

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: September 21, 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. Trustee Leszczewicz arrived at 7:03 p.m.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske and Circulation Manager Jeri Cain

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Olson moved and **Trustee Larimer seconded** the establishment of a Consent Agenda for the Regular Meeting of September 21, 2022. Motion approved.

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Patel, Olson, 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 7 Trustees Hudspeath, Leszczewicz, Rogers, Patel, Olson, Larimer and Lynch

Nays 0

Absent..... None

5.1 Minutes of the Regular Board meeting of August 17, 2022

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2022

5.3 Recommendation, Re: Approval of Resolution #297, 2022 Request for Tax Levy

5.4 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

5.5 Approval of Disbursements of August 1-31, 2022 plus the Addendum for the Meeting of September 21, 2022

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

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Patel, Olson, Larimer and Lynch

Nays 0

Absent..... None

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

Recommendation, Re: Approval of Resolution #297, 2022 Request for Tax Levy

Background information:

The 2022 Request for Tax Levy requires approval and to be submitted to the Village. The 2022 Levy amount has an increase of \$60,000 over last year's Levy. \$30,000 of the increase is for the IMRF Fund and an additional \$5,000 to the Liability Fund to ensure that the Library maintains a minimum reserve of four months as outlined in the Library's Financial Policy. At the end of FY23 the Library would have an estimated reserve of 3.12 months in the IMRF Fund and 3.45 months of reserve in the Liability Fund. A \$25,000 increase to the General Fund is needed in response to an increase in operational costs.

Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

Background information:

The Library's current insurance policies are up for renewal in October. Total insurance costs increased by \$1,142 from last year, an increase of 3.9%. Board approval for the insurance renewal is required by Library policy for expenditures exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period August 1-31, 2022 plus the Addendum for the meeting of September 21, 2022 in the amount of \$124,969.62.

6. REPORT OF THE LIBRARY DIRECTOR

Trustee Lynch commented upon the Library's partnership with the Village's Social Services department to serve teens after school. The Village is applying for a grant to fund the partnership project. The Board is pleased that a new HR Administrator has been hired.

7. MONTHLY STAFF REPORTS

Trustee Lynch commented upon the increase in the use of the Library's self-check machines. Following the renovation, the Library added two additional machines for a total of three. Trustee Patel noted that the curbside pick-up statistics have decreased now that the pandemic restrictions have been lifted in the state. Trustees were pleased to see the partnership with the College of DuPage for English classes. The Adult Services department coordinated the partnership and the classes take place two mornings a week in the Library's Create & Learn Center.

8. BOARD MEMBER REPORTS

HR Committee Chair Trustee Patel shared with the Board that she would be sending them a Library Director Evaluation form to complete. The Director will complete a self-appraisal that will also be sent to the Board

members. An HR Committee meeting will be scheduled in October to complete the Director Evaluation process.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:15 p.m.

Ayes 7 Trustees Hudspeath, Leszczewicz, Rogers, Patel, Olson, Larimer and Lynch
Nays 0
Absent..... None

October 19, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees