

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: January 18, 2023

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

Secretary Patel called the Roll.

Present: Trustees Rogers, Olson, Patel, Larimer and Lynch.

Absent: Trustees Hudspeath and Leszczewicz

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

4. PUBLIC PARTICIPATION – None

5. RECOGNITION OF STAFF 2022 EMPLOYMENT ANNIVERSARIES

Marie Costuna	5 years	Technical Services
Leigh Anne Wilson	5 years	Youth Services
Bindiya Patel	10 years	Circulation
Melanie Johnson	10 years	Circulation
Laura Hays	20 Years	Administration
Clare Meehan	25 years	Youth Services

6. CONSENT AGENDA

Trustee Larimer moved and **Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of January 18, 2023. Motion approved.

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

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

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

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

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

6.1 Minutes of the Regular Board Meeting of November 16, 2022

6.2 Minutes of the Special Board Meeting of January 4, 2023

6.3 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2022 and December 31, 2022

6.4 Recommendation, Re: Approval of 2023 Per Capita Grant Application

6.5 Recommendation, Re: Approval of Complete Cleaning Contract Renewal

6.7 Approval of Disbursements of November 1-30, 2022 and December 1-31, 2022 plus the Addendum for the Meeting of January 18, 2023

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

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

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

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

Recommendation, Re: Approval of 2023 Per Capita Grant Application

Background Information:

The Per Capita funds received by the Library are used towards the purchase of the Library's online database subscriptions.

Recommendation, Re: Approval of Complete Cleaning Contract Renewal

Background Information:

The Library's cleaning service company, Complete Cleaning, increased their fees to cover their increased employment and product costs. The Library renewed the contract with Complete Cleaning at their proposed rate of \$2,865 per month. This is an increase of 6.85%. Complete Cleaning provides the Library with service seven days per week, Monday-Sunday. Board approval is required for annual contracts that exceed \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of November 1-30, 2022 and December 1-31, 2022 plus the Addendum for the Meeting of January 18, 2023 in the amount of \$253,043.89.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of Library Board Resolution #298, Commendation of Library Trustee Mansi Patel for Receiving the 2023 Dr. Martin Luther King Jr. Humanitarian Award for the City of Elgin, IL

Trustee Lynch moved and **Trustee Larimer seconded** that the Carol Stream Library Board of Trustees approve Library Board Resolution #298, Commendation of Library Trustee Mansi Patel for Receiving the 2023 Dr. Martin Luther King Jr. Humanitarian Award for the City of Elgin, IL. Motion approved.

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

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

VILLAGE OF CAROL STREAM, ILLINOIS

LIBRARY BOARD RESOLUTION #298

RE: COMMENDATION OF LIBRARY TRUSTEE MANSI PATEL FOR RECEIVING THE 2023 DR. MARTIN LUTHER KING JR. HUMANITARIAN AWARD FOR THE CITY OF ELGIN, IL

WHEREAS, Mansi Patel has served on the Village of Carol Stream Library Board of Trustees with distinction since 2016; and,

WHEREAS, Mansi is a thoughtful and informed voice on issues affecting Human Resources and Equity, Diversity, and Inclusion; and,

WHEREAS, Mansi received the 2023 Dr. Martin Luther King Jr. Humanitarian Award from the City of Elgin on January 14th, 2023, recognizing individuals in Elgin whose work reflects the teachings and life of Dr. King; and,

WHEREAS, Mansi has led Equity, Diversity, and Inclusion efforts for the Elgin Human Service Council; and,

WHEREAS, Receiving an award demonstrates Mansi's hard work and dedication on Equity, Diversity, and Inclusion and reflects favorably on the Village of Carol Stream Library Board as a whole; and

THEREFORE, BE IT RESOLVED that the Board of Library Trustees publicly commends and thanks Mansi Patel on behalf of the citizens of Carol Stream and library users everywhere for her public service and commitment to Equity, Diversity, and Inclusion.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustee Rogers asked about the new IMRF rate for the pension plan. The plans rate for employer contribution is adjusted each January. The change in rate is based upon the plans financial performance. For 2023 the rate was decreased by 2.86%. The Trustees congratulated the employees that reached milestone anniversaries in 2022.

9. MONTHLY STAFF REPORTS

Assistant Director Laura Hays shared that Chef Maddox would be presenting a program this spring sponsored by the Friends of the Library. Adult Services department staff has been working with the Glenbard Transition students and the AIMS and PASS students, hosting monthly visits and activities. A small mini-golf course was set-up for teens to enjoy during the winter break. Human Resources is researching part-time benefits to see how Carol Stream compares to other libraries part-time benefits.

10. EXECUTIVE SESSION

Trustee Olson moved and **Trustee Larimer seconded** that the Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) for the review of minutes. Motion approved.

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

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

Accordingly, the Meeting was closed to the public at 7:16 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:29 p.m.

Secretary Patel called the roll.

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

Absent: Trustees Hudspeath and Leszczewicz

10.1 Approval of the Executive Session Minutes of July 20, 2022

Trustee Lynch moved and **Trustee Patel seconded** that the Board of Library Trustees approve the Executive Session minutes of July 20, 2022 and that they remain closed at this time. Motion approved.

Ayes 3 Trustees Rogers, Patel and Lynch

Nays 0

Abstain 2 Trustees Larimer and Olson

Absent..... Trustees Hudspeath and Leszczewicz

10.2 Approval of the Executive Session Minutes of October 19, 2022

Trustee Lynch moved and **Trustee Olson seconded** that the Board of Library Trustees approve the Executive Session minutes of October 19, 2022 and that they remain closed at this time. Motion approved.

Ayes 4 Trustees Rogers, Olson, Patel and Lynch

Nays 0

Abstain 1 Trustee Larimer

Absent..... Trustees Hudspeath and Leszczewicz

10.3 Approval of the Executive Session Minutes of January 4, 2023

Trustee Lynch moved and **Trustee Olson seconded** that the Board of Library Trustees approve the Executive Session minutes of January 4, 2023 and that they remain closed at this time. Motion approved.

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

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

10.4 Recommendation, Re: Semi-Annual Review of the Minutes of Executive Session

Trustee Lynch moved and **Trustee Olson seconded** that the Board of Library Trustees approve the release of the Executive Session minutes of March 7, 2022 and a partial release of the March 16, 2022 Executive Session minutes of the HR Committee Meeting and that all other Executive Session minutes remain closed at this time. Motion approved.

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

Nays 0

Absent..... Trustees Hudspeath and Leszczewicz

11. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved** and **Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:33 p.m.

February 15, 2023

Date approved

Mansi Patel, Secretary for the Board of Library Trustees