

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 17, 2024

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, Olson, Rogers, Larimer and Lynch.

Absent: Trustee Patel

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

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

Trustee Larimer moved and **Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of April 17, 2024. Motion approved.

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

Nays 0

Absent..... Trustee Patel

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

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

Nays 0

Absent..... Trustee Patel

6.1 Minutes of the Regular Board Meeting of February 21, 2024

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 29, 2024 and March 31, 2024

6.3 Recommendation, Re: Approval of Funds Transfer of \$200,000 from the General Fund to the Capital Maintenance & Repair Fund

- 6.4 Recommendation, Re: Approval of Funds Transfer of \$50,000 from General Fund to the IMRF Fund
- 6.5 Recommendation, Re: Approval of Revision of Library Accounts Policy
- 6.6 Approval of Disbursements of February 1-29, 2024, March 1-31, 2024 plus the Addendum for the Meeting of April 17, 2024
- 6.7 Monthly Staff Reports

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

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

Nays 0

Absent..... Trustee Patel

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

Recommendation, Re: Approval of Revision of Library Accounts Policy

Background information:

In order to accommodate online physical card registration, a modification to the Library Accounts Policy was required. An online form will be added to the Library website, patrons will be able to register for their card and it will be mailed to them. They can then activate their card by either coming in and registering it at the front desk with a photo ID or calling Patron Services and verifying their card#, phone# and birthday. Several local libraries also have this process in place for physical cards (St. Charles, Geneva, Westmont and Morton Grove). Another revision was needed for when a young patron reached the age of 18 and their card expires. To simplify the process, children’s cards will expire on Dec. 31 of the year that they turn 18 years of age.

Approval of Disbursements:

The Library Board of Trustees approved the disbursements for the period of February 1-29, 2024, March 1-31, 2024 plus the Addendum for the Meeting of April 17, 2024 in the amount of \$262,374.89.

Monthly Staff Reports

Background information:

The Department Managers, Marketing, HR and IT prepare a monthly report of the activities of their departments. It includes information on programs, services, collections and special projects as well as Outreach services.

7. NEW BUSINESS

7.1 Recommendation, Re: Review and Approval of FY2025 Working Budget

Trustee Lynch moved and **Trustee Rogers seconded** that the Library Board of Trustees approve the FY2025 Working Budget. Motion approved.

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

Nays 0

Absent..... Trustee Patel

Background information:

The working budget for the upcoming fiscal year was prepared for Trustee review and approval. Treasurer Rogers reviewed the budget with the Trustees.

7.2 Recommendation, Re: Approval of Funds Transfer of \$150,000 from the General Fund to the Building Renovation Loan Fund

Trustee Larimer moved and **Trustee Olson seconded** that the Library Board of Trustees approve the funds transfer of \$150,000 from the General Fund to the Building Renovation Loan Fund. Motion approved.

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

Nays 0

Absent..... Trustee Patel

7.3 Recommendation, Re: Approval of Additional Payment of \$150,000 to the Village of Carol Stream for Village/Library Intergovernmental Loan

Trustee Larimer moved and **Trustee Olson seconded** that the Library Board of Trustees approve the additional payment of \$150,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan. Motion approved.

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

Nays 0

Absent..... Trustee Patel

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Library will soon be offering an online form to register for a physical library card. Children who will be turning 18 will receive a postcard notifying them that their card will expire on Dec. 31 of the year of their 18th Birthday. They will need to register for a new card as an adult and will be responsible for their account.

9. BOARD MEMBER REPORTS

President Lynch congratulated Trustee Leszczewicz for receiving the National Award for Excellence in Teaching for her role as Professor of Biology at the College of DuPage.

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:21 p.m.

May 15, 2024

Date approved

Mansi Patel, Secretary for the Board of Library Trustees