

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: October 21, 2020

TIME: 7:00 p.m.

PLACE: Due to the COVID-19 pandemic, the Library conducted an online audio Board Meeting through Zoom to conduct essential business. The audio recording of the meeting is available online on the Library's website [www.cslibrary.org](http://www.cslibrary.org).

1. Welcome and Call to Order

President Sheikh called the meeting to order at 7:06 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Jourdan, Larimer, Lynch, Olson, Patel and Sheikh

Absent: Trustee Berryman-Gilliam

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, Sikich Representative Laura Babula, Friends of the Library members President Karen Shreve, Secretary Linda Waggoner and Treasurer/Membership Margaret Leabru.

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS – Nadia Sheikh

4.1 National Friends of Libraries Week, Oct. 18-24, 2020

4.1.1 Recommendation, Re: Approval of Resolution #292 Recognition of Friends of the Carol Stream Public Library

**Trustee Lynch moved and Trustee Olson seconded** that the Carol Steam Library Board of Trustees Approve Resolution #292Commendation of Friends of the Carol Stream Public Library. Motion approved.

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Patel and Sheikh

Nays ..... 0

Absent..... Trustee Berryman-Gilliam

VILLAGE OF CAROL STREAM, ILLINOIS LIBRARY BOARD RESOLUTION #292

RE: COMMENDATION OF FRIENDS OF THE CAROL STREAM PUBLIC LIBRARY

WHEREAS, Friends of the Carol Stream Public Library raise money that enables our Library to move from good to great – providing the resources for additional programming, much needed equipment, support for summer reading programs, and special events throughout the year;

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our Library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

WHEREAS, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our Library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

WHEREAS, the Friends volunteer at special Library events throughout the year demonstrating their dedication to the Library's mission with their gracious and welcoming nature;

WHEREAS, the Friends' gift of their time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

Now, therefore, be it resolved that Board of Library Trustees proclaims October 18-24, 2020, as Friends of Libraries Week in Carol Stream, Illinois and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

#### 4.2 Special Announcement – Vice President, Dr. Bonita Berryman-Gilliam

Tabled until November Board Meeting

#### 4.3 Adult/Teens Program offered on October 26, 2020 at 6:30 pm--More Than a Month: A Conversation on Equity, Diversity, and Inclusion

President Sheikh acknowledged the Adult Services department for their More Than a Month programming and encouraged the Trustees to attend the upcoming program being presented on October 26.

#### 5. PUBLIC PARTICIPATION – None

#### 6. Consent Agenda-None

#### 7. APPROVAL OF MINUTES

7.1 Minutes of the Regular Board Meeting of September 16, 2020-Draft Minutes to be posted, approval tabled until November Board meeting

7.2 Minutes of the Special Board Meeting of September 30, 2020-Draft Minutes to be posted, approval tabled until November Board meeting

#### 8. MONTHLY REPORTS OF THE TREASURER – Nancy Olson

8.1 Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2020  
Tabled until November Board meeting.

#### 9. BOARD AND COMMITTEE REPORTS

##### 9.1 Report from the President, Nadia Sheikh

President Sheikh discussed with the Board what the responsibilities are for Library Trustees and their important role in setting the Vision for the Library and developing a strategic plan for the future.

##### 9.2 Report from the Vice President, Dr. Bonita Berryman-Gilliam-Absent

##### 9.3 Board Committee Reports-Committee Chairs

9.3.1 Human Resources Committee – Dr. Bonita Berryman-Gilliam-Absent

9.3.2 Facilities Committee - David Larimer-None

9.3.3 Finance Committee – Justin Lynch-None

10. NEW BUSINESS

10.1 Review of Fiscal Year 2020 Audit with Sikich Representative Laura Babula

Sikich representative Laura Babula presented the Library’s FY2020 Annual Financial Report and Auditor’s Communication to the Board. The auditor issued an unmodified audit opinion. An unmodified opinion is issued when the financial statements “give a true and fair view” and the organization under audit has gone in accordance with all requirements. It is the highest opinion that can be given.

10.2 Acceptance of 2020 Audit as Presented

**Trustee Olson moved and Trustee Larimer seconded** that the Carol Steam Library Board of Trustees accept the 2020Audit as presented. Motion approved.

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

10.3 Recommendation, Re: Approval of Resolution # 291, 2020 Request for Tax Levy

The 2020 Request for Tax Levy is required to be approved and submitted to the Village of Carol Stream. There was no increase to the levy amount from last year, \$3, 674,461.

**Trustee Patel moved and Trustee Lynch seconded** that the Carol Steam Library Board of Trustees Approve Resolution #291, 2020 Request for Tax Levy. Motion approved.

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

10.4 Recommendation, Re: Approval of Annual Renewal of Chicago Tribune/Historical Chicago Tribune Database

ProQuest provides the Library with the online product of Chicago Tribune Current, an online version of their print product, and Chicago Tribune Historical which provides archival access to the Tribune back to 1849. The renewal cost is \$11,159.95, a 3.8% increase from last year. In FY20 the Library averaged 123 uses per month for an average cost per use of \$7.29. Approval for the ProQuest renewal is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000.

**Trustee Jourdan moved and Trustee Olson seconded** that the Carol Steam Library Board of Trustees Approve the annual renewal of the Chicago Tribune/Historical Chicago Tribune database. Motion approved.

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

10.5 Recommendation, Re: Approval of Library Closure for Library Services on Election Day, Tuesday, November 3, 2020

**Trustee Lynch moved and Trustee Larimer seconded** that the Carol Steam Library Board of Trustees approve the closure for Library Services on Election Day, Tuesday, November 3, 2020. Motion approved.

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

10.6 Recommendation, Re: Approval of Revision of Borrowing Policy

The Library Board is required to review the Library’s Borrowing and Collection Development Policy every two years. The Management Team recently reviewed both polices. There are some minor revisions to the Borrowing Policy to update the Library’s consortia to SWAN.

**Trustee Olson moved and Trustee Sheikh seconded** that the Carol Steam Library Board of Trustees approve the revision of the Library’s Borrowing Policy. Motion approved.

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

10.7 Review of Collection Policy

The Library’s Collection Policy has been reviewed by the staff and Board and no revisions are needed at this time.

10.8 Discussion: Building Security

The Library has hired a security service employee for Tuesday, November 3. Two additional security video cameras were installed, one outside at the Library entrance and an indoor camera in the Youth Services area.

11. DISBURSEMENTS

11.1 Approval of Disbursements of September 1-30, 2020 plus the Addendum for the Meeting of Oct. 21, 2020- Tabled until November Board meeting.

12. REPORT OF THE LIBRARY DIRECTOR, Susan Westgate

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.

October Employee Anniversaries: Renee Walther – 10/02/96-Circulation; Steve Dexheimer – 10/07/03-Youth Services; Jeri Cain – 10/01/12-Circulation; Melanie Johnson – 10/11/12-Circulation; Amy Danusiar – 10/24/16-Youth Services.

Director Westgate stated that there have not been any changes to the Library’s COVID-19 safety practices and that the mask and hand sanitizer requirements for patrons continue to be enforced to ensure the health and safety of all.

### 13. MONTHLY STAFF REPORTS

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

- 13.1 Assistant Director's Report, Mary Clemens
- 13.2 Adult Services Report, Laura Hayes
- 13.3 Youth Services Report, Amy Teske
- 13.4 Circulation Department, Jeri Cain
- 13.5 Human Resources, Mary Pellico
- 13.6 Marketing, Allison Porch
- 13.7 Information Technology

### 14. UNFINISHED BUSINESS-None

### 15. BOARD DEVELOPMENT

- 15.1 Discussion: Harassment and Discrimination Training for Trustees  
Trustees Shiekh and Olson stated that they would like to take the online training that the Library staff are required to complete. Director Westgate will arrange to get them registered for the training.

### 16. BOARD MEMBER REPORTS

- 16.1 Report on Webinars attended/Civic Engagement – Dr. Bonita Berryman-Gilliam-absent, Nadia Sheikh  
Tabled until November Board meeting.

### 17. AGENDA BUILDING FOR THE NEXT LIBRARY BOARD MEETING

- 17.1 Discussion: 2021 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*
- 17.2 Discussion: Formation of Diversity, Equity, Inclusion and Social Justice Committee
- 17.3 Review of Robert's Rules of Order

### 18. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:32 p.m.

November 18, 2020

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees