

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: April 20, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:00 p.m.

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

3. Roll Call

Director Westgate called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Absent: Trustees Olson, Patel and Larimer

Also Present: Director Susan Westgate, Assistant Director Laura Hays and Youth Services Manager Amy Teske

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

**Trustee Hudspeath moved** and **Trustee Rogers seconded** the establishment of a Consent Agenda for the Regular Meeting of April 20, 2022. Motion approved.

Ayes ..... 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays ..... 0

Absent..... Trustees Olson, Patel and Larimer

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

Ayes ..... 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays ..... 0

Absent..... Trustees Olson, Patel and Larimer

5.1 Minutes of the Regular Board meeting of March 16, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2022

5.3 Recommendation, Re: Approval of Funds Transfer of \$75,000 from the General Fund to the Capital Maintenance & Repair Fund

5.4 Recommendation, Re: Approval of Funds Transfer of \$50,000 from the General Fund to the IMRF Fund

5.5 Recommendation, Re: Approval of Funds Transfer of \$5,000 from the General Fund to the Liability Fund

- 5.6 Recommendation, Re: Approval of Funds Transfer of \$220,000 from the General Fund to the Building Renovation Loan Fund
- 5.7 Recommendation, Re: Approval of Additional Principal Payment of \$220,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan
- 5.8 Recommendation, Re: Approval of Library Closing on Saturday, July 2, 2022
- 5.9 Approval of Disbursements of March 1-31, 2022 plus the Addendum for the Meeting of April 20, 2022
- 5.10 Report of the Library Director

**Trustee Hudspeath moved** and **Trustee Leszczewicz seconded** that the items on the Consent Agenda be approved by Omnibus vote. Motion approved.

Ayes ..... 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays ..... 0

Absent..... Trustees Olson, Patel and Larimer

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

Recommendation, Re: Approval of Funds Transfer of \$75,000 from the General Fund to the Capital Maintenance & Repair Fund

Recommendation, Re: Approval of Funds Transfer of \$50,000 from the General Fund to the IMRF Fund

Recommendation, Re: Approval of Funds Transfer of \$5,000 from the General Fund to the Liability Fund

Recommendation, Re: Approval of Funds Transfer of \$220,000 from the General Fund to the Building Renovation Loan Fund

**Background information:**

The Library Board continues to implement, within its financial plan, the accumulation of funds for the purpose of completing capital improvement projects, making major repairs, providing for catastrophic emergency, and special projects and to maintain adequate Special Fund reserve levels. This past fiscal year the Library Director estimates that the Library will have surplus revenues of \$400,000 (subject to audit) remaining in the General Fund to add to the Library's Reserve. In anticipation of this surplus, \$350,000 of that amount is being transferred to four of the Library's Special Funds (\$75,000 to CM&R Fund, \$50,000 to the IMRF Fund, \$5,000 to the Liability Fund and \$220,000 to the Building Renovation Loan Fund). The surplus this year was a result of staff vacancies and reductions in some of our yearly expenses.

Recommendation, Re: Approval of Additional Principal Payment of \$220,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan

**Background information:**

The Library will be paying an additional \$220,000 towards the principal amount of the Intergovernmental Loan that the Library had received from the Village for their 2019-2020 Renovation project. This additional principal payment will result in reduced interest costs for the Library.

Recommendation, Re: Approval of Library Closing on Saturday, July 2, 2022

Background Information:

This year the Carol Stream Independence Day Parade will take place on Saturday, July 2. The Library is a parade participant with many staff and Trustees participating. It would be difficult to staff the Library this day so a closure was requested. The Library will be closed Saturday, July 2-Monday, July 4 for the Independence Day holiday weekend.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1-31, 2022 plus the Addendum for the meeting of April 20, 2022 in the amount of \$166,069.38.

6. MONTHLY STAFF REPORTS

The Board commented on the Emergency Preparedness Committee work that was being done. They inquired where staff would go during a tornado. Staff and patrons need to be in areas where there is no glass. Designated tornado shelter areas are the Youth Services Workroom, Circulation and Technical Services Workroom, the Administration hallway, the Receiving Room and the public restrooms in the lobby.

7. UNFINISHED BUSINESS – None

8. BOARD MEMBER REPORTS-None

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Rogers moved** and **Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:08 p.m.

May 18, 2022

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees