

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 7

DATE: July 17, 2024

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, Olson, Rogers, Larimer and Lynch

Absent: Trustee Patel

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Youth Services Manager Amy Teske and HR Administrator Lena Saltiel

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

**Trustee Larimer moved** and **Trustee Hudspeath seconded** the establishment of a Consent Agenda for the Regular Meeting of July 17, 2024. Motion approved.

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

Nays ..... 0

Absent..... Trustee Patel

**Trustee Olson moved** and **Trustee Hudspeath 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

5.1 Minutes of the Regular Board Meeting of June 19, 2024

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2024

5.3 Recommendation, Re: Approval of FY 25 Quarterly Payments to SWAN Library Consortium

5.4 Review of FY24 Statement of Cash Receipts and Disbursements

5.5 Recommendation, Re; Approval of Meeting Room Use Policy Revisions

5.6 Approval of Disbursements of June 1-30, 2024 plus the Addendum for the Meeting of July 17, 2024

**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, 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 25 Quarterly Payments to SWAN Library Consortium

Background Information:

The annual quarterly payments will be in the amount of \$10,557.50 for a total annual fee of \$42,230. This is a significant decrease of \$4,313 under last year's fees. Fees are calculated using a base fee for all 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 FY24 each member library received a reduction of their fees of \$5,246 due to the grant from RAILS. For FY25 each member library received a reduction of \$5,215 to their fees due to the RAILS grant, a difference of \$31. This is a slight decrease of grant funds of 0.5% from the FY24 RAILS grant amount awarded. Board approval is required for payments exceeding \$10,000.

Review of FY24 Statement of Cash Receipts and Disbursements

Background Information:

It is a requirement of state law for municipalities to prepare and publicly publish this statement. It includes a review of our General Fund balances for the year, a list of vendors that we paid \$2,500 or more to and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2024 is also included. This will be published in a local newspaper and then submitted to the Village and the County Clerk with a signed letter from the Library Treasurer.

Recommendation, Re: Approval of Meeting Room Use Policy Revisions

Background Information:

Due to the high demand of the Library's meeting room space for Library-related programs, meetings, events and partnerships, the Meeting Room Use policy has been revised to restrict Library meeting room usage to Library partners only. The revisions were made and updated by the Library's attorney to ensure that the Library was not in violation of any laws.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of June 1-30, 2024 plus the Addendum for the Meeting of July 17, 2024 in the amount of \$104,242.91.

6. NEW BUSINESS

6.1 Recommendation, Re: Approval of Employee Handbook Generative Artificial Intelligence (AI) Use & Standards Policy

**Trustee Larimer moved and Trustee Olson seconded** that the Carol Stream Public Library Board of Trustees approve the Employee Handbook Generative Artificial Intelligence (AI) Use & Standards Policy. Motion

approved.

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

Nays ..... 0

Absent..... Trustee Patel

Background information:

Now that AI tools are readily available online to the general public, SHRM and other Human Resource professional organizations recommend that employers adopt an AI Use policy for their employees. Human Resources Administrator Lena Saltiel has attended several programs and webinars regarding this topic over the past several months. She worked with the template provided by HR Source, our HR Consulting Firm, to develop an AI Use policy for the Library. It provides the employees with information on when the use of AI is appropriate and when it is not acceptable as well as following a list of rules and regulations regarding its use.

6.2 Recommendation, Re: Approval of Procedure for Maxed Out Employees on the Pay Scale

**Trustee Rogers moved** and **Trustee Leszczewicz seconded** that the Carol Stream Public Library Board of Trustees approve the procedure for Maxed Out Employees on the Pay Scale. Motion approved.

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

Nays ..... 0

Absent..... Trustee Patel

Background information:

Though the Library makes an annual adjustment to the Library’s pay grade structure each year, longer term employees may have reached the maximum end of their pay range and are not recognized at the same monetary merit increase as other staff may receive based upon their performance. To encourage the retention of top performing longer-term employees and to recognize their contributions, the Library has developed a procedure to recognize these employees quarterly throughout the year.

6.3 Discussion, Re: Klein Creek Overlook Expenses

Background information:

At a recent meeting the estimated costs of the Library’s portion of the overlook project were provided by the project Architect Upland. The expenses include two large steel leaf-shaped shelters, a screen in front of the Library’s utilities, a viewing scope, planters and a playground turtle sculpture. The Village engineer will be coordinating the installation and working with the different contractors. The turtle sculpture is being installed on Library property. The remaining components are installed on the easement on the west side of the Library property. The Library has funds available in the Capital Maintenance and Reserve Fund to put towards this project. The installation will begin in August or September and is dependent upon the lead time as many of these components are custom made.

7. REPORT OF THE LIBRARY DIRECTOR

Background Information:

The Director has submitted all of the required paperwork to the Village to request a sign variance for the installation of outdoor signage on the west side of the building. This will help to identify the building for Armstrong Park visitors. The Village Zoning Committee meeting will meet in August to review the documentation and make a recommendation regarding the variance to the Village Board of Trustees.

## 8. MONTHLY STAFF REPORTS

### Background information:

The Board was pleased with the increasing circulation of materials that are displayed in the Adult Services Spotlight area now that they have changed their signage and how they display new and highlighted materials. Text reminders is now an option for patrons when registering for Library programs. Trustee Larimer thanked Marketing Coordinator Mikayla Frigo for how the Library's attractive and professional marketing of services, programs, etc. has resulted with a continued increase in Library card registration. The continued and growing popularity of the Youth Services Chess programs was also noted. Trustee Rogers was impressed with the active Teen Volunteerism at the Library this summer.

## 9. EXECUTIVE SESSION

**Trustee Larimer 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 ..... 6 Trustees Hudspeath, Leszczewicz, Olson, Rogers, Larimer and Lynch

Nays ..... 0

Absent..... Trustee Patel

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 7:35 p.m.

Director Westgate called the roll.

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

Absent: Trustee Patel

### 9.1 Recommendation, Re: Approval of the Executive Session Minutes of January 17, 2024

**Trustee Olson moved** and **Trustee Leszczewicz seconded** that the Carol Stream Library Board of Trustees approve the Executive Session minutes of January 17, 2024 and that they remain closed at this time. Motion approved.

Ayes ..... 5 Trustees Leszczewicz, Olson, Rogers, Larimer and Lynch

Nays ..... 0

Abstain..... 1 Trustee Hudspeath

Absent..... None

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

**Trustee Lynch moved** and **Trustee Leszczewicz seconded** that the Carol Stream Library Board of Trustees approve the partial release of the Executive Session minutes of September 20, 2023 and that all other Executive Session minutes remain closed at this time. Motion approved.

Ayes ..... 5 Trustees Leszczewicz, Olson, Rogers, Larimer and Lynch

Nays ..... 0

Abstain..... 1 Trustee Hudspeath

Absent..... None

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Hudspeath moved** and **Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:38 p.m.

September 18, 2024

Approved (date)

\_\_\_\_\_  
Mansi Patel, Secretary  
Library Board of Trustees