

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: September 20, 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 Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch. Trustee Hudspeath arrived at 7:10 p.m.

Absent: None

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

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

Trustee Rogers moved and **Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of September 20, 2023. Motion approved.

Ayes 6 Trustees Leszczewicz, Olson, Rogers, Patel, Larimer and Lynch

Nays 0

Absent..... Trustee Hudspeath

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

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

Nays 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of July 19, 2023

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2023 and August 31, 2023

6.3 Recommendation, Re: Approval of Resolution #299, 2023 Request for Tax Levy

- 6.4 Recommendation, Re: Approval of Resolution of LIMRICC Administration Amendments to the IGA
- 6.5 Recommendation, Re: Approval of Resolution of LIMRICC Substantive Amendments to the IGA
- 6.6 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- 6.7 Review of FY23 Statement of Cash Receipts and Disbursements
- 6.8 Recommendation, Re: Approval of Staff Compensation as Discussed in Executive Session of the HR Committee Meeting of September 20, 2023
- 6.9 Approval of Disbursements of July 1-31, 2023, August 1-31, 2023 plus the Addendum for the Meeting of September 20, 2023

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

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

Nays 0

Absent..... None

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

Recommendation, Re: Approval of Resolution #299, 2023 Request for Tax Levy

Background Information:

The 2023 Request for Tax Levy requires approval and to be submitted to the Village. The 2023 Levy amount has an increase of \$40,000 over last year’s Levy. \$10,000 of the increase is for the FICA Fund and an additional \$5,000 to the Liability Fund to ensure that the Library maintains a minimum reserve of four months as outlined in the Library’s Financial Policy. A \$25,000 increase to the General Fund is needed in response to an increase in operational costs.

Recommendation, Re: Approval of Resolution of LIMRICC Administration Amendments to the IGA

Recommendation, Re: Approval of Resolution of LIMRICC Substantive Amendments to the IGA

Background Information:

LIMRICC is a library cooperative insurance group. The Library is a part of LIMRICC for our unemployment insurance. They are making some language updates and minor changes to their current IGA with participating libraries. Once approved, LIMRICC will make these changes and present an Amended IGA to its members for final approval.

Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

Background Information:

The Library’s current insurance policies are up for renewal in October. The Library’s total insurance costs decreased by \$4,468 from last year, a decrease of 14.8%. This is a result of the change of the Library’s Insurer from Utica to Hanover. Approval for the insurance renewal is included as an action item for the Board as required by Library policy for expenditures exceeding \$10,000.

Review of FY23 Statement of Cash Receipts and Disbursements

Background Information:

It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of the Library's General Fund balances for the year, a list of vendors that were paid \$2,500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2023 is also included. This will be published in a local newspaper and then submitted to the Village and the County Clerk with a signed letter from the Library Treasurer.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of July 1-31, 2023, August 1-31, 2023 plus, the Addendum for the Meeting of September 20, 2023 in the amount of \$265,501.94.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of Executive Session Minutes of July 19, 2023, reviewed in Executive Session of the HR Committee meeting of Sept. 20, 2023

Trustee Larimer moved and **Trustee Olson seconded** that the Carol Stream Public Library Board of Trustees approve the Executive Session Minutes of July 19, 2023, reviewed in the Executive Session of the HR Committee meeting of Sept. 20, 2023 and that they remain closed at this time.

Ayes 4 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer and Lynch

Nays 0

Abstain Trustees Hudspeath, Patel and Lynch

Absent..... None

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustee Lynch commented on how it was nice to see that the Library's insurance renewals costs were down. This is unusual in these times of increased costs. Trustee Rogers inquired how the Tax Levy was determined. It is based on the current year's budget and any anticipated increases for the next fiscal year, as that is when the tax revenues will be received and are intended for.

9. MONTHLY STAFF REPORTS

Background Information:

President Lynch commented on how much fun patrons had at the Youth Services Splash Party. He was also happy to see the increased number of participants in the Library's summer reading programs this year. They exceeded expectations. He congratulated YS Librarian Steve Dexheimer for leading the Library's Chess Club to a first place victory in the inter-library Chess Tournament. Trustee Larimer inquired about the Library's computer replacement schedule. It is every three to five years, dependent upon their use.

10. BOARD MEMBER REPORTS

Background Information:

President Lynch informed the Board about the special graduation celebration for the recent graduates of the Career Online High School (COHS) program that will take place on Wednesday, Oct. 11 at 6:30 p.m. in the

meeting room. He encouraged Board members to attend if they were available. He also stated that this year the Friends of the Carol Stream Library are celebrating their 40th Anniversary. A special Resolution is being prepared by the Library Director to honor this occasion and will be read at the regular meeting of the Library Board on October 18th. Refreshments will be provided for both events.

11. 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 7:30 p.m.

October 18, 2023

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees