays, Youth Services Manager Amy Teske, Circulation Manager Jeri Cain, Human Resources Manager Mary Pellico and *Examiner* reporter Sarah Stocking

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Wright moved and **Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of September 15, 2021. Motion approved.

Ayes 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays 0

Absent..... Trustees Olson and Berryman-Gilliam

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

Ayes 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays 0

Absent..... Trustees Olson and Berryman-Gilliam

6.1 Minutes of the Regular Board Meeting of August 20, 2021

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2021

6.3 Report from the President, Justin Lynch-None

6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None

- 6.5 Facilities Committee Report - None
- 6.6 Finance Committee –None
- 6.7 Recommendation, Re: Approval of Revision of Personnel Policy 314A, Emergency Paid Sick Leave Due to COVID-19
- 6.8 Recommendation, Re: Approval of Revision of Library Accounts Policy
- 6.9 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- 6.10 Recommendation, Re: Approval of Employee Compensation as Discussed in Executive Session on September 15, 2021
- 6.11 Recommendation, Re: Approval of Late Opening on Friday September 24, 2021 for Staff Development
- 6.12 Approval of Disbursements of August 1-31, 2021 plus the Addendum for the Meeting of September 15, 2021
- 6.13 Assistant Director’s Report, Mary Clemens
- 6.14 Adult Services Report, Laura Hays
- 6.15 Youth Services Report, Amy Teske
- 6.16 Circulation Department Report, Jeri Cain
- 6.17 Human Resources Report, Mary Pellico
- 6.18 Marketing Report, Allison Porch
- 6.19 Information Technology Report
- 6.20 Illinois Library Association Virtual Conference: October 12-14, 2021
- 6.21 Board Member Reports-None

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

Ayes 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays 0

Absent..... Trustees Olson and Berryman-Gilliam

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

Recommendation, Re: Approval of Revision of Personnel Policy 314A, Emergency Paid Sick Leave Due to COVID-19

Background information:

In June 2021 the Library Board of Trustees approved the FFCRA sick time extension to September 30, 2021. Based on the current vaccination and positivity rates in the state, it was recommended to extend this sick pay through December 31, 2021.

Recommendation, Re: Approval of Revision of Library Accounts Policy

Background information:

The Board approval of “Fine Free” at the August Board meeting required revisions to the Library Account Policy to reflect this change.

Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

Background information:

The Library's current insurance policies are up for renewal in October. The Library's total insurance costs increased by \$1,141 from last year, an increase of 4.1%. The Library has switched from Hartford to Travelers for their Workers Comp insurance, providing a savings of \$1,270. Board approval is required by Library policy for expenditures exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period August 1-31, 2021 plus the Addendum for the meeting of September 15, 2021 in the amount of \$97,991.12.

7. BOARD AND COMMITTEE REPORTS

7.1 Human Resources Committee Report -Mansi Patel, Committee Chair

Committee Chair Patel stated that the Committee had discussed extending the Emergency paid sick leave until December 31, 2021 at their September 15 Human Resources Committee meeting and had come to a consensus to approve the revision of Personnel Policy 314A.

8. NEW BUSINESS

8.1 Approval of Resolution #294 Commendation of Service of Trustee Edward Jourdan

Trustee Patel moved and **Trustee Larimer seconded** that the Library Board of Trustees approve Resolution #294 Commendation of Service of Trustee Edward Jourdan. Motion approved.

Ayes 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays 0

Absent..... Trustees Olson and Berryman-Gilliam

Background information:

In appreciation of Trustee Jourdan's years on the Library Board of Trustees, a Resolution commending his years of service and highlighting his contributions and achievements was prepared. President Lynch read the Resolution aloud:

VILLAGE OF CAROL STREAM, ILLINOIS

LIBRARY BOARD RESOLUTION #294

RE: COMMENDATION OF EDWARD JOURDAN FOR HIS SERVICE AS A

CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Edward Jourdan was elected as Library Trustee in April 2013 to a four-year term; and,
WHEREAS, he was re-elected to office in April 2017 and April 2021; and
WHEREAS, during his term of office he served the Library whenever called upon and in a variety of ways; and,
WHEREAS, during his tenure on the Board he served on the By-Laws Committee, Facilities Committee, and Finance Committee; and,
WHEREAS, during his tenure on the Board he served as President from 2015 to 2020, giving wise advice and guidance to the Board and the Library; and,
WHEREAS, during his tenure he participated in a variety of Trustee Development workshops to increase his knowledge and better serve in his role as a Library Trustee; and
WHEREAS, he represented the Library at the annual Holiday Open House and other Library special events; and,
WHEREAS, during his tenure the Library underwent the development of a strategic plan and a complete building renovation; and

WHEREAS, during his time on the Board the Library increased service to the people of Carol Stream with improved collection development, expanded technology, enhanced public programming, virtual library services and curbside services; and,
WHEREAS, during his time as a resident of Carol Stream he served as an on-call volunteer with the Carol Stream Fire District and as a volunteer at Western DuPage Special Recreation Association; and,
THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Edward Jourdan on behalf of the citizens of Carol Stream and library users everywhere for his public service.

8.2 Approval of Expenses over \$10,000-Outdoor Message Center Proposal

Trustee Jourdan moved and **Trustee Larimer seconded** that the Library Board of Trustees approve the Outdoor Message Center proposal. Motion approved.

Ayes 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays 0

Absent..... Trustees Olson and Berryman-Gilliam

Background information:

The outdoor message center has not been functioning for several months. The Village IT Staff pursued various options for repair. It was determined that the technology was outdated and unable to be repaired and the best option is to replace the existing sign message center with new hardware, lights and software. The new sign will be full color and able to include images as well as text. The replacement sign cabinet will be painted to match the upper portion of the sign. The proposal includes a five year warranty. Board approval is required by Library policy for expenditures exceeding \$10,000.

8.3 REPORT OF THE LIBRARY DIRECTOR

The Board inquired if the public was being informed about the upcoming retirement of Assistant Director Mary Clemens. Director Westgate stated that there would be a posting on the Library’s Facebook page with Mary’s photo as well as a summary of her contributions to the Library during her employment and her upcoming retirement.

9. ADJOURN

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

Ayes 5 Trustees Jourdan, Larimer, Wright, Patel and Lynch

Nays 0

Absent..... Trustees Olson and Berryman-Gilliam

Meeting adjourned at 7:17 p.m.

October 20, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees