

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: July 19, 2023

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

Vice President Larimer called the meeting to order at 7:00 p.m.

2. Vice President Larimer led those in attendance in the Pledge of Allegiance to the Flag

3. Roll Call

Director Westgate called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer and Lynch (Trustee Lynch attended remotely for business reasons, left meeting at 7:20 p.m.)

Absent: Trustee Patel

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno, Youth Services Manager Amy Teske and Patron Services Manager Melanie Johnson

4. PUBLIC PARTICIPATION – None

5. COMMITTEE REPORTS - None

6. CONSENT AGENDA

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

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

Nays 0

Absent..... Trustee Patel

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

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

Nays 0

Absent..... Trustee Patel

6.1 Minutes of the Regular Board Meeting of June 21, 2023

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2023

6.3 Recommendation, Re: Approval of FY 24 Quarterly Payments to SWAN Library Consortium

6.4 Approval of Disbursements of June 1-30, 2023 plus the Addendum for the Meeting of July 19, 2023

6.5 Monthly Staff Reports

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

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

Nays 0

Absent..... Trustee Patel

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

Recommendation, Re: Approval of FY 24 Quarterly Payments to SWAN Library Consortium

Background Information:

The annual quarterly payments will be in the amount of \$11,653.50 for a total annual fee of \$46,614. This is a slight increase of \$71 over last year's fees. Fees are calculated using a base fee for all SWAN members + a percentage based upon the amount of tax dollars a library receives + a reduction to these fees based upon the grant funds that SWAN receives from RAILS. In FY23 each member library received a reduction of their fees of \$5,551 due to the grant from RAILS. For FY24 each member library received a reduction of \$5,246 to their fees due to the RAILS grant, a difference of \$305. This is a decrease of grant funds of 5.5% from the FY23 RAILS grant amount awarded. Board approval is required for payments exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of June 1-30, 2023 plus the Addendum for the Meeting of July 19, 2023 in the amount of \$112,900.66.

7. NEW BUSINESS

7.1 Recommendation, Re: Approval of the Change of the Library's Financial Banking Institution

Trustee Olson moved and **Trustee Hudspeath seconded** that the Carol Stream Public Library Board of Trustees approve the change of the Library's Financial Banking Institution to PNC Bank. Motion approved.

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

Nays 0

Absent..... Trustee Patel

Background information:

The change in the Board Treasurer in May provided a good opportunity for the Library to explore other financial institution options. Assistant Director Laura Hays contacted several of the banks located in Carol Stream to see what services and advantages they may offer. Following her analysis, she and the Director reviewed each institutions' services and offers, including the Library's current bank. Following the review, they recommended to the Board that the Library change financial institutions to PNC Bank. From the four banks reviewed, they had the most advantages to the Library as well as demonstrated a strong commitment to customer service. A comparison chart was provided to the Board to review at the meeting. It was decided that

Trustee Justin Lynch, who is the current Board President, will be responsible for establishing the new banking relationship.

8. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustees stated that they had not yet received an email with the Fraud Inquiry letter from the Library’s auditor. The Director will follow up with the auditor to ensure they are promptly sent out. The contractor doing the curb work on Hiawatha Drive broke several portions of the Library’s irrigation system. The system has been repaired and the contractor will be billed for the repair cost. Director Westgate is participating in a project with the Village called “Aging in a Changing Region.” The group is being facilitated by Mr. Brad Winick, a municipal planner with expertise in “Aging in Place.” He is working for the Metropolitan Mayor’s Caucus. The project goals are: to complete an assessment of the current services provided to senior residents of Carol Stream; to identify service gaps; to identify ways in which the Village of Carol Stream and our community partners can address some of these service gaps; and to identify ways in which the Village of Carol Stream and community partners can build upon our current partnerships in service delivery. There will be surveys for seniors and for stakeholders and two workshops in the Fall --- one in September & one in October. A result of the findings will be a finished plan completed by the end of December. Carol Stream Social Services is leading the project comprised of representatives from the three Townships that cover Carol Stream-Wayne, Milton and Bloomingdale, and Mary Anselmo from Colony Park.

9. EXECUTIVE SESSION

Trustee Hudspeath moved and **Trustee Leszczewicz 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 5 Trustees Hudspeath, Leszczewicz, Olson, Rogers and Larimer

Nays 0

Absent..... Trustee Patel and Lynch

Accordingly, the Meeting was closed to the public at 7:26 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:44 p.m.

Director Westgate called the roll.

Present: Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer

Absent: Trustees Patel and Lynch

9.1 Recommendation, Re: Approval of the Executive Session Minutes of January 18, 2023

Trustee Olson moved and **Trustee Leszczewicz seconded** that the Carol Stream Library Board of Trustees approve the Executive Session minutes of January 18, 2023 and that they remain closed at this time. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer

Nays 0

Absent..... Trustees Patel and Lynch

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

Trustee Rogers moved and **Trustee Leszczewicz seconded** that the Carol Stream Library Board of Trustees approve the release of the Executive Session minutes of July 20, 2022 and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes 5 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer

Nays 0

Absent..... Trustees Patel and Lynch

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Hudspeath moved** and **Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:46 p.m.

September 20, 2023

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees