

**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: August 19, 2020 **TIME: 7:00 p.m.**

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

I. CALL TO ORDER

President Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:01 p.m.

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

II. ROLL CALL

Director Westgate called the roll.

Present: Trustees Lynch, Olson, Berryman-Gilliam and Sheikh

Absent: Trustees Jourdan, Larimer and Patel

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee Lynch seconded the establishment of a consent agenda for the Regular Meeting of August 19, 2020. Motion approved.

Ayes 4 Trustees Lynch, Olson, Berryman-Gilliam and Sheikh

Nays 0

Absent..... Trustees Jourdan, Larimer and Patel

Trustee Lynch moved and Trustee Olson seconded that the following items be included on the Consent Agenda. Motion approved.

Ayes 4 Trustees Lynch, Olson, Berryman-Gilliam and Sheikh

Nays 0

Absent..... Trustees Jourdan, Larimer and Patel

- A. Minutes of Regular Meeting of July 15, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31 2020
- C. Approval of Disbursements for the Period July 1, 2020 to July 31, 2020, plus the Addendum for the meeting of August 19, 2020
- D. Thank You Card from Colona Public Library Director
- E. Library Closed for Services September 6-September 7, 2020 for the Labor Day Holiday
- F. September is National Library Card Sign-Up Month

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

Ayes 4 Trustees Lynch, Olson, Berryman-Gilliam and Sheikh
 Nays 0
 Absent..... Trustees Jourdan, Larimer and Patel

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period July 1, 2020 to July 31, 2020, plus the Addendum for the meeting of August 19, 2020 in the amount of \$138,588.18.

Regular Meeting

V. NEW BUSINESS

None

VI. Report of the Library Director

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are apprised of relevant Library business.

August Employee Anniversaries: Carol Hayes, Circulation – 8/2/11; Vera Olekanma, Adult Services – 8/11/14; Catherine Shaw, Circulation – 8/11/14 and Marie Costuna, Technical Services – 8/08/17

Trustee Lynch commented that he had looked at Story Walk images online and agreed that it would be a good fit for the path in the Library’s North lot, rather than the installation of a labyrinth which would be harder to maintain and could become a hangout due to the inability to adequately supervise the area. He was happy to see the cooperative mailing piece that the Library coordinated with the Park District to assist them in promoting their online brochure of programs. Youth Services Manager Amy Teske and Director Westgate will work on preparing a letter outlining Library Services to send to CCSD 93 to possibly include in their virtual backpack. The architect’s photographer will be coming to the building to take pictures of the renovated space for possible inclusion in *Library Journal* magazine on August 23.

VII. MONTHLY STAFF REPORTS

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head.

Trustee Olson congratulated Youth Services staff member Steve Dexheimer on his promotion to Youth Services Librarian. She commended him for his dedication and hard work to attain his Master's degree. She also commented upon the Youth Services make & take crafts and how her recent young visitors enjoyed them. She was very pleased by the positive comments from patrons that were shared regarding their enjoyment of the Binge Boxes they have received. The Board enjoys seeing the social media statistics that are being shared in the Marketing Coordinator's monthly report. The Board was pleased to see the continued increase in the Library visitor count and the continued use of the Library's curbside pick-up service.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:33 p.m.

September 16, 2020

Date approved

Mansi Patel, Secretary for the Board of Library Trustees