

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: February 16, 2022

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:00 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 Hudspeath, Rogers, Olson, Patel, Larimer and Lynch

Absent: None

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

4. PUBLIC PARTICIPATION – None

5. ANNOUNCEMENT

Trustee Vacancy-Accepting resumes and letters of interest through Sunday, February 20, 2022

6. CONSENT AGENDA

Trustee Hudspeath moved and **Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of February 16, 2022. Motion approved.

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

Nays 0

Absent..... None

Trustee Olson moved and **Trustee Larimer 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 January 19, 2022

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2022

6.3 Recommendation, Re: Approval of Facility Technician Job Description

- 6.4 Recommendation, Re: Approval of Change in Pay Grade for Human Resources Manager Position
- 6.5 Recommendation, Re: Approval of Staff Compensation Awards
- 6.6 Approval of Disbursements of January 1-31, 2022 plus the Addendum for the Meeting of February 16, 2022
- 6.7 Recommended, Re: Approval of Staff Increases for FY 22/23

Trustee Larimer 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 Facility Technician Job Description

Background information:

The existing Maintenance Worker job description does not reflect the current responsibilities and tasks that are undertaken by the Maintenance Worker. A new job description was developed that more accurately reflects the actual duties and responsibilities of the position. The job description was reviewed at the Human Resources Committee meeting of February 16, 2022.

Recommendation, Re: Approval of Staff Compensation Awards

Background information:

Following the discussion of the current and 2021 CPI and the dedication of the staff of working with the public in a pandemic environment, the Board determined that they would like to provide an appreciation award to staff for their work during 2021. The Committee came to a consensus to administer to staff a one-time cash appreciation award of 3% of their gross wages earned in 2021. The award will be administered before the end of the current FY.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1-31, 2022 plus the Addendum for the meeting of February 16, 2022 in the amount of \$120,362.14.

Recommendation, Re: Approval of Staff Increases for FY 22/23

Background information:

The Library awards increases, based upon merit. At the Human Resources Committee meeting of February 16, 2022, the committee came to a consensus to approve a merit increase of 0-4% for FY 22/23 for Library staff based upon their performance.

7. COMMITTEE REPORTS

Human Resources Committee Chair Trustee Patel stated that at the HR Committee meeting of February 16, 2022, the members came to a consensus to recommend approval of the staff increases for FY 22/23, staff

appreciation awards, approval of the Facility Technician job description and a change in pay grade of the Human Resources Manager position.

8. NEW BUSINESS

8.1 Discussion: Library Mask Guidelines

Beginning Monday, February 28, 2022, new Library signage will encourage mask wearing, but it will no longer be required, except during the Library's "High Risk" hours. High Risk hours are 9-10:00 am, Monday-Friday. For that hour, all patrons and staff are required to wear a mask to protect our vulnerable patrons. Masks will also be required for in-person programs in the meetings rooms and Create & Learn Center as well as for in-person staff meetings.

9. REPORT OF THE LIBRARY DIRECTOR

Trustees Hudspeath and Larimer commented on the increased number of FOIA requests that Director Westgate had to fill over a one week period. They were for 2020 staff compensation, renovation contract documents, building projects and HVAC agreements. Trustee Rogers commented that the Little Free Pantries was an interesting idea and that he supported the Library in pursuing this project.

10. MONTHLY STAFF REPORTS

Trustee Larimer stated that the Library should be aware that Veeam was being targeted for ransom ware. Director Westgate stated that she would discuss this threat with the Village IT staff. Trustee Lynch was pleased to see that the Adult Services Collection HQ report reflected that the Library was on target with the DEI titles in the collection.

11. BOARD MEMBER REPORTS-None

12. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Hudspeath seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:22 p.m.

March 16, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees