

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: April 21, 2021

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 7:02 p.m.

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

3. Roll Call

Secretary Patel called the Roll.

Present: Trustees Jourdan, Lynch, Olson, Patel, Berryman-Gilliam and Sheikh. Trustee Larimer arrived at 7:10 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 April is National Poetry Month

4.2 National Library Week April 4-10, 2021

4.3 National Library Workers Day, April 6, 2021

4.4 Ramadan Began on April 13 and Will End on May 12

4.5 More Than a Month Library Program: "The Lie that Invented Racism" Online Discussion-Tuesday, April 20

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Lynch moved and **Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of April 21, 2021. Motion approved.

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

Nays 0

Absent..... Trustee Larimer

Trustee Berryman-Gilliam moved and **Trustee Olson 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 Meeting of March 17, 2021
- 6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2021
- 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 Recommendation, Re: Approval of Funds Transfer of \$150,000 from the General Fund to the Capital Maintenance & Repair Fund
- 6.8 Recommendation, Re: Approval of Additional Budget Line to Building Renovation Loan Fund, “Transfer-In of Surplus Funds”
- 6.9 Recommendation, Re: Approval of Funds Transfer of \$100,000 from the General Fund to the Building Renovation Loan Fund
- 6.10 Recommendation, Re: Approval of Revision of Collections Development Policy-addition of Carol Stream Authors Collection
- 6.11 Recommendation, Re: Approval of Revision to Policy 2.J Gifts and Donations
- 6.12 Approval of Disbursements of March 1-31, 2021 plus the Addendum for the Meeting of April 21, 2021
- 6.13 Assistant Director’s Report, Mary Clemens
- 6.14 Adult Services Report, Laura Hays
- 6.15 Youth Services Report, Amy Teske
- 6.16 Circulation Department Report, Jeri Cain
- 6.17 Information Technology Report
- 6.18 ATLAS (Area Training for Librarians & Staff) Trustee Day 2021-May 22
- 6.19 ALA News Article-ALA Releases State of America’s Libraries Special Report: COVID-19

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 Funds Transfer of \$150,000 from the General Fund to the Capital Maintenance & Repair Fund
- Recommendation, Re: Approval of Additional Budget Line to Building Renovation Loan Fund, “Transfer-In of Surplus Funds”
- Recommendation, Re: Approval of Funds Transfer of \$100,000 from the General Fund to the Building Renovation Loan Fund

Background information:

The Library is anticipating surplus funds at the end of the fiscal year in April. \$150,000 of surplus funds will be transferred into the Library's Capital Maintenance & Repair Fund. The Library is transferring \$100,000 of the surplus funds to the Building Renovation Loan Fund. At the start of the new fiscal year, the Library is planning to pay down an additional \$100,000 of the principal on the loan from the Village for the Library's renovation project that was completed in 2020.

Recommendation, Re: Approval of Revision of Collections Development Policy-addition of Carol Stream Authors Collection

Recommendation, Re: Approval of Revision to Policy 2.J Gifts and Donations

Background information:

The Collection Development Policy has been revised to include information on the newly created Carol Stream Authors Collection. The Gifts and Donation Policy has been revised to be more succinct and better align with the Library's Collection Development Policy.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1-31, 2021 plus the Addendum for the meeting of April 21, 2021 in the amount of \$128,045.40.

7. BOARD AND COMMITTEE REPORTS

7.1 Finance Committee Report – Justin Lynch

Trustee Lynch shared that the Baker & Taylor payment covered numerous invoices and that the invoices are detailed listing all of the titles purchased for the Library's various collections.

7.2 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Trustee Gilliam shared a report listing the DEI programs and readings that she had done from December 2020-April 2021. They covered a wide range of programs on topics related to diversity, equity and inclusion. She especially noted the research paper done by David Williams, Ph.D. Yale University, Everyday Discrimination Scale, as well as the Library's program on Fake News that was presented by Jason Ertz, a Librarian from the College of DuPage.

8. NEW BUSINESS

Recommendation, Re: Approval of Light Fixture Replacement on Library Entrance Awning-Crescent Electric
Trustee Larimer moved and **Trustee Jourdan** seconded that the Library Board of Trustees approve the light fixture replacement on the Library's entrance awning by Crescent Electric. Motion approved.

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

Nays 0

Absent..... None

Background information:

The LED lights on the awning located at the front entrance are no longer functioning properly. They were installed about eleven years ago and the bulbs are at end of life. Unfortunately, the fixture for the bulbs is no longer made and replacement bulbs are not available. The fixture needs to be replaced. Crescent Electric is the company the Library uses for their electrical needs and they have provided a quote for a white light LED

fixture and bulbs for a total price of parts and labor of \$14,234.19. Purchases over \$10,000 require Board approval.

8.2 Discussion: Library Re-Opening Plan

Background information:

The Management Team has been closely monitoring positivity rates as well as vaccination statistics for DuPage County in order to determine a strategic re-opening plan for the facility that ensures staff and patron safety. The seven-day rolling average positivity rate for the county has been steadily decreasing since March 13 and, as of April 11, is 6.9%. As a first step in re-opening the building, the Library will open the outdoor patio to socially distanced seating on Monday, May 3. Patrons must wear a mask at all times and maintain social distancing whenever possible while on the patio. The second step to re-opening the building will be to provide limited inside seating starting on Monday, May 17, only if the positivity rate in DuPage County is 5% or less. Step three would be to provide a limited number of public computers sometime in June. It is anticipated that by June, 75-80% of Library staff will be fully vaccinated, enabling staff to assist computer users with a substantially decreased risk of infection/exposure. The Study Rooms and Quiet Reading rooms will remain closed to patrons as they are still needed to ensure social distancing for staff in shared work spaces and for employee breaks. In-person programming would resume once the state has reached Phase 5. These steps could change based upon recommendations from the CDC or other state and local health agencies. We look forward to further opening of the building and services to our patrons.

8.3 Report of the Library Director, Susan Westgate

The Library has hired Perspectives (the Library's EAP provider) as their consultant to conduct a DEI Assessment of the Library as an organization. They have been provided with the Library's complete Employee Handbook and copies of their public policies to review and critique with a DEI focus. SFGs, Survey Focus Groups (there are six of them, two hours each) will take place starting April 28 and be completed by the end of May: two staff; two comprised of community members; one of the Board of Trustees; and one of the Management Team. Data from the public policies and Employee Handbook review and SFGs will be compiled and presented to the Management Team in mid-June. The assessment is done with an asset approach with the view point of what can be improved upon and is in alignment with the Library's values, Mission and Vision. Clear deliverables will be identified and recommended following the assessment.

8.4 Human Resources Report, Mary Pellico

Mary coordinated staff and community volunteers in the development of a Tornado preparedness Video for staff to give them a visual resource for how to respond to tornado emergencies. FFCRA has been extended to staff if they are unable to work their full hours in order to receive a COVID-19 vaccine and also if they are unable to work due to side effects from the vaccine.

8.5 Marketing Report, Allison Porch

Trustee Lynch thanked the Library for providing email notifications to their patrons over the age of 60 to inform them about the Village's vaccination event.

8.6 Board Development

DEI Trustee Survey Focus Group, April 28, 2021

Background information:

The Survey Focus Group for the Board of Trustees is subject to the Open Meetings Act. There will be an agenda, the session will be recorded and posted, and minutes will be prepared. Trustee Larimer is unable to attend.

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 8:05 p.m.

May 19, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees