

**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: February 19, 2020 TIME: 7:00 p.m.
**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 N. Gary Ave.,
Carol Stream, IL 60188**

I. CALL TO ORDER

Vice President Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:00 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, and Sheikh
Absent: Trustee Jourdan
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Olson seconded the establishment of a consent agenda for the Regular Meeting of February 19, 2020. Motion approved.

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

Trustee Berryman-Gilliam moved and Trustee Larimer seconded that the following items be included on the Consent Agenda. Motion approved.

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

A. Minutes of Regular Meeting of January 15, 2020

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2020
- C. Recommendation, Re: Approval of Purchase of Everbright Light Feature
- D. Recommendation, Re: Approval of Recommendation Regarding Staff Compensation for FY 20/21
- E. Approval of Disbursements for the Period January 1, 2020 to January 31, 2020, plus the Addendum for the Meeting of February 19, 2020
- F. Report of the Library Director
- G. Thank You Letter from Carol Stream Christmas Sharing Program for Library Participation
- H. Thank You Card from Girl Scout Troop Lego Robotics Team
- I. Thank You Card from Staff Member Mary Clemens
- J. Thank You Card from Staff Member Heidi Krueger
- K. Illinois Library Association Trustee Forum Workshop, Saturday, March 14, 2020, Chicago Marriot in Oak Brook, IL

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

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

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

Recommendation, Re: Approval of Purchase of Everbright Light Feature

Background information:

The Everbright is an interactive wall feature produced in Oakland California that is to be installed in the Youth Services Early Literacy area. It is an all-inclusive feature with no removable pieces. It is a 4’X8’ wall panel of touchable light-up circles. Each circle can be any color in the spectrum with just a turn. When the Everbright is not being used, it has a variety of screen saver patterns that can move across the wall or be fixed. The wall panel options are controlled through an iPad. Everbrite is easy to use by very young patrons and patrons that may have limited physical capabilities. It can be cleaned/wiped down with disinfecting wipes. The cost including shipping and insurance is \$27,092. Board approval is required for any purchases exceeding \$10,000.

Recommendation, Re: Approval of Recommendation Regarding Staff Compensation for FY 20/21

Background Information:

The employees of the Carol Stream Library approach their work with a team mentality of everyone working together to fulfill the Library’s Mission and Vision. They exhibit dedication to the organization’s success on a daily basis. This past year management and staff have devoted countless hours to the Library’s Renovation Project. In addition they have creatively provided

programs off site and developed and deepened our partnerships in the community and with surrounding libraries. Even with the revolving service desks and collection locations, they have continued to provide excellent customer service to all of our patrons. A pool of 4% for merit pay increases for staff is recommended for FY21. These increases would be awarded between zero and 4%, dependent upon performance. The FY21 budget accommodates these increases.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1, 2020 to January 31, 2020, plus the Addendum for the Meeting of February 19, 2020 in the amount of \$317,684.56.

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.

February Employee Anniversaries: **Susan Grude-2/01/95-Technical Services (25 Year Anniversary)**; Clare Meehan-2/11/97-Youth Services; **Adriana Albers-2/14/00-Youth Services (20 Year Anniversary)**; Anjali Rentfleish-2/19/18-Circulation.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

A. Legislative Luncheon Report

Trustees Lynch and Sheikh attended the ILA (Illinois Library Association) annual Legislative Luncheon in Oak Brook. Some of the topics that legislators touched upon were the importance of the 2020 Census, net neutrality and providing broadband to rural areas. Trustee Sheikh shared that RAILS had produced a short video on seniors and their relevancy.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

MONTHLY STAFF REPORTS

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

Trustee Larimer inquired about the Library's robotic window washer. Director Westgate stated that that it had not been used yet. A cart has been ordered for the Keurig machine in the new Café area. The Library is pursuing recycling of the K-cups. Trustee Lynch commented on Youth Services Librarian Laura Spradlin's extensive research in searching for the Little Mermaid TV show on video. They were only released on videotape so the Library was unable to purchase the item for the collection. All of the DVD versions that came up in the search were bootlegs.

ANNOUNCEMENTS

- A. Library Opening at 3:00 p.m. on February 24 and 25 to Accommodate Renovation Project Work

Background information:

It is necessary to open late in order to complete the carpeting in the lobby and additional renovation work that would interfere with patrons' use of the Library.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:26 p.m.

April 15, 2020
Date approved

Mansi Patel, Secretary, Board of Library Trustees