

**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: April 15, 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 Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:11 p.m.

PLEDGE TO THE FLAG

President Jourdan 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, Sheikh and Jourdan

Absent: None

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 April 15, 2020. Motion approved.

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

Nays 0

Absent..... None

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

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

Nays 0
Absent..... None

- A. Minutes of Regular Meeting of February 19, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 29, 2020 and March 31, 2020
- C. Recommendation, Re: Approval of FY21 Working Budget
- D. Recommendation, Re: Approval of Transfer of \$200,000 from the General Fund to the Capital Maintenance and Repair Fund
- E. Recommendation, Re: Approval of Transfer of \$15,000 from the General Fund to the Liability Insurance Fund
- F. Recommendation, Re: Approval of Personnel Policy # 314, FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19
- G. Recommendation, Re: Approval of Emergency Closing Pay for Library Staff
- H. Recommendation, Re: Approval of Library Staff Working and Training Remotely
- I. Recommendation, Re: Approval of Granting the Library Director with the Authority to Make the Decisions to Extend Closing the Library, Pay Staff, Pay Invoices and Purchase Necessary Equipment, Materials or Services During the COVID-19 Crisis
- J. Approval of Disbursements for the Period February 1, 2020 to February 29, 2020, plus the Addendum of March 18, 2020 and the Approval of Disbursements for the Period March 1, 2020 to March 31, 2020, plus the Addendum for the meeting of April 15, 2020
- K. Report of the Library Director

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

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

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

Recommendation, Re: Approval of FY21 Working Budget

Background information:

The working budget for the upcoming fiscal year was prepared for Trustee review and approval. To prepare as accurate a budget as possible, the Director uses the most recent audit which has the final numbers for each budget line from the last fiscal year, the current budget and compares it to the current outlay from each budget line, review of all current contracts, and an assessment of the special fund accounts past, current and future costs. In addition new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, IMRF, health

insurance costs, etc.) are included. Notable changes to any budget lines from the prior year are outlined on a separate document for the Board to review.

Recommendation, Re: Approval of Transfer of \$200,000 from the General Fund to the Capital Maintenance and Repair Fund

Recommendation, Re: Approval of Transfer of \$15,000 from the General Fund to the Liability Insurance Fund

Background Information:

The Library's revenues exceeded expenses during the Fiscal Year. As a result the Library is able to transfer \$200,000 to the CM&R fund to ensure that the Library has the necessary funds in the future to maintain and repair the building and cover other Capital expenses that may occur. In analyzing the Liability Insurance Fund, it was necessary to make a small transfer to the fund to ensure there are enough funds available to cover the FY21 liability expenses.

Recommendation, Re: Approval of Personnel Policy # 314, FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Background Information:

As a requirement of the Families First Coronavirus Response Act (FFCRA) it is necessary for the Library to add this new personnel policy so that the Library is in compliance with the new act.

Recommendation, Re: Approval of Emergency Closing Pay for Library Staff

Background Information:

Board approval is required to extend Emergency Closing pay beyond three days.

Recommendation, Re: Approval of Library Staff Working and Training Remotely

Background Information:

During the shelter-in-place order, Library staff is teleworking from home.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period February 1, 2020 to February 29, 2020, plus the Addendum of March 18, 2020 in the amount of \$587,601.28 and the disbursements for the period of March 1, 2020 to March 31, 2020, plus the Addendum for the meeting of April 15, 2020 in the amount of \$280,468.34.

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.

March Employee Anniversaries: Richard Karney-3/03/98-Circulation; Amy Teske-3/17/14-Youth Services and Katherine Stanton-3/1/16-Adult Services.

Regular Meeting

V. ANNOUNCEMENTS

- A. Library Will Remain Closed During the Governor’s Shelter-At-Home Order and Not Reopen Until Library Services Can be Provided to the Community While Maintaining a Healthy and Safe Environment for Staff and Patrons

Trustee Larimer stated that he had heard about vaporized hydrogen peroxide used as a disinfectant. Director Westgate stated that she would research it and see if it was an option for the Library.

VI. ADJOURNMENT

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 7:30 p.m.

May 20, 2020
Date approved

Mansi Patel, Secretary, Board of Library Trustees