

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 18, 2020

TIME: 7:00 p.m.

PLACE: Due to the COVID-19 pandemic, the Library conducted an online audio Board Meeting through Zoom to conduct essential business. The audio recording of the meeting is available online on the Library's website [www.cslibrary.org](http://www.cslibrary.org).

1. Welcome and Call to Order

President Sheikh called the meeting to order at 7:02 p.m.

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

3. Roll Call

Director Westgate called the Roll.

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

Absent: Trustee Patel

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, Human Resources Manager Mary Pellico

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – Nadia Sheikh

4.1 Native American Heritage Month, November 2020

4.2 Diwali – Festival of Lights was on November 14, 2020

4.3 Author Yuyi Morales (11/11/20) Thank You Letter to Librarians and YouTube video

5. PUBLIC PARTICIPATION – None

6. Consent Agenda

**Trustee Lynch moved and Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of November 18, 2020. Motion approved.

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh

Nays ..... 0

Absent..... Trustee Patel

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

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh  
Nays ..... 0  
Absent..... Trustee Patel

- 6.1 Minutes of the Regular Board Meeting of October 21, 2020
- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2020
- 6.3 Report from the President, Nadia Sheikh-None
- 6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.5 Facilities Committee Report - David Larimer-None
- 6.6 Finance Committee Report – Justin Lynch-None
- 6.7 Recommendation, Re: Approval of Annual Library Calendar 2021 Library Closings and Board Meetings
- 6.8 Recommendation, Re: Approval of Loan Payment to Village of Carol Stream
- 6.9 Recommendation, Re: Approval of Library Closing on Saturday, December 26, 2020
- 6.10 Discussion: Review of Roberts Rules of Order
- 6.11 Discussion: 2021 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*
- 6.12 Approval of Disbursements of October 1-31, 2020 plus the Addendum for the Meeting of November 18, 2020
- 6.13 Report of the Library Director, Susan Westgate
- 6.14 Assistant Director’s Report, Mary Clemens
- 6.15 Circulation Department, Jeri Cain
- 6.16 Human Resources, Mary Pellico
- 6.17 Marketing, Allison Porch
- 6.18 Information Technology
- 6.19 Minutes of the Regular Board Meeting of September 16, 2020
- 6.20 Minutes of the Special Board Meeting of September 30, 2020
- 6.21 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2020
- 6.22 Approval of Disbursements of September 1-30, 2020 plus the Addendum of October 21, 2020
- 6.23 Board Development-None

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

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh  
Nays ..... 0  
Absent..... Trustee Patel

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

Recommendation, Re: Approval of Annual Library Calendar 2021 Library Closings and Board Meetings

**Background information:**

The Library prepares a calendar of known closings and Regular Board Meeting Dates for the upcoming calendar year. Once approved, the calendar is sent to the Village and local press publications and posted in the Library’s lobby.

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 Library Closing on Saturday, December 26, 2020

Background information:

This year the Library will be closed the day after Christmas. This is an unpaid closing for Library staff. The Library will now be closed for the Christmas holiday from December 24-27 and will reopen for Library services on Monday, Dec. 28.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period October 1, 2020 to October 31, 2020, plus the Addendum for the meeting of November 18, 2020 in the amount of \$329,818.03.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period September 1, 2020 to September 30, 2020, plus the Addendum for the meeting of October 21, 2020 in the amount of \$154,569.48.

7. BOARD AND COMMITTEE REPORTS

7.1 Human Resources Committee – Dr. Bonita Berryman-Gilliam

Trustee Gilliam reported that she and President Sheikh met with Director Westgate via Zoom to review her annual performance evaluation. A copy of the evaluation has been placed in her personnel file.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Purchase of Computer Laptop Equipment

**Trustee Larimer moved and Trustee Berryman-Gilliam seconded** that the Carol Stream Public Library Board of Trustees approve the purchase of computer laptop equipment in the amount of \$21,557.47. Motion approved.

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh  
Nays ..... 0  
Absent..... Trustee Patel

8.2 Recommendation, Re: Approval of Donation to Village of Carol Stream for Holiday Program

**Trustee Lynch moved and Trustee Berryman-Gilliam seconded** that the Carol Stream Public Library Board of Trustees approve a donation to the Village’s Christmas Sharing Program in the amount of \$500. Motion approved.

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh  
Nays ..... 0

Absent..... Trustee Patel

### 8.3 Discussion: Library Services During COVID-19 Tier 2 and Tier 3 Mitigation

Director Westgate and the Trustees discussed the Library's closing of the building to the public and the return to curbside services only which was put back in place on Tuesday, November 16. The Library has been monitoring the escalating cases in the county, state and across the country. The Library is following the governor's recommendation for workplaces under Phase 4, Tier 3 mitigation, that all employees that can work remotely, should work remotely. It was determined that this is the best way to keep both Library patrons and staff safe until the positivity rate decreases and the Library can return to a less restrictive Tier. The Library is able to maintain our full schedule of service hours Monday-Saturday, using a minimum number of employees in the building to better manage social distancing and extended close contact. The Library remains closed on Sunday's in order to disinfect the building. The Library will continue to monitor the situation carefully and looks forward to re-opening the building to the public when it is determined that it is safe to do so.

### 8.4 Discussion: Formation of Diversity, Equity, Inclusion and Social Justice Committee

The Board discussed forming a committee to address the issues of diversity, equity, and inclusion (EDI). Trustees Larimer, Olson and Jourdan support the project. Trustees Lynch, Berryman-Gilliam and Sheikh are interested in being on the committee. Trustee Patel, though absent, has also expressed interest in participating on the committee. At a future Board Meeting, Trustees will further develop the concept for the committee and nominate a Chair.

### 8.5 Adult Services Report-Laura Hays

Adult Services Manager Laura Hays shared information about the EDI tool that her staff are using for collection development and displays that ensure that there is an inclusive selection of titles. Also, of note is the increase in Binge Box requests for foreign language content.

### 8.6 Youth Services Report

Trustee Lynch commented on the success of the VIP Tea Party virtual program and the Library's participation at the Park District's Red Hawk Park Trick or Treat Trail on Halloween.

### 8.7 Special Announcement-Vice President, Dr. Bonita Berryman-Gilliam

Trustee Berryman-Gilliam had no special announcement at this time.

## 9. BOARD MEMBER REPORTS

### 9.1 Report on Webinars attended/Civic Engagement – Dr. Bonita Berryman-Gilliam, Nadia Sheikh

Trustees Sheikh and Berryman-Gilliam provided written reports to their fellow Trustees on the variety of webinars they have attended over the past several months with a focus on Equity, Diversity and Inclusion. Trustee Olson stated that the ILA Virtual Conference offerings that she attended were very informative.

### 9.2 Report on Discrimination and Harassment Training, Trustees Olson and Sheikh

Trustees Sheikh and Olson took the discrimination training that the staff were required to complete in October. They both stated that it was very well done. Trustee Olson stated that we have come a long way as a society in the past 50 years towards addressing workplace harassment. Trustee Sheikh agreed.

## 10. AGENDA BUILDING FOR THE NEXT LIBRARY BOARD MEETING

10.1 Recommendation, Re: Approval of the Formation of Diversity, Equity, Inclusion and Social Justice Committee

11. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:16 p.m.

December 16, 2020

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees