

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: January 19, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:34 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 Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Circulation Manager Jeri Cain, Human Resources Manager Mary Pellico, Youth Services Manager Amy Teske, Leanne Reis-Ong and ASL interpreter Sarah Cansler.

4. PUBLIC PARTICIPATION – None

5. RECOGNITION OF STAFF 2021 EMPLOYMENT ANNIVERSARIES: Jessica Elder, 5 years; Omar Kushad, 10 years; Cheryl Walek, 10 years; Carol Hayes, 10 years; Marlys Smith, 10 Years; John Steadman, 15 years; Ron Anderson, 15 years; Renee Walther, 25 years.

6. CONSENT AGENDA

**Trustee Hudspeath moved** and **Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of January 19, 2022. Motion approved.

Ayes ..... 6 Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

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

Ayes ..... 6 Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

6.1 Minutes of the Regular Board Meeting of December 15, 2021

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

6.3 Recommendation, Re: Approval of Staff Compensation Adjustments

6.4 Recommendation, Re: Approval of Approval of Deletion of Closed Session Meeting Recordings as Permitted Under Illinois Open Meetings Act 5 ILCS 120/2.06(c) for 8/19/13, 10/16/13, 12/16/15, 6/15/16, 7/20/16, 5/24/17, 6/21/17, 9/20/17, 12/20/17, 6/20/18, 8/15/18, 12/19/18, 5/15/19, 6/19/19, 10/16/19 and 12/18/19

6.5 Approval of Disbursements of December 1-31, 2021 plus the Addendum for the Meeting of January 19, 2022

6.6 Monthly Staff Reports

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

Ayes ..... 6 Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

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

Recommendation, Re: Approval of Staff Compensation Adjustments

Background information:

Following the review of current staff compensations and where individual employees fell within their pay grade, the Human Resources Manager and Library Director prepared a spreadsheet with staff compensation adjustment recommendations. The recommendations are based upon a variety of factors: years of services, performance and retention. The spreadsheet was reviewed at the Human Resources Committee meeting of January 19, 2022 during Executive Session. The Committee came to a consensus to recommend approval of the adjustments discussed.

Recommendation, Re: Approval of Approval of Deletion of Closed Session Meeting Recordings as Permitted Under Illinois Open Meetings Act 5 ILCS 120/2.06(c) for 8/19/13, 10/16/13, 12/16/15, 6/15/16, 7/20/16, 5/24/17, 6/21/17, 9/20/17, 12/20/17, 6/20/18, 8/15/18, 12/19/18, 5/15/19, 6/19/19, 10/16/19 and 12/18/19

Background information:

As permitted under Illinois Open Meetings Act 5 ILCS 120/2.06(c):

*The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:*

- (1) The public body approves the destruction of a particular recording; and*
- (2) The public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.*

Going forward, the plan will be to include this on the agenda for applicable recordings in January of even numbered years.

## Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period December 1-31, 2021 plus the Addendum for the meeting of January 19, 2022 in the amount of \$124,276.66.

## 7. COMMITTEE REPORTS

Human Resources Committee Chair Trustee Patel stated that at the HR Committee meeting of January 19, 2022, the members came to a consensus to recommend approval of the staff compensation adjustments.

## 8. NEW BUSINESS

### 8.1 Recommendation, Re: Approval of Staff Increases for FY22/23

President Lynch requested that the approval of staff increases be tabled until the February Board meeting to allow further discussion.

### 8.2 Discussion: Discussion of Trustee Vacancy

The Board discussed the manner in which they would like to fill the current vacancy on the Board. It was determined that the vacancy should be posted in February and a select number of candidates be interviewed for the position. A new candidate will be selected prior to the March Board meeting, where they can then be sworn in to office.

## 9. REPORT OF THE LIBRARY DIRECTOR

Hoopla is an on-demand online service providing access to e-books, e-comics, e-audio books, music and streaming video content. Trustees commented on the Library's hoopla usage review for 2021 that was included in their packet. The Library has had this online service since November 2014. 255 new patrons registered with hoopla in 2021. With a new total of 2,778 unique users, 15.2% of Library patrons are using hoopla. Titles are available in a variety of languages as well. The Content Diversity Review data shows that during the past 12 months, Carol Stream patrons borrowed titles in 36 different languages, borrowing 368 titles. The Library is pleased to be able to provide this additional World Language collection to patrons.

## 10. UNFINISHED BUSINESS-None

## 11. BOARD DEVELOPMENT-Illinois Library Association Virtual Library Legislative Meet-Up-West Suburban, January 24, 2022

## 12. BOARD MEMBER REPORTS-None

## 13. EXECUTIVE SESSION

**Trustee Olson moved** and **Trustee Hudspeath seconded** that The Board of Library Trustees adjourn into Executive Session as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) for the review of minutes. Motion approved.

Ayes ..... 6 Trustees Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Nays ..... 0

Absent..... None

Accordingly, the Meeting was closed to the public at 7:45 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:57 p.m.

Director Westgate called the roll.

Present: Trustees Hudspeath, Rogers, Olson, Larimer and Lynch

Absent: Trustee Patel

13.1 Approval of the Executive Session Minutes of July 21, 2021, September 15, 2021 and October 28, 2021  
**Trustee Lynch moved** and **Trustee Olson seconded** that the Board of Library Trustees approve the Executive Session minutes of July 21, 2021, September 15, 2021 and October 28, 2021 and that they remain closed at this time. Motion approved.

Ayes ..... 3 Trustees Olson, Larimer and Lynch

Nays ..... 0

Abstain ..... 2 Trustees Hudspeath and Rogers

Absent..... Trustee Patel

13.2 Recommendation, Re: Semi-Annual Review of the Minutes of Executive Session

**Trustee Lynch moved** and **Trustee Olson seconded** that the Board of Library Trustees approve the release of the Executive Session minutes of June 9, 2021 and June 10, 2021 and a partial release of the minutes of September 30, 2020 and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes ..... 5 Trustees Hudspeath, Rogers, Olson, Larimer and Lynch

Nays ..... 0

Absent..... Trustee Patel

#### 14. ADJOURN

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 7:59 p.m.

February 16, 2022

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees