

**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: September 16, 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](http://www.cslibrary.org).**

**I.            CALL TO ORDER**

President Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:03 p.m.

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

**II.          ROLL CALL**

Secretary Patel called the roll.

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

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 September 16, 2020. Motion approved.

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

Nays ..... 0

Absent..... None

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

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

Sheikh  
Nays ..... 0  
Absent..... None

- A. Minutes of the Regular Meeting of August 19, 2020
- B. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- C. Review Statement of Cash Receipts and Disbursements May 1, 2019-April 30, 2020
- D. Recommendation, Re: Approval of Expenses over \$10,000 for Fence Replacement
- E. Approval of Disbursements for the Period August 1, 2020 to August 31, 2020, plus the Addendum for the meeting of September 16, 2020
- F. September is National Library Card Sign-Up Month
- G. Banned Books Week, September 27-October 3, 2020

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

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

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

Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

Background information:

Board approval is required by Library policy for expenditures exceeding \$10,000.

Review Statement of Cash Receipts and Disbursements May 1, 2019-April 30, 2020

Background information:

It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of the Library's General Fund balances for the year, a list of vendors that were paid \$2,500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2020 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

Recommendation, Re: Approval of Expenses over \$10,000 for Fence Replacement

Background information:

Board approval is required by Library policy for expenditures exceeding \$10,000.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period August 1, 2020 to August 31, 2020, plus the Addendum for the meeting of September 16, 2020 in the amount of \$230,715.18.

**Regular Meeting**

**V. NEW BUSINESS**

None

**VI. 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.

September Employee Anniversaries: Robin Harwood-9/07/93-Youth Services; Heidi Krueger-9/07/04-Adult & Teen Services; Sarah Kovac-9/03/08-Adult & Teen Services; Antonio Fonseca-9/09/14-Maintenance; Nathaniel Wagner-9/21/15-Adult & Teen Services.

Trustee Lynch stated that he thought it was great that the Library hosted the onsite presence of the Wheaton League of Women Voters to provide drive up voter registration at the Library.

**VII. MONTHLY STAFF REPORTS**

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

Trustee Berryman-Gilliam commented that it was nice that the Library had put together a COVID Safety Committee made up of staff members to provide them with a voice and the ability to contribute to the safety of their co-workers. Trustee Lynch was impressed by the online program Kids’ Table that the Youth Services Department was offering. Trustee Sheikh commented on Youth Services Librarian Leigh Anne Wilson reaching out to the author of *Everybody Says Meow* and the reenactment that staff did of the story that was posted online. Trustees were informed that the Library is now quarantining materials for seven days based upon test results and the recommendation of RAILS (Reaching Across Illinois Library System).

**VIII. EXECUTIVE SESSION**

**Trustee Lynch moved and Trustee Olson seconded** that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (21) and the discussion of performance and compensation for specific employees as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (1) and nothing else. Motion approved.

Ayes ..... 7 Trustees Jourdan, Larimer, Lynch, Patel, Olson, Berryman-Gilliam and Sheikh  
Nays ..... 0

Absent..... None

Accordingly, the Meeting was closed to the public at 7:24 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:43 p.m.

Secretary Patel called the roll.

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

Absent: None

Also Present: Director Susan Westgate

**A. Recommendation, Re: Approval of Minutes of the Executive Session of July 15, 2020**

**Trustee Lynch moved and Trustee Patel seconded** that the Board of Library Trustees approve the minutes of the Executive Session of July 15, 2020 and that they remain closed at this time. Motion approved.

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

Nays ..... 0

Absent..... None

**B. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on September 16, 2020**

**Trustee Olson moved and Trustee Patel seconded** that the Board of Library Trustees approve the staff compensation as discussed in Executive Session on September 16, 2020. Motion approved.

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

Nays ..... 0

Absent..... None

**IX. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:46 p.m.

November 18, 2020

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees