

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: May 19, 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 7:00 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, Berryman-Gilliam and Sheikh.

Absent: None

Also Present: Director Susan Westgate, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, Human Resources Manager Mary Pellico, Attorney Britt Islay (left meeting at 7:10 p.m.), American Sign Language (ASL) Interpreters Barbra Williams-Finley and Donna Brandwein, resident Leanne Reis-Ong

Election of President, Secretary and Treasurer of the Board of Library Trustees and Appointment of Vice President for two-year terms:

Trustee Patel nominated Trustee Lynch for President, seconded by Trustee Larimer. Trustee Lynch accepted the nomination.

Trustee Berryman-Gilliam nominated Trustee Sheikh for President. Trustee Sheikh accepted the nomination.

Trustee Olson moved to elect Trustee Lynch as President of the Board, **seconded by Trustee Larimer**. Motion approved.

Ayes 5 Trustees Jourdan, Larimer, Lynch, Olson and Patel

Nays 0

Abstain 2 Trustees Berryman-Gilliam and Sheikh

Absent..... None

Trustee Lynch nominated Trustee Patel for the position of Secretary. Trustee Patel accepted the nomination.

Trustee Lynch moved to elect Trustee Patel as Secretary of the Board, seconded by Trustee Berryman-Gilliam. Motion approved.

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

Trustee Lynch nominated Trustee Olson for the position of Treasurer, seconded by Trustee Patel. Trustee Olson accepted the nomination.

Trustee Patel moved to elect Trustee Olson as Treasurer of the Board, seconded by Trustee Berryman-Gilliam. Motion approved.

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

Trustee Berryman-Gilliam accepted the appointment as Vice-President to the Library Board of Trustees.

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

4.1 May is Asian American and Pacific Islander Heritage Month

4.2 Eid al-Fitr (Celebration Marking the End of Ramadan) was celebrated on May 13, 2021

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Olson moved and **Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of May 19, 2021. Motion approved.

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

Trustee Larimer moved and **Trustee Jourdan 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

6.1 Minutes of the Regular Meeting of April 21, 2021

6.2 Minutes of the Special Meeting of April 28, 2021

6.3 Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2021

6.4 Report from the President, Justin Lynch-None

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

6.6 Human Resources Committee Report-Bonita Berryman Gilliam-None

6.7 Facilities Committee Report - David Larimer-None

6.8 Finance Committee – Justin Lynch - None

6.9 Recommendation, Re: Approval of the Annual Report to the Village for FY2021

6.10 Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2021

6.11 Recommendation, Re: Approval of Revision to Addendum to Library Policy Governing Patron Behavior-Face Covering/Face Mask Requirement

6.12 Approval of Disbursements of April 1-30, 2021 plus the Addendum for the Meeting of May 19, 2021

6.13 Report of the Library Director, Susan Westgate

6.14 Assistant Director’s Report, Mary Clemens

6.15 Adult Services Report, Laura Hays

6.16 Youth Services Report, Amy Teske

6.17 Circulation Department Report, Jeri Cain

6.18 Human Resources Report, Mary Pellico

6.19 Marketing Report, Allison Porch

Trustee Berryman-Gilliam moved and Trustee Sheikh 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 the Annual Report to the Village for FY2021

Background information:

Director Westgate prepared the Annual Report (FY20/21) for the Village as required by state law. It includes an overview of the Library's past years' finances and services. The figures in the report are subject to audit.

Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2021

Background information:

The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant’s property – the same as the calculation for a resident which is currently .2743%. The fee for renters is equal to 15% of the average monthly rent. Public Law 92-0166 requires annual Board action and notification to the Library’s regional library system, RAILS.

6.11 Recommendation, Re: Approval of Revision to Addendum to Library Policy Governing Patron Behavior-Face Covering/Face Mask Requirement

Background information:

No changes have been made to the Library’s Face Covering/Face Mask requirement.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1-30, 2021 plus the Addendum for the meeting of May 19, 2021 in the amount of \$153,742.18.

7. BOARD AND COMMITTEE REPORTS

7.1 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Trustee Sheikh included a report in the Board packet listing the DEI programs and readings that she had recently participated in. Trustee Berryman-Gilliam shared information on the informative program she attended at the Elmhurst Art Museum, “In Focus: The Chicago Freedom Movement & the Fight for Fair Housing.” Trustee Lynch shared that the Village of Glen Ellyn’s Diversity Project used consultants.

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Additional Principal Payment of \$100,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan

Trustee Larimer moved and **Trustee Olson** seconded that the Library Board of Trustees approve the additional Principal payment of \$100,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan. Motion approved.

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

Nays 0

Absent..... None

Background information:

The Library experienced surplus funds at the end of FY21. \$100,000 of the surplus funds were transferred to the Loan Fund to make an additional payment on the principal, which will result in a reduction of the interest expense on the loan.

8.2 Recommendation, Re: Approval of Landscape Plan and Installation on East Library Property by Sebert Landscaping, Not to Exceed \$20,000

Trustee Olson moved and **Trustee Larimer** seconded that the Library Board of Trustees approve the Landscape Plan and installation on the East Library property by Sebert Landscaping, not to exceed \$20,000. Motion approved.

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

Nays 0

Absent..... None

Background information:

The Library will be re-landscaping the eastern portion of the property along the fence from the street to the patio. It will include: trees, bushes, perennials, landscape stones, mulch and seed and blanket where the temporary construction road had been located.

8.3 Recommendation, Re: Approval of HVAC Bi-Polar Ionization Purifiers Installation by Precision Control Systems

Trustee Larimer moved and **Trustee Jourdan** seconded that the Library Board of Trustees approve the HVAC Bi-Polar Ionization Purifiers Installation by Precision Control Systems. Motion approved.

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

Nays 0

Absent..... None

Background information:

The i-Wave Bi-Polar Ionization Purifiers create positive and negative ions that are injected into the airstream that break down pollutants and gases into harmless compounds. It reduces pathogens and other airborne particles creating a healthy environment without any harmful by products. When they come in contact with viruses, bacteria and mold, they remove their hydrogen molecules and then they die. This addition to the Library’s existing system will create a healthier air environment for staff and patrons.

8.4 Discussion: Library Re-Opening Plan

Background information:

The Library opened the outdoor patio to socially distanced seating on Monday, May 3. Indoor seating opened to the public on Monday, May 19. Disinfecting wipe stands were purchased and placed around the building for patrons to use if they would like to wipe down their seating areas. Starting June 1, the Library will be removing the restriction for youth under the age of fifteen needing to accompanied by an adult. Materials will no longer be quarantined beginning, June 1. The Library will be transitioning the Technical Services staff back into their workroom. This will free up the Discovery Room for staff to do virtual programming. Once the quarantine materials are removed from the Horizon Room, it will be set-up for staff breaks. Once these steps are complete, the Study Rooms and Quiet Reading Room will be available to the public. The Library looks forward to further opening of the building and services to our patrons.

8.5 Information Technology Report

Trustee Larimer inquired about the age of the public computers. They were purchased in 2017 and received new hard drives in 2020 and were updated to Windows 10 and Microsoft 2016.

8.6 Board Member Reports

Trustee Olson shared that she had attended a virtual program at the Peoria Public Library on Women’s Suffrage that was very well done and informative. She stated that the ability to attend programs virtually that are at distant locations is one good thing to come out of the pandemic.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Jourdan 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 7:54 p.m.

June 16, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees