

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF CAROL STREAM  
Carol Stream Public Library  
515 Hiawatha Drive Carol Stream, IL 50188

DATE: March 16, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:07p.m.

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

Carol Stream resident Tara Leszczewicz was administered the Oath of Office for Library Trustee

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno and Circulation Manager Jeri Cain

4. PUBLIC PARTICIPATION – Resident Ted Lane shared comments regarding service he had received at the Library.

5. CONSENT AGENDA

**Trustee Olson moved** and **Trustee Hudspeath seconded** the establishment of a Consent Agenda for the Regular Meeting of March 16, 2022. Motion approved.

Ayes ..... 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

**Trustee Larimer moved** and **Trustee Olson seconded** that the following items be included on the consent agenda. Motion approved.

Ayes ..... 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

5.1 Minutes of the Special Board Meeting of March 7, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2022

5.3 Approval of Disbursements of February 1-28, 2022 plus the Addendum for the Meeting of March 16, 2022

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

Ayes ..... 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

***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 February 1-28, 2022 plus the Addendum for the meeting of March 16, 2022 in the amount of \$121,414.08.

6. APPROVAL OF MINUTES

6.1 Minutes of the Regular Board meeting of February 16, 2022

**Trustee Lynch moved** and **Trustee Patel seconded** that the minutes of the February 16, 2022 minutes be approved as amended. Motion approved.

Ayes ..... 6 Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Abstain ..... 1 Trustee Leszczewicz

Absent..... None

7. COMMITTEE REPORTS

Human Resources Committee Chair Trustee Patel stated that at the HR Committee meeting of March 16, 2022, the members came to a consensus to recommend approval of staff compensation as discussed in Executive Session.

8. NEW BUSINESS

8.1 Recommendation, Re: Review and Approval of FY2023 Working budget

**Trustee Lynch moved** and **Trustee Larimer seconded** that the Library Board of Trustees approve the FY2023 working Budget. Motion approved.

Ayes ..... 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

Background information:

Finance Committee Chair Trustee Rogers met with Director Westgate and reviewed the budget. The working budget for the upcoming fiscal year had been prepared for Trustee review and approval. To prepare as accurate a budget as possible, the Director reviews the recent audit which has the final numbers for each budget line from the last fiscal year, the Library's current budget and compares it to the current outlay from each budget line, reviews all of the current contracts, and assesses the special fund accounts past, current and future costs. In addition, any new additional costs that need to be incorporated into the budget (anticipated merit increases, department requests, IMRF, health insurance costs, etc.). An overview of notable changes to

any budget lines from the current year's budget is presented in a document for Trustee review. Trustee Rogers stated that the budget was in good shape and reviewed a few of the notable changes. There was a reduction in printing and the Library's business phone expenses have also gone down. Capital items included additional security cameras in the location of a future Little Free Pantry.

8.2 Recommendation, Re: Approval of Compensation as Discussed in Executive Session on March 16, 2022.

**Trustee Lynch moved** and **Trustee Larimer seconded** that the Library Board of Trustees approve the staff compensation discussed in Executive Session on March 16, 2022. Motion approved.

Ayes ..... 7 Trustees Hudspeath, Leszczewicz, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

Background information:

The Board discussed a cash award for the Director and staff for their dedication and work and services during 2021 and came to a consensus that the taxes be paid by the employer so that staff receive the net amount awarded.

9. REPORT OF THE LIBRARY DIRECTOR

Trustee Lynch stated that the Friends of the Library were very generous in their donations of a Career Online High School scholarship and funds to purchase books for the Youth Services 1000 Books before Kindergarten program and thanked them for their support. Trustee Rogers commented that the Geek Fest! in May looked interesting and offered to volunteer at the event. Trustee Larimer thanked IT Manager Marc Talavera for his Veeam report but had some additional questions on the ransomware status. Director Westgate will have the IT Manager contact Trustee Larimer directly to answer his questions. The Trustees are looking forward to the Traveling Exhibit on African American Illustrators that is coming in April.

10. MONTHLY STAFF REPORTS

Trustee Lynch was interested that the Adult Services Desk Tracker software showed an increase in Teen inquiries. Adult Services Manager Moreno stated that data from the desk tracker will be used to guide future service decisions. Trustee Rogers stated that it was promising to see that the Youth Services storytimes were fully booked. It is a sign that things are returning to normal. Trustee Lynch found it interesting that an American Sign Language student from C.O.D. would be doing their practicum in the Youth Services department.

11. BOARD MEMBER REPORTS-Trustee Olson reported that a person interested in moving to Carol Stream, was very impressed by their visit to the Library.

12. 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 7:40 p.m.

April 20, 2022

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees