

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: January 20, 2021

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.

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

Director Westgate called the Roll.

Present: Trustees Larimer, Lynch, Olson, Patel, Berryman-Gilliam and Sheikh. Trustee Jourdan arrived at 7:28 p.m.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, Human Resources Manager Mary Pellico, Youth Services Librarian Adriana Albers, Acquisitions Associate Susan Grude, and Adult Services Librarian Nathaniel Wagner.

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-Nadia Sheikh

4.1 Library Staff Annual Anniversary Recognition

The Board of Trustees congratulated Library staff that had reached milestone work anniversaries. The staff were thanked for their contributions to the success of the Library as a whole. Comments were shared from Trustees, Managers and the staff members themselves. Allison Porch-Marketing Coordinator -- 5 year Anniversary; Mary Pellico – Human Resources Manager -- 5 year Anniversary; Nathaniel Wagner – Adult Services -- 5 year Anniversary; Adriana Albers – Youth Services -- 20 year Anniversary; Barb Boucher – Technical Services – 20 year Anniversary; Susan Grude – Technical Services – 25 year Anniversary.

4.2 Video Presentation: "The Story of Martin Luther King Jr." by Kid President

4.3 World Hijab Day, February 1, 2021

World Hijab Day is an annual event founded in 2013. The event takes place on February 1 each year in 140 countries worldwide. Its purpose is to encourage women of all religions and backgrounds to wear and experience the hijab. The hijab is a veil worn by most Muslim women in the presence of any male outside of their immediate family, which usually covers the head and chest, and sometimes the face.

4.4 Glenbard Parent Series: Uplifting All Children to Cultivate Critical Wellness: Race and Culture Matter, Thursday, February 25

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Lynch moved and **Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of January 20, 2021. Motion approved.

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

Nays 0

Absent..... Trustee Jourdan

6.1 Minutes of the Regular Board Meeting of December 16, 2020

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 31, 2020

6.3 Report from the President, Nadia Sheikh-None

6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None

6.5 Human Resources Committee Report-Bonita Berryman Gilliam-None

6.6 Facilities Committee Report - David Larimer-None

6.7 Approval of Disbursements of December 1-31, 2020 plus the Addendum for the Meeting of January 20, 2021

6.8 Report of the Library Director, Susan Westgate

6.9 Assistant Director's Report, Mary Clemens

6.10 Adult Services Report, Laura Hays

6.11 Youth Services Report, Amy Teske

6.12 Circulation Department Report, Jeri Cain

6.13 ILA Virtual Legislative Meet-up, Friday, February 19, 2021

6.14 Board Member Reports

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

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

Nays 0

Absent..... Trustee Jourdan

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period December 1-31 2020 to plus the Addendum for the meeting of January 20, 2021 in the amount of \$120,556.79.

ILA Virtual Legislative Meet-up, Friday, February 19, 2021

The ILA (Illinois Library Association) has scheduled a virtual Legislative Meet-up for West Suburban Libraries for Friday, February 19 from 12:00-1:30 p.m. This annual event provides libraries the opportunity to hear from local legislatures their standings on the importance that public libraries play in our Democracy.

7. BOARD AND COMMITTEE REPORTS

7.1 Finance Committee – Justin Lynch

Trustee Lynch shared that the Trustees are still seeing payments to FQC for the Library's Renovation project in the Library's financials. This is due to the delayed payments to contractors as a portion of their payments are withheld until FQC receives the required documentation for warranties, certified payrolls, etc. that the contractors are required to provide in order to receive payment.

8. NEW BUSINESS

8.1 Review: *Serving Our Public 4.0: Standards for Illinois Public Libraries*

Background information:

The requirement for the 2021 Per Capita Grant is for Library staff and the Board of Trustees to review *Serving Our Public 4.0 Standards for Illinois Public Libraries*. The Director and Board of Trustees went through the checklists for the entire publication and discussed any of the items that the Library needed to address or needed further development. The majority of the items in the publications are being met by the Carol Stream Public Library. The Library Director will work with Library staff to address any remaining applicable items that need to be improved or developed. The final grant application will be included with the February Board packet for final Board approval. Deadline for submitting the Per Capita Grant to the Illinois State Library is March 15, 2021.

8.2 Recommendation, Re: Approval of Staff Compensation Adjustments

Trustee Olson moved and **Trustee Berryman-Gilliam seconded** that the Carol Stream Public Library Board of Trustees approve the recommended staff compensation adjustments. Motion approved.

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

Nays 0

Absent..... None

Background information:

Following the approval of the upgraded pay grade structure at the December 2020 Board meeting, the Circulation Clerk position was moved from pay grade 2 to pay grade 3. Due to this update, a pay adjustment is needed for several employees in order to be compensated within the new pay grade. Four part-time employees' current hourly rates are below the minimum range of the new pay grade for their position. Following the review of all staff affected by the new pay grade, Human Resources Manager and the Library made recommendations to their current pay based upon tenure. The impact on the Library's current payroll is an increase of \$185 each two-week pay period or \$4,810 annually.

8.3 Recommendation, Re: Approval of Presidential Appointment of EDI Committee Chair and Committee Members

President Sheikh nominated Vice-President Berryman-Gilliam as Committee Chair for the newly formed EDI Committee. Vice-President Berryman-Gilliam accepted the nomination and Trustee Lynch accepted the nomination as a Committee Chair member. The Board President is an ex-officio member of all Board committees.

Trustee Sheikh moved and **Trustee Lynch** seconded that Vice-President Berryman-Gilliam be nominated for the EDI Committee Chair position with Trustee Lynch as a member. Motion approved.

Ayes 5 Trustees Lynch, Olson, Patel, Berryman-Gilliam, and Sheikh

Nays 1 Trustee Larimer

Abstain 1 Trustee Jourdan

Absent..... None

Background information:

The Library attorney was contacted in December and after attorney review it was determined that the Board had not properly followed the Library's By-laws regarding the appointment of a committee chair at the December Board meeting. During discussion, Trustee Larimer requested that the Board postpone or table the appointment. He stated that an EDI Committee was more appropriate as the responsibility of a Library staff committee and they would have more of an opportunity to work closely with other libraries and is not a Board Committee responsibility. Vice -President Berryman-Gilliam stated that Director Westgate had come to the Board with the idea of an EDI Library Committee. Director Westgate stated that she had desired that the committee not be subject to the Open Meetings Act (OMA) requirements. Board interest in participating on the committee made it subject to OMA. Library staff will be forming a separate EDI staff committee, that will not be subject to OMA, and staff will not be members of the Board's EDI Committee.

8.4 Human Resources Report, Mary Pellico

Trustee Lynch noted that the HR report listed three fraudulent unemployment claims. HR Manager Mary Pellico stated that the Library's Unemployment Insurance provider alerted her of any claims they received and that she was verifying whether they were legitimate or not. Two additional claims are currently open. She stated that fraudulent claims have been a prevalent problem in the state of Illinois during the pandemic.

8.5 Marketing Report, Allison Porch

Trustee Berryman-Gilliam shared that she enjoys the social media posts. In particular the December Ugly Sweater Contest. Trustee Olson is looking forward to the clickable photos of the Library's Spotlight shelves as a virtual browsing experience.

8.6 Information Technology

Trustee Larimer inquired why the time stamp was off on some of the security cameras. Adult Services Manager Laura Hays stated that the new server had been off, causing the time stamp error on a few of the newer cameras.

9. ADJOURN

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

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

Nays 0

Absent..... None

Meeting adjourned at 8:53 p.m.

February 17, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees