

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: May 15, 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, Olson, Rogers and Lynch

Absent: Trustee Leszczewicz, Patel and Larimer

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. CONSENT AGENDA

**Trustee Hudspeath moved** and **Trustee Rogers seconded** the establishment of a Consent Agenda for the Regular Meeting of May 15, 2024. Motion approved.

Ayes ..... Trustees Hudspeath, Olson, Rogers and Lynch

Nays ..... 0

Absent..... Trustee Leszczewicz, Patel and Larimer

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

Ayes ..... Trustees Hudspeath, Olson, Rogers and Lynch

Nays ..... 0

Absent..... Trustee Leszczewicz, Patel and Larimer

5.1 Minutes of the Regular Board Meeting of April 17, 2024

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2024

5.3 Recommendation, Re: Approval of the Annual Report to the Village for FY2024

5.4 Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2024

5.5 Recommendation, Re: Approval of ATA Group Accounting Services for FY25

5.6 Recommendation, Re: Approval of the Purchase of Exterior and Interior Signage from Latitude Signage & Design

5.7 Recommendation, Re: Approval of Contract with Library Market for Website Services

5.8 Approval of Disbursements of April 1-30, 2024 plus the Addendum for the Meeting of May 15, 2024

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

Ayes ..... Trustees Hudspeath, Olson, Rogers and Lynch

Nays ..... 0

Absent..... Trustee Leszczewicz, Patel and Larimer

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

Recommendation, Re: Approval of the Annual Report to the Village for FY2024

Background Information:

The Annual Report (FY23/24) for the Village is required by state law, 75 ILCS 5/4-10. It includes an overview of the Library's past year's finances and services. The financial figures in the report are subject to audit.

Recommendation, Re: Approval of Non-Resident Library Card Fee Effective May 1, 2024

Background information:

Public Law 92-0166 requires annual Board action and notification to the Library's regional library system, RAILS, for how the Library will be calculating non-resident card fees. Our Library uses the tax method. The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant's property – the same as the calculation for a resident for their 2023 property taxes. This rate tends to change each year and requires annual Board approval. The fee for renters is equal to 15% of the average monthly rent.

Recommendation, Re: Approval of ATA Group Accounting Services for FY25

Background Information:

The new monthly fee for the Library's Accounting Service is \$1,250, an increase of \$50/month over last year's rate, an increase of 4%.

Recommendation, Re: Approval of the Purchase of Exterior and Interior Signage from Latitude Signage & Design

Background Information:

The Library will be installing outdoor signage on the west side of the building that can be viewed from Armstrong Park. Additional interior signage will be added for the Study Rooms, Spotlight, Youth Services, Holds Pickup and the World Language collection in the Adult Services department.

Recommendation, Re: Approval of Contract with Library Market for Website Services

Background Information:

Back in 2015 the Library website was completely redesigned on the Drupal 7 platform. In January 2025, Drupal 7 will no longer be supported and the Library has begun the process to change to Drupal 10. The start of that process was to select a website firm to help redesign the website, transfer content to the Drupal 10 platform, and support the Library’s website going forward. Library Market strictly works with libraries and also is the vendor for the Library’s online calendar for events and study room scheduling. They are very attuned to the needs of libraries and the information and services that they need to provide and promote on their websites. They will also help to ensure that the new design meets the accessibility guidelines of WCAG 2.0. Library Market will work with the members of the Library’s web committee which is comprised of members from each department, the Marketing Coordinator and the Assistant Director. The committee will review our current website and identify the things they like/dislike, what works/doesn’t work and research other websites design and functionality. They will work with the Library Market Team to create/refresh our website for the future.

Approval of Disbursements:

The Library Board of Trustees approved the disbursements for the period of April 1-30, 2024 plus the Addendum for the Meeting of May 15, 2024 in the amount of \$256,131.04.

6. NEW BUSINESS

6.1 Recommendation, Re: Approval of Library Director Authority to Approve Klein Creek Library Overlook Proposals/Contracts Exceeding \$10,000

**Trustee Olson moved and Trustee Hudspeath seconded** that the Board approve that the Library Director authority to approve Klein Creek Library Overlook Proposals/Contracts Exceeding \$10,000. Motion approved.

Ayes ..... Trustees Hudspeath, Olson, Rogers and Lynch

Nays ..... 0

Absent..... Trustee Leszczewicz, Patel and Larimer

Background information:

Director Westgate shared the images of the concept design that has been prepared. Approval of contracts/proposals will only be necessary if approval is needed prior to the next Board meeting in order to stay on schedule with the project.

7. REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Board is glad to see that the website will be redesigned and moved to the Drupal 10 platform. Director Westgate asked the Trustees to view the Library’s current website and share any input for the new website. Trustee Lynch was glad to see that the restoration of the north lot to native plants continues to progress nicely. The Board is also pleased with the future installation of the new indoor and outdoor signage.

8. MONTHLY STAFF REPORTS

The Board was happy to see how successful the Senior Week activities and programs were. Assistant Director Laura Hays is in the process of passing on ownership of local historical documents from the Library to the Historical Society.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Hudspeath seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:28 p.m.

June 19, 2024

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees