

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM
Carol Stream Public Library
515 Hiawatha Drive Carol Stream, IL 60188

DATE: January 17, 2024

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:00 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 Hudspeath, Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske and Human Resources Coordinator Lena Saltiel

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Hudspeath moved and Trustee Olson seconded the establishment of a Consent Agenda for the Regular Meeting of January 17, 2024. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch

Nays 0

Absent..... None

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

Ayes 7 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch

Nays 0

Absent..... None

5.1 Minutes of the Regular Board Meeting of November 15, 2023

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2023 and December 31, 2023

5.3 Recommendation, Re: Approval of 2024 Per Capita Grant Application

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

5.5 Recommendation, Re: Approval of Library Closing to the Public on February 23, 2024 for Staff In-Service

5.6 Recommendation, Re: Approval of 2024 Pay Grade Structure Adjustments

- 5.7 Recommendation, Re: Approval of Expenses over \$10,000, Sikich Auditing Proposal for 2024-2026
- 5.8 Recommendation, Re: Approval of Deletion of Closed Session Meeting Recordings as Permitted Under Illinois Open Meetings Act 5 ILCS 120/2.06(c) for the following dates - 9/30/20, 6/09/21, 6/10/21, 7/21/21, 9/15/21, 10/28/21, 1/17/22, 1/19/22, 3/07/22 and 3/16/22
- 5.9 Approval of Disbursements of November 1-30, 2023 and December 1-31, 2023 plus the Addendum for the Meeting of January 17, 2024
- 5.10 Monthly Staff Reports

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

Ayes 7 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch

Nays 0

Absent..... None

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

Approval of Approval of 2024 Per Capita Grant Application

Background information:

The completed 2024 Per Capita Grant application is ready for submission. The 2022 Per Capita Grant Expenditure Report will be submitted to the State Library at the same time. The Per Capita funds received by the Library are used towards the purchase of the Library’s online database subscriptions.

Approval of Library Closing to the Public on February 23, 2024 for Staff In-Service

Background information:

This will be the first in-person Staff In-Service event since 2019. The planned instruction includes Active Shooter Training and bomb threat response in the morning, conducted by the Carol Stream Police Department. In the afternoon a trainer from HRSource will be leading the program “Understanding & Applying DEI in the Workplace.” This will prepare staff for facility emergencies and re-emphasize the importance of DEI in the workplace and community and its importance to create an environment of acceptance, equality and respect. Additional training and information on these essential subjects are beneficial to our staff, patrons and the community.

Approval of 2024 Pay Grade Structure Adjustments

Background information:

It is recommended by HR Source (Library’s Human Resources consulting firm) to adjust the Library’s current paygrade structure by an increase of 2.6%, based upon our industry, for 2024. The midpoint salary is increased by 2.6% and the minimum and maximum are 20% below and 20% above the midpoint. The Library has adjusted the minimum hourly rate of Pay Grade 20 and 21 to \$14.00 to reflect the minimum wage that was effective on January 1, 2024. The minimum wage has been increasing each year by \$1.00 per hour each year on January 1 until it reaches a minimum wage of \$15.00 per hour in 2025.

Approval of Deletion of Closed Session Meeting Recordings as Permitted Under Illinois Open Meetings Act 5 ILCS 120/2.06(c) for the following dates - 9/30/20, 6/09/21, 6/10/21, 7/21/21, 9/15/21, 10/28/21, 1/17/22, 1/19/22, 3/07/22 and 3/16/22

Background information

The Illinois Open Meetings Act 5 ILCS 120/2.06(c) permits the deletion of meeting recordings that are 18 months old or more, as long as written meeting minutes have been prepared and approved.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of November 1-30, 2023 and December 1-31, 2023 plus the Addendum for the Meeting of January 17, 2024 in the amount of \$142,818.73.

6. NEW BUSINESS

6. 1 REPORT OF THE LIBRARY DIRECTOR

Background Information:

President Lynch stated that it was good to see that the Library was able to schedule a Staff In-service day for the employees. He was also glad to see that the Employee Recognition Dinner is also returning after a hiatus for both of these events due to the pandemic. Trustee Leszczewicz suggested contacting West Chicago High School and Benjamin School District to see if the Library is able to share information regarding Library programming and services that would be beneficial to their students. Director Westgate will work with Marketing and the school liaison to accomplish this. Trustee Rogers inquired if the Director had any information on the current cost of living rate. She will be doing research on the cost of living and consumer price index prior to next month’s meeting, when she will be making a merit increase recommendation for FY25, which is impacted by these factors.

7. EXECUTIVE SESSION

Trustee Larimer moved and **Trustee Olson seconded** that the Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) for the review of minutes. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch
Nays 0
Absent..... None

Accordingly, the Meeting was closed to the public at 7:20 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:27 p.m.

Secretary Patel called the roll.

Present: Trustees Hudspeath, Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch
Absent: None

7.1 Recommendation, Re: Approval of the Executive Session Minutes of the September 20, 2023 HR Committee meeting

Trustee Lynch moved and **Trustee Larimer seconded** that the Carol Stream Library Board of Trustees approve the Executive Session minutes of the September 20, 2023 HR Committee meeting and that they remain closed at this time. Motion approved.

Ayes 6 Trustees Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch
Nays 0
Abstain 1 Trustee Hudspeath
Absent..... None

7.2 Recommendation, Re: Semi-Annual Review of the Minutes of Executive Session

Trustee Lynch moved and **Trustee Leszczewicz seconded** that the Carol Stream Library Board of Trustees approve the release of the Executive Session minutes of January 18, 2023 and July 19, 2023 and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch
Nays 0
Absent..... None

8. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:30 p.m.

February 21, 2024

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees