

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: December 16, 2020

TIME: 7:00 p.m.

PLACE: Due to the COVID-19 pandemic, the Library conducted an online audio Board Meeting through Zoom to conduct essential business. The audio recording of the meeting is available online on the Library's website www.cslibrary.org.

1. Welcome and Call to Order

President Sheikh called the meeting to order at 7:05 p.m.

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

3. Roll Call

Director Westgate called the Roll.

Present: Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh. Trustee Patel arrived at 7:13 p.m.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, Human Resources Manager Mary Pellico

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-Nadia Sheikh

4.1 Hanukkah Celebrated December 10-December 18, 2020

4.2 Kwanzaa Celebrated December 26, 2020-January 1, 2021

4.3 American Library Association: Request for Congress to Include COVID Relief Funding for Libraries

4.4 Tele-Town Hall on COVID-19 Hosted by Congressman Sean Casten, December 15, 2020

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Olson moved and **Trustee Berryman-Gilliam seconded** the establishment of a Consent Agenda for the Regular Meeting of December 16, 2020. Motion approved.

Ayes 7 Trustees Jourdan, Larimer, Lynch, Olson, Patel, Berryman-Gilliam and Sheikh

Nays 0

Absent..... None

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

Ayes 7 Trustees Jourdan, Larimer, Lynch, Olson, Patel, Berryman-Gilliam and Sheikh

Nays 0

Absent..... None

- 6.1 Minutes of the Regular Board Meeting of November 18, 2020
- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2020
- 6.3 Report from the President, Nadia Sheikh-None
- 6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.5 Human Resources Committee Report-Bonita Berryman Gilliam-None
- 6.6 Facilities Committee Report - David Larimer-None
- 6.7 Finance Committee Report – Justin Lynch-None
- 6.8 Recommendation, Re: Approval of Library Closing on Saturday, January 2, 2021
- 6.9 Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure Update, effective January 1, 2021
- 6.10 Recommendation, Re: Approval of Revisions to Job Descriptions-Circulation Clerk and Circulation Coordinator
- 6.11 Recommendation, Re: Approval of Personnel Policy 314A, Emergency Paid Sick Leave Due to Covid-19
- 6.12 Approval of Disbursements of November 1-30, 2020 plus the Addendum for the Meeting of December 16, 2020
- 6.13 Adult Services Report, Laura Hays
- 6.14 Youth Services Report, Amy Teske
- 6.15 Human Resources, Mary Pellico
- 6.16 Marketing, Allison Porch
- 6.17 RAILS Online Roundtable: Trustee Update 2021, January 20, 2021

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

Ayes 7 Trustees Jourdan, Larimer, Lynch, Olson, Patel, Berryman-Gilliam and Sheikh

Nays 0

Absent..... None

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

Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure Update, effective January 1, 2021

Background information:

It is recommended by HR Source, the Library’s Human Resources consulting firm, to adjust the current paygrade structure by an increase of 1.7%, which is based upon the Library industry. The Library has adjusted the minimum hourly rate of Pay Grades 1 and 2 to \$11.00 to reflect the minimum wage of \$11.00 per hour

that will be effective on January 1, 2021. The minimum wage will be increasing each year by \$1.00 per hour on January 1 through 2025 until it reaches a minimum wage of \$15.00 per hour.

Recommendation, Re: Approval of Revisions to Job Descriptions-Circulation Clerk and Circulation Coordinator

Background information:

Now that the Library will be providing curbside services going forward, revisions to these job descriptions were necessary to reflect this new duty.

Recommendation, Re: Approval of Personnel Policy 314A, Emergency Paid Sick Leave Due to Covid-19

Background information:

The Families First Coronavirus Response Act (FFCRA), which provides emergency sick leave for qualifying COVID-19-related reasons is set to expire on December 31, 2020. The purpose of this policy is to provide eligible employees with Emergency Paid Sick Leave (EPSL) for COVID-19-related reasons upon the expiration of FFCRA. If approved, this policy would take effect on January 1, 2021 and would expire on June 30, 2021. This date could be changed at any time prior to that date depending on the public health situation. Human Resources and Administration feel that it is important to extend the paid leave for COVID-19 related reasons as the country and state will continue to be in pandemic environment for an additional six months or more.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1, 2020 to November 30, 2020, plus the Addendum for the meeting of December 16, 2020 in the amount of \$188,118.10.

8. NEW BUSINESS

8.1 Presentation: Special Needs Review for the Carol Stream Public Library, Trustee Jourdan

Background information:

Trustee Jourdan presented a PowerPoint outlining his recommendation for the Library to perform a “Special Needs Review” of the Library. Things to consider when conducting the review are What are the community needs; Numbers vs Space vs Cost vs Effectiveness; Greatest impact with the greatest needs. He researched three Chicago area libraries to see what practices they had in place to accommodate community members with special needs. He would like the Board to consider having Library staff do an analysis of the Carol Stream Library and what current practices are in place and where possible improvements could be made. Following the review, the staff can prepare a report of their findings and any recommendations. He stated that a timeline of six-months be used to complete this process.

8.2 Recommendation, Re: Formation of an Equity, Diversity and Inclusion (EDI) Committee

Trustee Lynch moved and **Trustee Jourdan seconded** that the Carol Stream Public Library Board of Trustees form an Equity, Diversity and Inclusion (EDI) Committee. Motion approved.

Ayes 7 Trustees Jourdan, Larimer, Lynch, Olson, Patel, Berryman-Gilliam and Sheikh

Nays 0

Absent..... None

8.3 Recommendation, Re: Nomination of EDI Committee Chair

President Sheikh nominated Vice-President Berryman-Gilliam as Committee Chair for the newly formed EDI Committee. Trustee Patel stated that she would like to self-nominate herself as a potential Committee Chair. The Trustees did a straw poll via email to Director Westgate. Trustee Patel received the majority of the votes.

President Sheikh requested that a roll call vote for the nomination be taken.

Trustee Lynch moved and **Trustee Olson** seconded that Trustee Patel be nominated for the EDI Committee Chair position. Motion approved.

Ayes 6 Trustees Jourdan, Larimer, Lynch, Olson, Patel and Berryman-Gilliam

Nays 1 Trustee Sheikh

Absent..... None

President Sheikh requested that the Director contact the Library's attorney to determine if Trustee Patel's new role as the EDI Committee Chair was a conflict of interest. Trustee Patel is a member of an EDI initiative at her place of employment.

8.4 Report of the Library Director, Susan Westgate

Trustee Lynch stated that he thought it was nice that Director Westgate is working with a sustainable earth scape company to develop the north lot to be predominately populated by native and natural plants over the next several years.

8.5 Assistant Director's report, Mary Clemens

Trustee Lynch asked Assistant Director Clemens what had triggered the building alarm on Thanksgiving Day. She stated that a mother and her children had ignored the security alarm signage and had opened the patio gates to enter the patio during a library closure, triggering the alarm.

8.6 Circulation Department, Jeri Cain

Trustee Lynch inquired how the new software features from Unique Management is assisting Circulation. Circulation Manager Cain stated that it provides data for the Library's curbside service usage in 30-minute increments, providing her with accurate and timely information that she is then able to utilize to optimally staff the department based upon traffic patterns throughout the day.

8.7 Information Technology

Trustee Larimer inquired if the Library had enough server space to adequately accommodate the additional security cameras that were installed. Director Westgate stated that the cameras are on their own dedicated servers. An additional security camera server was added for the new cameras that were installed as part of the renovation project. There is still adequate space upon the additional new server to accommodate several additional cameras if a further need is identified in the future.

8.8 ILA Legislative Update

President Sheikh stated that she would like the Library to submit something about the Carol Stream Library to the RAILS's "My Library Is..." project. Director Westgate stated that she had been in communication with the Marketing Coordinator and after reviewing what the Library has been doing over the past year she determined that submitting something about the Library's Binge Box service and its success would be appropriate. She will develop a submission for the project.

9. ADJOURN

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

Ayes 7 Trustees Jourdan, Larimer, Lynch, Olson, Patel, Berryman-Gilliam and Sheikh

Nays 0

Absent..... None

Meeting adjourned at 8:18 p.m.

January 20, 2020

Date approved

Mansi Patel, Secretary for the Board of Library Trustees