

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: August 18, 2021

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

Secretary Patel called the Roll.

Present: Trustees Jourdan, Larimer, Wright, Olson, Patel, Berryman-Gilliam and Lynch.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Youth Services Manager Amy Teske, Examiner reporter Sarah Stocking and Bronwyn Schlaefer ASL interpreter.

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

**Trustee Olson moved and Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of August 18, 2021. Motion approved.

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

Nays ..... 0

Absent..... None

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

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

Nays ..... 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of July 21, 2021

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2021

6.3 Report from the President, Justin Lynch-None

6.4 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None

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- 6.5 Human Resources Committee Report -None
- 6.6 Facilities Committee Report - None
- 6.7 Finance Committee –None
- 6.8 Review Statement of Cash Receipts and Disbursements for FY21
- 6.9 Approval of Disbursements of July 1-31, 2021 plus the Addendum for the Meeting of August 18, 2021
- 6.10 Assistant Director’s Report, Mary Clemens
- 6.11 Adult Services Report, Laura Hays
- 6.12 Circulation Department Report, Jeri Cain
- 6.13 Human Resources Report, Mary Pellico
- 6.14 Information Technology Report
- 6.15 Illinois Library Association Virtual Conference: October 12-14, 2021
- 6.16 Board Member Reports-None

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

Ayes ..... 7 Trustees Jourdan, Larimer, Wright, Olson, Patel, Berryman-Gilliam and Lynch  
 Nays ..... 0  
 Absent..... None

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

Review Statement of Cash Receipts and Disbursements for FY21

Background information:

It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of the Library’s General Fund balances for the year, a list of vendors that were paid \$2,500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2021 is also included. It will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

**7. BOARD AND COMMITTEE REPORTS**

7.1 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Committee Chair Berryman-Gilliam stated that this would be her last report as Chair. She proposed that the Board change the Special Committee designation for the Board’s DEI Committee to a standing committee because of its importance, rather than it being a temporary committee. The Trustees concurred with her recommendation. The Library’s By-Laws will need to be amended to make this change. This change will be done at a future meeting. Trustees will work on developing a description of the committee’s charge to align with the other standing committee descriptions in the Library’s By-Laws

**8. NEW BUSINESS**

8.1 Recommendation, Re: Approval of Revision to Borrowing Policy to Remove Overdue Fines

**Trustee Lynch moved** and **Trustee Wright seconded** that the Library Board of Trustees approve the revision to the Library’s Borrowing Policy to remove overdue fines. Motion approved.

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

Nays ..... 0  
Absent..... None

Background information:

A trend in libraries over the past several years is to become “Fine Free” and not charge patrons a daily overdue fine on library materials. Nearly 50% of all SWAN (the Library’s consortium) public libraries have gone Fine Free. Carol Stream’s neighboring libraries are all fine free (Glenside, Bloomingdale, Poplar Creek, Wheaton, Warrenville, Glen Ellyn, Bartlett and Geneva). Though “Fine Free,” patrons’ accounts will be blocked if they have an overdue item of 14 days or more. At forty-two days overdue, they are billed for the item. They receive several notices, starting at seven days, to alert them of having overdue items on their account. When a customer returns overdue items that they have been billed for, the bill is removed from their record. The Library has been “Fine Free for Now” since March 2020 due to the pandemic environment.

8.2 Discussion: Open House

Background information:

The delayed Open House for the Library’s local government partners is scheduled to take place on Friday, October 15 from 6:15pm-8p.m. This will be an after-hours event, invitation only. The Library’s Marketing Coordinator will coordinate the food and entertainment as well as send out invitations.

8.3 Discussion: Renovation Plaque

Background information:

The Board reviewed several examples of plaques recognizing the Library’s renovation project. They selected an aluminum plaque to be purchased and displayed in the lobby.

8.4 Discussion: Trustee Vacancy

Background information:

Trustee Jourdan has submitted his resignation from the Board effective October 1, 2021. The remaining Trustees will be required to appoint a new Trustee to fill the vacancy.

8.5 REPORT OF THE LIBRARY DIRECTOR

He inquired about the FOIA request the Library received from Eagle 3 Analytics about tax rates and email communications with the County Clerk. Director Westgate stated that the tax levy documents are filed with the DuPage County Clerk by the Village of Carol Stream with the Tax Levy request from the Village, which includes the Library’s levy. She communicated with the Village’s Finance Officer to get the required information needed to fulfill this request. Trustee Larimer was pleased to see the continued increase in Library account holders.

9. MONTHLY STAFF REPORTS

9.1 Youth Services Report, Amy Teske

Trustee Olson commented on the information included in Amy’s presentation to the Carol Stream Rotary that included the impact and importance for parents to read aloud to their children daily. Only 46% of children in the U.S. are read to daily.

10. ADJOURN

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

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

Nays ..... 0

Absent..... None

Meeting adjourned at 7:55 p.m.

September 15, 2021

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees