

**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: June 17, 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

Vice-President Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:09 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, Jourdan, Lynch, Patel, Olson, and Sheikh.
Trustee Larimer arrived at 7:15 p.m.

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of June 17, 2020. Motion approved.

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

Nays 0

Absent..... Trustee Larimer

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

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

Nays 0

Absent..... Trustee Larimer

- A. Minutes of Regular Meeting of May 20, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2020
- C. Recommendation, Re: Approval of Illinois Public Library Annual Report (IPLAR)
- D. Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2020
- E. Recommendation, Re: Approval of Personnel Policy, Infectious Disease Policy #605
- F. Recommendation, Re: Approval of Fence Replacement
- G. Approval of Disbursements for the Period May 1, 2020 to May 31, 2020, plus the Addendum for the meeting of June 17, 2020
- H. Report of the Library Director
- I. Library Providing Curbside Pick-Up Services, Beginning June 3, 2020
- J. Library Closed for Services July3-July 5, 2020 for the Fourth of July Holiday

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

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

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

Recommendation, Re: Approval of Illinois Public Library Annual Report (IPLAR)

Background information:

The Library's Annual Report is submitted to the Illinois State Library by July 1 of every year. It contains all of the annual statistics for the Library's past fiscal year (May 1, 2019-April 30, 2020). This past year's data varies from past reports due to the Library's construction project and the forced closing that began on March 14. Both of these events had an impact upon some of the Library's annual statistics. The data in the report covers the Library's finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc.

Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2020

Background Information:

Each year, the Board is required to pass the Non-Resident Card fee for the new fiscal year. The Carol Stream Library uses the tax -bill method to calculate non-resident library card fees. It is based upon the year's tax rate that residents pay for their Library taxes. This year's tax rate is .2789% (down from last year's rate of .2938) of a resident's property's assessed value. If a nonresident is a renter, they are charged 15% of their monthly rent. Once this is passed RAILS (Reaching Across Illinois Library System) is notified for their records.

Recommendation, Re: Approval of Personnel Policy, Infectious Disease Policy #605

Background Information:

In response to the recent pandemic that the state and country is experiencing, it is recommended that the Library adopt an Infectious Disease Policy. The policy was developed with resources from HRSource and other sources. It was then reviewed by the Library's attorney. Once adopted, the Library will be better prepared to respond to these types of situations going forward.

Recommendation, Re: Approval of Fence Replacement

Background Information:

The fence that borders the Library's northeast wooded lot has been deteriorating over time. It is now at a point where it will need to be replaced. The fence was originally built in 2005. To replace the fence, will require tearing down the existing fence and installing the new one.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period May 1, 2020 to May 31, 2020, plus the Addendum for the meeting of June 17, 2020 in the amount of \$77,993.73.

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.

June Employee Anniversaries: Mary Clemens-6/6/94 (Administration/Tech Services); John Steadman-6/14/06 (Circulation); Joseph Geshkewich-6/12/14 (Circulation); **Mary Pellico-6/19/15 (Human Resources) 5 Year Anniversary;** Michael Sothwell-6/24/19 (Circulation)

Regular Meeting

V. NEW BUSINESS

A. Recommendation, Re: Approval of Addendum to Policy Governing Patron Behavior-Face Covering/Face Mask Requirement

Trustee Sheikh moved and Trustee Olson seconded that the Carol Stream Public Library Board of Trustees approve the Addendum to the Policy Governing Patron Behavior-Face Covering/Face Mask Requirement. Motion approved.

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

Background information:

In preparation of opening the Library building with limited access to patrons, it is necessary for the Library to add an addendum to the Policy Governing Patron Behavior. The Addendum addresses the requirement to wear a face mask in the Library and to practice social distancing.

B. Recommendation, Re.: Approval of Phase Four Re-Opening Plan

Trustee Berryman-Gilliam moved and Trustee Larimer seconded that the Carol Stream Public Library Board of Trustees approve the Phase Four Re-opening Plan. Motion approved.

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

Background Information:

The Library will begin to provide limited access to the physical building on July 6. This will be a Grab & Go Service for patrons to browse the collections and bring their items to the self-check machines. Computer services and seating will not be available at this time.

C. Discussion: Establishment of a Committee/Task Force on Social Fairness/Acceptance & Inclusion

Background information:

Director Westgate recommended that the Library create a committee comprised of two Board members and several Library staff to discuss what the Library can do as an institution to work towards social fairness. The committee will be able to provide a guide and recommendations to build upon and enhance the things that the Library is already doing to be culturally responsive to the community. Many forms of bias and unconscious bias exist in our society such as race, religion, sexuality, obesity, and others. The Library is in a unique position to provide the community with information, knowledge and programming that can lead to positive change. It is the Library’s goal to provide resources and experiences for our patrons that lead to understanding, acceptance and inclusion of others. The committee would begin meeting this fall. First steps would include developing a name and a mission for the group, that are appropriate to the Library's role in the community.

VI. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:11 p.m.

June 17, 2020
Date approved

Mansi Patel, Secretary for the Board of Library Trustees