

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: July 21, 2021

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

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

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

Carol Stream resident Samantha Wright was administered the Oath of Office for Library Trustee

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Jourdan, Larimer, Wright, Olson, Patel, Berryman-Gilliam and Lynch.

Absent: None

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, residents Ronald Wright and LeeAnne Reis-Ong, Sarah Stocking from Examiner Publications, Madison Blumbl ASL interpreter.

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

**Trustee Olson moved** and **Trustee Berryman-Gilliam seconded** the establishment of a Consent Agenda for the Regular Meeting of July 21, 2021. Motion approved.

Ayes ..... 7 Trustees Jourdan, Larimer, Wright, Olson, Patel, Berryman-Gilliam and Lynch

Nays ..... 0

Absent..... None

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

Ayes ..... 7 Trustees Jourdan, Larimer, Wright, Olson, Patel, Berryman-Gilliam and Lynch

Nays ..... 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of June 16, 2021

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

- 6.3 Report from the President, Justin Lynch-None
- 6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.5 Human Resources Committee Report -None
- 6.6 Facilities Committee Report - None
- 6.7 Finance Committee –None
- 6.8 EDI Committee-None
- 6.9 Recommendation, Re: Approval of New Job Description for Youth Services Bi-Lingual Librarian
- 6.10 Recommendation, Re: Approval of Job Description Revisions for Assistant Director and Youth and Adult Services Librarians
- 6.11 Recommendation, Re: Approval of FY 22 Quarterly Payments to SWAN Library Consortium
- 6.12 Recommendation, Re: Approval of Self-Check Machines Payment
- 6.13 Approval of Disbursements of June 1-30, 2021 plus the Addendum for the Meeting of July 21, 2021
- 6.14 Assistant Director’s Report, Mary Clemens
- 6.15 Adult Services Report, Laura Hays
- 6.16 Circulation Department Report, Jeri Cain
- 6.17 Human Resources Report, Mary Pellico
- 6.18 Information Technology Report
- 6.19 Illinois Library Association Virtual Conference: October 12-14, 2021
- 6.20 Board Member Reports-None

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

Ayes ..... 7 Trustees Jourdan, Larimer, Wright, Olson, Patel, Berryman-Gilliam and Lynch

Nays ..... 0

Absent..... None

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

Recommendation, Re: Approval of New Job Description for Youth Services Bi-Lingual Librarian

Background information:

To better serve the community, the Youth Services department will be adding a bi-lingual Spanish/English Librarian to their department in the near future. A job description was created to outline the responsibilities.

Recommendation, Re: Approval of Job Description Revisions for Assistant Director and Youth and Adult Services Librarians

Background information:

Revisions were made to these job descriptions to reflect their current responsibilities. The Librarian job descriptions will be used for both full and part-time employees.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period June 1-30, 2021 plus the Addendum for the meeting of July 21, 2021 in the amount of \$144,680.39.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of Board President Committee Appointments

**Trustee Olson moved** and **Trustee Berryman-Gilliam** seconded that the Library Board of Trustees approve the Board President Committee Appointments. Motion approved.

Ayes ..... 7 Trustees Jourdan, Larimer, Wright, Olson, Patel, Berryman-Gilliam and Lynch

Nays ..... 0

Absent..... None

Background information:

*STANDING COMMITTEES:*

FINANCE

Dr. Bonita Berryman-Gilliam, Chair

Nancy Olson

Justin Lynch, Ex-Officio

Library Director, Ex-Officio

HUMAN RESOURCES

Mansi Patel, Chair

Nancy Olson

Samantha Wright

Justin Lynch, Ex-Officio

Library Director, Ex-Officio

FACILITIES

David Larimer, Chair

Ed Jourdan

Samantha Wright

Justin Lynch, Ex-Officio

Library Director, Ex-Officio

*SPECIAL COMMITTEES:* Appointed As Needed

EDI COMMITTEE

Dr. Bonita Berryman-Gilliam, Chair

Samantha Wright

Justin Lynch, Ex-Officio

Library Director, Ex-Officio

7.2 Discussion: Klein Creek Streambank Stabilization and Wetland Creation

Background information:

The Library was contacted by an engineer from the Village of Carol Stream regarding the necessity to stabilize the banks of Klein Creek between Illini and Mitchell Lake. This project will have an impact on the Library’s north lot and east side of the building adjacent to the creek. The Library will be hiring a designer to provide the Village with sketches and designs for how the Library can optimize these changes to the creek area and continue to provide a walkway and beautiful outdoor space for Library patrons without compromising the Library’s wants, needs and aesthetics. Director Westgate received a recommendation from the Park District for an outside designer that they have used that specializes in landscape architecture and parks & recreation. She will keep the Board updated with the process and the progress as

this project unfolds. The Village needs to submit their plans for the area to the IEPA by the end of the calendar year.

7.3. REPORT OF THE LIBRARY DIRECTOR

Trustees Larimer and Lynch were excited to hear that the Library will be hosting a traveling exhibition from January 3-March 3, 2022 through the University of Miami (Ohio) Art Museum. The exhibition is titled "Telling a People's Story: African-American Children's Illustrated Literature." It is comprised of twelve museum quality panels that will be displayed in different locations in the library. A variety of programs and book displays will also be planned around this two-month event. Trustee Larimer recommended that the Library purchase a years' supply of the upgraded HVAC filters since they are in high demand right now. Director Westgate stated that she would look into it.

7.4. MONTHLY STAFF REPORTS

7.4.1 Youth Services Report, Amy Teske

Trustee Lynch was pleased to see that the demand for the Youth Services Binge Boxes Is at their highest level yet. He inquired about the TIK Tok quesadillas that were part of an online cooking program for kids. YS Manager Teske stated they were regular quesadillas with a catchy name.

8. EXECUTIVE SESSION

**Trustee Berryman-Gilliam** 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 Jourdan, Larimer, Wright, Patel, Olson, Berryman-Gilliam and Lynch  
Nays ..... 0  
Absent..... None

Accordingly, the Meeting was closed to the public at 7:34 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:06 p.m.

Secretary Patel called the roll.

Present: Trustees Jourdan, Larimer, Wright, Olson, Patel, Berryman-Gilliam and Lynch  
Absent: None

8.1 Recommendation, Re: Approval of Minutes of the Executive Session Minutes of September 30, 2020

**Trustee Lynch** Moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the Executive Session minutes of September 30, 2020 and that they remain closed at this time. Motion approved.

Ayes ..... 6 Trustees Jourdan, Larimer, Patel, Olson, Berryman-Gilliam and Lynch  
Nays ..... 0  
Abstain ..... 1 Trustee Wright  
Absent..... None

8.2 Recommendation, Re: Approval of Minutes of the Executive Session Minutes of June 9 and June 10, 2021

**Trustee Patel** Moved and **Trustee Larimer** seconded that the Board of Library Trustees approve the Executive Session minutes of June 9 and June 10, 2020 and that they remain closed at this time. Motion approved.

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

Nays ..... 0  
Abstain ..... 1 Trustee Wright  
Absent..... None

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

**Trustee Lynch** Moved and **Trustee Patel** seconded that the Board of Library Trustees approve the release of the Executive Session minutes of December 18, 2019 and July 15, 2020 and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes ..... 7 Trustees Jourdan, Larimer, Wright, Patel, Olson, Berryman-Gilliam and Lynch  
Nays ..... 0  
Absent..... None

9. ADJOURN

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

Ayes ..... 7 Trustees Jourdan, Larimer, Wright, Olson, Patel, Berryman-Gilliam and Lynch  
Nays ..... 0  
Absent..... None

Meeting adjourned at 8:10 p.m.

August 18, 2021

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees