

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: November 15, 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

Secretary Patel called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Olson, Rogers, Patel and Lynch. Trustee Larimer arrived at 7:04 p.m.

Absent: None

Also Present: Director Susan Westgate, Assistant Director Laura Hays and Patron Services Manager Melanie Johnson.

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Hudspeath moved and **Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of November 15, 2023. Motion approved.

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

Nays 0

Absent..... Trustee Larimer

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, Patel and Lynch

Nays 0

Absent..... Trustee Larimer

5.1 Minutes of the Regular Board Meeting of October 18, 2023

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2023

5.3 Recommendation, Re: Approval of Annual Library Calendar 2024 Library Closings and Board Meetings

5.4 Recommendation, Re: Approval of Cancellation of December 20, 2023 Library Board of Trustees Meeting

5.5 Approval of Disbursements of October 1-31, 2023 plus the Addendum for the Meeting of November 15, 2023

Trustee Hudspeath 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, Patel and Lynch

Nays 0

Absent..... Trustee Larimer

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

Recommendation, Re: Approval of Annual Library Calendar 2024 Library Closings and Board Meetings

Background information:

The 2024 Calendar of Library Closings and Board meetings is sent to the Village and local press publications and posted in the Library lobby. Traditionally the Library is closed the Sunday before a Monday holiday, such as the Sunday before Labor Day and the Sunday before the Monday when Memorial Day is observed. The Library is also closed on Easter Sunday, Mother’s Day and Father’s Day. These Sunday closings are unpaid. When a Library holiday falls on a Sunday, the following Monday, will be considered the paid holiday. As with all unpaid closings, normally scheduled employees are offered the opportunity to make up their hours if they so choose.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of October 1-31, 2023 plus, the Addendum for the Meeting of November 15, 2023 in the amount of \$187,435.65.

6. NEW BUSINESS

6.1 Discussion: 2024 Per Capita Grant Requirements-Review of *Serving our Public 4.0, Standards for Illinois Public Libraries*

Background information:

The Library Board and Director are to completely review *Serving Our Public 4.0 Standards for Illinois Public Libraries* and report on any changes or progress. The Director provided the Board with a document outlining the Library’s status and progress regarding the standards. The final grant application will be included with the January Board packet for Board final approval. Deadline for submitting the Per Capita Grant is January 30, 2024.

7. REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Director and Adult Services Manger Athens Moreno hosted and attended the Nov. 8 Literacy DuPage Board meeting here at the Library. Athens provided them with an overview of our current literacy efforts and the Director took them on a tour of the building. They were very appreciative of the Library’s support of their organization. The ILA (Illinois Library Association) has scheduled a Legislative Meet-up for West Suburban Libraries for Wednesday, December 6 from 12:00-2:00 p.m. in Oak Brook. This annual event provides libraries the opportunity to hear from local legislatures regarding their standings on the importance that public libraries play in our Democracy. President Lynch will be attending on behalf of the Library. Trustee Rogers will be volunteering on behalf of the Library at the Village Tree Lighting event on Dec. 1. Trustees Larimer and Rogers will be volunteering at the Library’s Winter Wonderland event at the Library on Dec. 3.

8. MONTHLY STAFF REPORTS

Background Information:

The Adult Services department will soon be circulating Memory Kits for patrons and patron family members that may be experiencing beginning or advanced memory issues. The different kits contain puzzles and reusable work sheets at different levels (early, mid and late stages of memory loss). The Friends of the Library are providing the funding for the new collection.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Leszczewicz seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:10 p.m.

January 17, 2024

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees