

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: October 20, 2021

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:04 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 Larimer, Olson, Patel and Lynch. Trustee Wright arrived at 7:10 p.m.

Absent: Trustee Wright

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno, Youth Services Manager Amy Teske, Sikich Representative Dan Berg, American Sign Language interpreter Michelle Host Glaze, residents Leanne Ong and Ed Jourdan.

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Olson moved and **Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of October 20, 2021. Motion approved.

Ayes 4 Trustees Larimer, Olson, Patel and Lynch

Nays 0

Absent..... Trustee Wright

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

Ayes 4 Trustees Larimer, Olson, Patel and Lynch

Nays 0

Absent..... Trustee Wright

6.1 Minutes of the Regular Board Meeting of September 15, 2021

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2021

6.3 Report from the President, Justin Lynch-None

6.4 Report from the Vice President-None

- 6.5 Human Resources Committee Report-None
- 6.6 Facilities Committee Report - None
- 6.7 Finance Committee –None
- 6.8 Recommendation, Re: Appointment of Trustee Larimer as Vice-President
- 6.9 Recommendation, Re: Approval of Resolution # 295, 2021 Request for Tax Levy
- 6.10 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Renewal of Chicago Tribune/Historical Chicago Tribune Database
- 6.11 Approval of Disbursements of September 1-30, 2021 plus the Addendum for the Meeting of October 20, 2021
- 6.12 Assistant Director’s Report, Laura Hays
- 6.13 Adult Services Report, Laura Hays and Athens Moreno
- 6.14 Human Resources Report, Mary Pellico
- 6.15 Marketing Report, Allison Porch
- 6.16 Information Technology Report
- 6.17 Board Member Reports-None

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

Ayes 4 Trustees Larimer, Olson, Patel and Lynch
 Nays 0
 Absent..... Trustee Wright

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

Recommendation, Re: Appointment of Trustee Larimer as Vice-President

Background information:

The Office of Vice-President became vacant effective October 18. As stated in the Library’s By-Laws, the position of Vice-President is filled based upon seniority and acceptance of the position. Trustee Larimer is the next senior Trustee not currently holding an officer position. He graciously accepted the opportunity to fill the Vice-President position.

Recommendation, Re: Approval of Resolution # 295, 2021 Request for Tax Levy

Background information:

The 2021 Request for Tax Levy is approved by the Library Board and then submitted to the Village for their approval. The 2021 Levy amount has an increase of \$70,000 over last year. \$40,000 of the increase is for the IMRF Fund to ensure that the Library maintains a minimum reserve of four months as outlined in the Library’s Financial Policy. At the end of FY22 the Library would have an estimated reserve of 3.65 months in this Fund. A \$35,000 increase to the General Fund is needed in response to added operational costs to maintain pandemic related safety practices for patrons and staff and to make any pay adjustments in response to the annual increase to minimum wage and current competitive pay rates. In addition, the Library will have increased internet cost fees for installing fiber as well as increases in costs for cleaning services. Below is a list of the tax levies from the past ten years and the difference/change from year to year for comparison.

History of the past ten years WORKING AND APPROPRIATION BUDGETS/REQUEST FOR TAX LEVY:

FY2012	\$3,431,500	no increase/decrease
FY2013	\$3,431,500	no increase/decrease
FY2014	\$3,431,500	no increase/decrease
FY2015	\$3,440,000	+\$8,500
FY2016	\$3,440,000	no increase/decrease
FY2017	\$3,440,000	no increase/decrease
FY2018	\$3,440,000	no increase/decrease
2018 Levy	\$3,674,461	+234,461 (Building Renovation Loan)
2019 Levy	\$3,674,461	no increase/decrease
2020 Levy	\$3,674,461	no increase/decrease
2021 Levy	\$3,744,461	+\$70,000

Recommendation, Re: Approval of Expenses over \$10,000 for Annual Renewal of Chicago Tribune/Historical Chicago Tribune Database

Background information:

ProQuest provides the Library with the online product of Chicago Tribune Current an online version of their print product, and Chicago Tribune Historical which provides archival access to the Tribune back to 1849. The renewal cost is \$11,159.95, no increase from last year. In FY21 the Library averaged 275 uses per month, an increase of over 123% from FY20, for an average cost per use of \$3.39. Board approval is required by the Library’s Financial policy for expenditures exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period September1-30, 2021 plus the Addendum for the meeting of October 20, 2021 in the amount of \$147,553.29.

7. NEW BUSINESS

7.1 Review of Fiscal Year 2021 Audit with Sikich Representative Dan Berg

Background information:

Partner Dan Berg from Sikich LLP, presented the Library’s FY2021 Annual Financial Report and Auditor’s Communication to the Board. The auditor issued a clean, unmodified audit opinion. An unmodified opinion is issued when the financial statements “give a true and fair view” and the organization under audit has practiced in accordance with all requirements. It is the highest opinion that can be given.

7.2 Acceptance of 2021 Audit as Presented

Trustee Lynch moved and **Trustee Olson seconded** that the Library Board of Trustees accept the 2021 Audit as presented. Motion approved.

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

Nays 0

Absent..... None

7.3 Recommendation, Re: Approval of Expenses over \$10,000- Annual Comcast Fiber Services

Trustee Lynch moved and **Trustee Larimer seconded** that the Library Board of Trustees approve the contract for annual Comcast Fiber Services. Motion approved.

Background information:

To stabilize and increase the speed and reliability of the Library's internet, the Library will be contracting with Comcast to install a fiber optic DIA circuit (Direct Internet Connection) to the Library building. This will create a synchronous internet connection with equal download and upload speeds. The cost for this service will be \$875/month for an annual cost of \$10,500 for a period of five years (60 months). There is an initial additional \$500 installation fee applied to the first payment. Installation should be completed before the end of the calendar year. Board approval is required by the Library's Financial policy for expenditures exceeding \$10,000.

7.4 Discussion: Trustee Interview Process

Background information:

The Trustees have selected six candidates to interview from the thirteen candidates that applied for the Trustee vacancy. The interviews will be scheduled to take place at a Special Board Meeting. All of the candidates will be asked the same set of questions and the interviews will be conducted in Executive Session.

7.5 REPORT OF THE LIBRARY DIRECTOR

Director Westgate introduced the recently hired Adult Services Manager Athens Moreno. Athens comes to Carol Stream with years of library experience in a variety of different capacities at several suburban libraries. President Lynch stated that he was happy to hear that the Klein Creek Stabilization project will not have as large of an impact on the Library's north lot as originally planned. Trustee Larimer was pleased to see that the Library had recently contracted for offsite remote back-up services. Director Westgate stated that she would follow up with him regarding additional information on the service. The Trustees thanked the staff for their work on the October 13 Open House and stated how nice of an event it was.

7.6 Youth Services Report, Amy Teske

President Lynch commented on staff providing both in-person and virtual storytimes for our residents. He appreciated that both types were being offered.

7.7 Circulation Department Report, Jeri Cain

The "Fine Free" process resulted in some accounts being incorrectly billed. Circulation staff have resolved all of the incorrect billing that occurred.

8. ADJOURN

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

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

Nays 0

Absent..... None

Meeting adjourned at 7:48 p.m.

November 17, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees