

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM

Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, IL 60188

DATE: May 20, 2020 TIME: 7:00 p.m.
PLACE: Due to the closure of the Carol Stream Public Library to the public during the COVID-19 pandemic, the Library conducted an online audio Board Meeting through Zoom to conduct essential business only. The audio recording of the meeting is available online on the Library's website www.cslibrary.org.

I. CALL TO ORDER

President Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:10 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Absent: Trustee Berryman-Gilliam
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of May 20, 2020. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Trustee Sheikh moved and Trustee Larimer seconded that the following items be included on the Consent Agenda. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Nays 0

Absent..... Trustee Berryman-Gilliam

- A. Minutes of Regular Meeting of April 15, 2020
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2020
- C. Recommendation, Re: Approval of Social Media Comment and Terms of Use Policy
- D. Recommendation, Re: Approval of Board of Library Trustees of the Village of Carol Stream Annual Report 2019-2020
- J. Approval of Disbursements for the Period April 1, 2020 to April 30, 2020, plus the Addendum of May 20, 2020
- K. Announcement: The Library Building Will Remain Closed During the Governor’s Shelter-At-Home Order and Not Reopen Until Library Services Can be Provided to the Community While Maintaining a Healthy and Safe Environment for Staff and Patrons

Trustee Sheikh moved and Trustee Olson seconded that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
 Nays 0
 Absent..... Trustee Berryman-Gilliam

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

Recommendation, Re: Approval of Social Media Comment and Terms of Use Policy

Background information:

Marketing Coordinator Allison Porch created a Social Media Comment Policy for public comments. This has become necessary as the Library explores all possible options for providing new virtual programs and groups utilizing new platforms as part of our virtual programming plans. The policy was reviewed by the Library’s attorney.

Recommendation, Re: Approval of Board of Library Trustees of the Village of Carol Stream Annual Report 2019-2020

Background Information:

Director Westgate prepared the Annual Report (FY19/20) for the Village as required by state law. It includes an overview of the Library’s past years’ finances and services. The figures in the report are subject to audit.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1, 2020 to April 30, 2020, plus the Addendum of May 20, 2020 in the amount of \$345,406.32.

Regular Meeting

V. NEW BUSINESS

A. Recommendation, Re: Approval of Implementation of Curbside Service

Trustee Larimer moved and Trustee Lynch seconded that the Library Board of Trustees approve the implementation of Curbside Service. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Background information:

The Library is on schedule to begin Curbside Services starting on June 1. The first few days will be for patrons with existing holds that have been sitting on the hold shelves in the lobby since March 13. Library staff will then begin pulling holds from the pick list for general Curbside Services to begin on June 3. On May 26, staff will begin returning to work in the building to check-in the returned materials and prepare for Curbside Services. Newly returned items from the book drop will be quarantined in the meeting room for seven days. Deliveries and mail will be quarantined for three days. Adjustment to the procedures and practices will be made as needed.

B. Recommendation, Re: Approval of Personnel Policy Revision, Personal Appearance Policy #408

Trustee Olson moved and Trustee Lynch seconded that the Library Board of Trustees approve Personnel Policy Revision, Personal Appearance Policy #408. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Background information:

The Library had relaxed the dress code for staff during the renovation project. Staff has been respectable of the Business Casual wear and the wearing of jeans during the renovation project. Management is recommending that we extend this dress code variance permanently for staff. Staff will also be providing curbside service and working with quarantined materials for the foreseeable future and Management would like for them to feel as comfortable as possible.

C. Recommendation, Re: Approval of Personnel Policy Revision, Work at Home Policy #409

Trustee Jourdan moved and Trustee Patel seconded that the Library Board of Trustees approve Personnel Policy Revision, Work at Home Policy #409. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Patel, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Background information:

The Work at Home Policy has been revised to include the staff reimbursement law that was passed in 2018. This law had not been relevant to Library staff in the past as the expectation for staff was to work in the Library unless otherwise authorized. The change to a teleworking environment has required the Library to include this revision/update to the existing policy.

Report of the Library Director

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are apprised of relevant Library business.

May Employee Anniversaries: Sarah Grippando 5/08/18-Youth Services/Circulation

Director Westgate described the planned practices and procedures of the curbside services plan. She also reviewed the safety and health measures that would be implemented to safely provide this service for both staff and patrons.

VI. ADJOURNMENT

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 7:36 p.m.

June 17, 2020
Date approved

Mansi Patel, Secretary, Board of Library Trustees