

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: November 17, 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.

Carol Stream residents Mary Hudspeath and Tim Rogers were administered the Oath of Office for Library Trustee

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Hudspeath, Rogers, Wright, Olson, Patel and Lynch. Trustee Larimer attended remotely.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske, Circulation Manager Jeri Cain, Human Resources Manager Mary Pellico, Examiner Reporter Sarah Stocking, residents Rick Geiser and Ed Jourdan

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

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

Ayes ..... 7 Trustees Hudspeath, Rogers, Wright, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

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

Ayes ..... 7 Trustees Hudspeath, Rogers, Wright, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

- 6.1 Minutes of the Regular Board Meeting of October 20, 2021
- 6.2 Minutes of the Special Board Meeting of October 28, 2021
- 6.3 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2021
- 6.4 Report from the President, Justin Lynch-None
- 6.5 Report from the Vice President, David Larimer-None
- 6.6 Facilities Committee Report - None
- 6.7 Finance Committee Report–None
- 6.8 Recommendation, Re: Approval of Annual Library Calendar 2022 Library Closings and Board Meetings
- 6.9 Recommendation, Re: Approval of Loan Payment to Village of Carol Stream
- 6.10 Recommendation, Re: Approval of Expenses over \$10,000- Renewal of Contract with Complete Cleaning
- 6.11 Recommendation, Re: Approval of Youth Services Assistant Manager Job Description
- 6.12 Recommendation, Re: Approval of Trustee Committee Appointments
- 6.13 Approval of Disbursements of October 1-31, 2021 plus the Addendum for the Meeting of November 17, 2021
- 6.14 Assistant Director’s Report, Laura Hays
- 6.15 Adult Services Report, Athens Moreno
- 6.16 Youth Services Report, Amy Teske
- 6.17 Circulation Department Report, Jeri Cain
- 6.18 Human Resources Report, Mary Pellico
- 6.19 Marketing Report, Allison Porch
- 6.20 Information Technology Report
- 6.21 Board Member Reports-None

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

Ayes ..... 7 Trustees Hudspeath, Rogers, Wright, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

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

Recommendation, Re: Approval of Loan Payment to Village of Carol Stream

Background information:

The Library’s renovation loan payment to the Village of Carol Stream is due Dec. 1. The payment is in the amount of \$234,461.01. Board approval is required for expenses exceeding \$10,000.

Recommendation, Re: Approval of Expenses over \$10,000- Renewal of Contract with Complete Cleaning

Background information:

The Library’s current cleaning company, Complete Cleaning, has had to increase their fees to cover their employment costs. The Library received quotes from several other companies. It was recommended that the Library renew the contract with Complete Cleaning at their proposed rate of \$2,700 per month. Board approval is required for expenses/contracts exceeding \$10,000.

Recommendation, Re: Approval of Trustee Committee Appointments

Background information:

**FINANCE**

Tim Rogers, Chair  
Nancy Olson  
Justin Lynch, Ex-Officio  
Library Director, Ex-Officio

**HUMAN RESOURCES**

Mansi Patel, Chair  
Samantha Wright  
Mary Hudspeath  
Justin Lynch, Ex-Officio  
Library Director, Ex-Officio

**FACILITIES**

David Larimer, Chair  
Mary Hudspeath  
Samantha Wright  
Justin Lynch, Ex-Officio  
Library Director, Ex-Officio

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period October 1-31, 2021 plus the Addendum for the meeting of November 17, 2021 in the amount of \$358,811.47.

7. BOARD COMMITTEE REPORTS

7.1 Human Resources Committee- Mansi Patel, Committee Chair

Background information:

The Human Resources Committee met on November 17, 2021 and reviewed the Youth Services Assistant Manager job description. They came to a consensus to recommend approval of the job description.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Resolution # 296 Commendation of Service of Trustee Dr. Bonita Berryman-Gilliam

**Trustee Wright moved and Trustee Olson seconded** that the Board of Library Trustees approve Resolution #296 Commendation of Service of Trustee Dr. Bonita Berryman-Gilliam. Motion approved.

Ayes ..... 7 Trustees Hudspeath, Rogers, Wright, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

Background information:

In appreciation of Trustee Berryman-Gilliam’s years on the Library Board of Trustees, a Resolution commending her years of service and highlighting her contributions and achievements was prepared. President Lynch read the Resolution aloud:

**VILLAGE OF CAROL STREAM, ILLINOIS**  
**LIBRARY BOARD RESOLUTION #296**  
**RE: COMMENDATION OF DR. BONITA BERRYMAN-GILLIAM**  
**FOR HER SERVICE AS A**  
**CAROL STREAM PUBLIC LIBRARY TRUSTEE**

WHEREAS, Dr. Bonita Berryman-Gilliam was elected as Library Trustee in April 2013 to a four-year term; and, WHEREAS, she was re-elected to office in April 2017 and April 2021; and

WHEREAS, during her term of office she served the Library whenever called upon and in a variety of ways; and, WHEREAS, during her tenure on the Board she served on the By-Laws Committee, Finance Committee; Human Resources Committee and, was Committee Chair of the Special Committee-Equity, Diversity and Inclusion Committee; and

WHEREAS, during her tenure on the Board she served as Vice-President from 2015 to 2017 and 2020 to 2021 giving wise advice and guidance to the Board and the Library; and,

WHEREAS, during her tenure she participated in a variety of Trustee Development workshops to increase her knowledge and better serve in her role as a Library Trustee; and

WHEREAS, she represented the Library at the annual Holiday Open House and other Library special events; and,

WHEREAS, during her tenure the Library underwent the development of a strategic plan and a complete building renovation; and

WHEREAS, during her 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,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Dr. Bonita Berryman-Gilliam on behalf of the citizens of Carol Stream and library users everywhere for her public service.

**8.2 Discussion: 2022 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries***

**Background Information:**

As part of the grant requirements, the Library Board and Director are to completely review *Serving Our Public 4.0 Standards for Illinois Public Libraries* and report on any changes or progress. A review document was prepared by staff showing where the Library meets the standards and what areas that may need to be developed. The final grant application will be included with the December Board packet for Board final approval. Deadline for submitting the Per Capita Grant is January 15, 2021.

**8.3 REPORT OF THE LIBRARY DIRECTOR**

The Library is fortunate to have the opportunity to book the Mobile Museum of Tolerance (MMOT), which is a Simon Wiesenthal Center Museum. The Mobile Museum will be at the Library July 18-22, 2022 and will be located on the west side of the parking lot. It will be a walk up museum with wheel chair access. Trustees were impressed that there were 585 new resident library cards issued in October. Library staff had visited local schools to promote registration.

**9. ADJOURN**

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

Ayes ..... 7 Trustees Hudspeath, Rogers, Wright, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

Meeting adjourned at 7:25 p.m.

December 15, 2021

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees