

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 50188

DATE: May 18, 2022

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

3. Roll Call

Director Westgate called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Rogers, Olson, Larimer and Lynch

Absent: Trustee Patel

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno and Youth Services Manager Amy Teske

4. PUBLIC PARTICIPATION – Citizen Hal Bilodeau shared his concerns regarding a special June Storytime program to be presented by Youth Services staff. He recommended that information on the presenter and content of the program be provided to the registrants.

5. CONSENT AGENDA

Trustee Olson moved and **Trustee Hudspeath seconded** the establishment of a Consent Agenda for the Regular Meeting May 18, 2022. Motion approved.

Ayes 6 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Larimer and Lynch

Nays 0

Absent..... Trustee Patel

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

Ayes 6 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Larimer and Lynch

Nays 0

Absent..... Trustee Patel

5.1 Minutes of the Regular Board meeting of April 20, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2022

5.3 Recommendation, Re: Approval of the Annual Report to the Village for FY2022

5.4 Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2022

5.5 Recommendation, Re: Approval of Revision to Marketing Coordinator Job Description

- 5.6 Recommendation, Re: Approval of Custodian Job Description
- 5.7 Recommendation, Re: Approval of ATA Group Accounting Services for FY23
- 5.8 Approval of Disbursements of April 1-30, 2022 plus the Addendum for the Meeting of May 18, 2022

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

Ayes 6 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Larimer and Lynch

Nays 0

Absent..... Trustee Patel

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

Recommendation, Re: Approval of the Annual Report to the Village for FY2022

Background information:

The Director prepared the Annual Report (FY21/22) for the Village as required by state law. It includes an overview of the Library's past fiscal year's finances and services.

Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2022

Background information:

Public Law 92-0166 requires annual Board action and notification to the Library's regional library system, RAILS, for how the Library will be calculating non-resident library card fees. The Library uses the tax method. The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant's property – the same as the calculation for a resident which is currently .2752 % for their 2021 property taxes. This rate tends to change each year and requires annual Board approval. The fee for renters is equal to 15% of the average monthly rent.

Recommendation, Re: Approval of Revision to Marketing Coordinator Job Description

Recommendation, Re: Approval of Custodian Job Description

Background Information:

The HR Committee met on May 18, 2022 and reviewed the Custodian job description and the revision to the Marketing Coordinator job description. Following review, the committee came to a consensus to approve the job descriptions at the Regular Board meeting.

Recommendation, Re: Approval of ATA Group Accounting Services for FY23

Background Information:

The Library's Accounting Service, ATA Group, LLP's new monthly accounting service fee is \$1,150, an increase of \$50/month over last fiscal year's rate, an increase of 4.5%.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1-30, 2022 plus the Addendum for the meeting of May 18, 2022 in the amount of \$345,475.89.

6. REPORT OF THE LIBRARY DIRECTOR

Trustee Lynch asked about the Library's after school security services being cancelled for the remaining period of this school year. The Director stated that staff are confident that they are able to address any current behavior policy violations that may occur. Security service needs will be reviewed prior to the start of the new school year in August. He asked about the leak that the building experienced in a section of the north end of the building. The flashing in one area experiences leakage into the building when the rain is blown in a specific direction. Maintenance staff are confident that they will be able to either have a contractor come out and address the issue or caulk the area themselves. Trustee Lynch reminded the Board about the parade on July 2 and encouraged Trustee participation. Trustee Leszczewicz will be attending a Trustee Workshop on May 21. Director Westgate shared that Geek Fest!, scheduled on Saturday, May 21, may be rescheduled due to the weather forecast of thunderstorms that day.

7. MONTHLY STAFF REPORTS

The Board commented on the new flyer that was prepared in the Adult Services department for small businesses in the area. They were especially impressed with the Book-A-Librarian Business appointment that is available for small business owners to have a one-on-one experience with the Library's Business Librarian to learn about library resources that could benefit their business.

8. UNFINISHED BUSINESS – None

9. BOARD MEMBER REPORTS-None

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:13 p.m.

Ayes 6 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Larimer and Lynch

Nays 0

Absent..... Trustee Patel

June 15, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees