

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: April 19, 2023

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

Director Westgate called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Rogers and Lynch.

Absent: Trustees Olson, Patel and Larimer

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske, Patron Services Manager Melanie Johnson and Human Resources Coordinator Lena Saltiel

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

Trustee Hudspeath moved and **Trustee Leszczewicz seconded** the establishment of a Consent Agenda for the Regular Meeting of April 19, 2023. Motion approved.

Ayes 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays 0

Absent..... Trustees Olson, Patel and Larimer

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

Ayes 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays 0

Absent..... Trustees Olson, Patel and Larimer

6.1 Minutes of the Regular Board Meeting of February 15, 2023

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2023 and March 31, 2023

6.3 Recommendation, Re: Approval of Annual Renewal of IGA for IT Services

- 6.4 Recommendation, Re: Approval of Funds Transfer of \$75,000 from the General Fund to the Capital Maintenance & Repair Fund
- 6.5 Recommendation, Re: Approval of Funds Transfer of \$200,000 from the General Fund to the Building Renovation Loan Fund
- 6.6 Approval of Additional Principal Payment of \$200,000 to the Village of Carol Stream for the Village/Library Intergovernmental Loan
- 6.7 Recommendation, Re: Approval of Addition to Policy No. 304, Floating Holidays
- 6.8 Recommendation, Re: Approval of Technical Services Associate Job Description
- 6.9 Approval of Disbursements of February 1-31, 2023, March 1-31, 2023 plus the Addendum for the Meeting of April 19, 2023

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

Ayes 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch
 Nays 0
 Absent..... Trustees Olson, Patel and Larimer

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

Recommendation, Re: Approval of Addition to Policy No. 304, Floating Holidays

Background Information:

To acknowledge the diversity of our staff and their lifestyles, the members of the Library’s DEI Committee recommended that the Library provide floating holidays to accommodate employees that do not celebrate the Federal Holidays that the Library currently is closed for. The updated policy provides two full-day floating holidays for full time employees and two four hour floating holidays for part time employees.

Approval of Disbursements:

The Library Board of Trustees approved the disbursements for the period of February 1-28, 2023, March 1-31, 2023 plus the Addendum for the Meeting of April 19, 2023 in the amount of \$245,903.02.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of ATA Group Accounting Services for FY24

Trustee Lynch moved and **Trustee Rogers seconded** that the Library Board of Trustees approve the letter of understanding for ATA Group Accounting Services for FY24. Motion approved.

Ayes 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch
 Nays 0
 Absent..... Trustees Olson, Patel and Larimer

7.2 Recommendation, Re: Review and Approval of FY2024 Working Budget

Trustee Lynch moved and Trustee Rogers seconded that the Library Board of Trustees approve the FY2024 Working Budget. Motion approved.

Ayes 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays 0

Absent..... Trustees Olson, Patel and Larimer

Background information:

The working budget for the upcoming fiscal year was prepared for Trustee review and approval.

7.3 Recommendation, Re: Approval of Addition to Policy No. 306, PTO

Trustee Lynch moved and Trustee Hudspeath seconded that the Library Board of Trustees approve the addition to Policy No. 306, PTO. Motion approved.

Ayes 4 Trustees Hudspeath, Leszczewicz, Rogers and Lynch

Nays 0

Absent..... Trustees Olson, Patel and Larimer

Background information:

Effective January 2024, Governor Pritzker has passed an act requiring employers to provide their part-time employees with an accrual of one hour of paid time off for every forty hours worked (PLFAW Paid Leave for All Workers). The Library has been researching and considering providing part-time employees with a paid time off benefit for the past year. The addition to the policy is for part-time employees to begin accruing PTO at the rate of two hours for every sixty hours worked, to go into effect in the new fiscal year, May 1, 2023.

Details of the Governor’s Act can be viewed here:

<https://www.ilga.gov/legislation/fulltext.asp?DocName=10200SB0208ham004&GA=102&LegID=129513&SessionId=110&SpecSess=0&DocTypeId=SB&DocNum=0208&GAID=16&Session=>

7.4 Discussion: After School Security and High Risk Mask Hours

Background information:

The Board discussed the current high risk hours mask requirement. They agreed with the staff recommendation to remove this requirement beginning on May 1. Masks will still be available for staff and patrons who would like one. Starting in April, the Library is hiring Carol Stream Police Officers to work a two-hour shift at the Library on Monday afternoons when Jay Stream School has early dismissal.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Board was happy to see that the Library is resuming the annual Holiday Open House this December.

9. MONTHLY STAFF REPORTS

The Board was glad to see that the door counts are continuing to increase. They commended the Adult services department for resuming the AARP driving classes and the continued success of the COD ESL classes

held here at the Library. They welcomed and congratulated Melanie Johnson for her promotion to Patron Services Manager.

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Rogers moved** and **Trustee Hudspeath seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:42 p.m.

May 17, 2023

Date approved

Mansi Patel, Secretary for the Board of Library Trustees