

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 18, 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

Secretary Patel called the Roll.

Present: Trustees Hudspeath, Leszczewicz, Rogers, Patel, and Lynch

Absent: Trustees Olson and Larimer

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

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 September 18, 2024. Motion approved.

Ayes ..... 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays ..... 0

Absent..... Trustees Olson and Larimer

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

Ayes ..... 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays ..... 0

Absent..... Trustees Olson and Larimer

6.1 Minutes of the Regular Board Meeting of July 17, 2024

6.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2024 and August 31, 2024

6.3 Recommendation, Re: Approval of Resolution #301, 2024 Request for Tax Levy

- 6.4 Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- 6.5 Recommendation, Re: Approval of Expenses over \$10,000 for Outdoor Path Repair and Extension
- 6.6 Approval of Disbursements of July 1-31, 2024, August 1-31, 2024 plus the Addendum for the Meeting of September 18, 2024

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

Ayes ..... 5 Trustees Hudspeath, Leszczewicz, Rogers, Patel and Lynch

Nays ..... 0

Absent..... Trustees Olson and Larimer

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

Recommendation, Re: Approval of Resolution #301, 2024 Request for Tax Levy

Background Information:

The 2024 Request for Tax Levy requires Board approval and to be submitted to the Village of Carol Stream. The Library was able to decrease the 2024 Levy from the prior year by \$128,109. Over the past several years the Library has made additional loan payments to the Village with available excess revenues at the end of the fiscal year. This has reduced the timeline of the loan resulting in a reduced payment for 2025, and the ability to reduce our 2024 Levy Request amount.

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. The Library's insurance costs increased by \$1,203 from last year, an increase of 4.7%. In addition, the Library has added a robust Cyber Insurance policy in the amount of \$1,618 to protect the institution from a variety of malicious cyber risks that exist. Approval for the insurance renewal is included as an action item for the Board as required by Library policy for expenditures exceeding \$10,000.

Recommendation, Re: Approval of Expenses over \$10,000 for Outdoor Path Repair and Extension

Background information:

The Library will be extending the limestone path from the west end of the north woods to the new Klein Creek Overlook located at the west side of the Library. The Proposal includes addressing the steepness of the grade from the woods up to the patio area to make it safer and more accessible for pedestrians. Approval for the proposal is included as an action item for the Board as required by Library policy for expenditures exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of July 1-31, 2024, August 1-31, 2024 plus, the Addendum for the Meeting of September 18, 2024 in the amount of \$338,474.88.

7. NEW BUSINESS

## 7.1 Recommendation, Re: Approval of Intergovernmental Agreement with the Village of Carol Stream for the Klein Creek Overlook Project

### Background Information:

After several discussions with the Village Engineer regarding the Overlook Project, it was determined that the best approach for the two organizations was to formalize an IGA (Intergovernmental Agreement) for the project. This will ensure that an understanding of responsibility and project oversight is clearly outlined. The IGA is still in draft form so is not yet ready for approval. The finalized IGA will be presented for approval at a future Board meeting.

## 8. REPORT OF THE LIBRARY DIRECTOR

### Background Information:

Trustees commented on the following report items: The Director will be pursuing a proposal from Upland Design Ltd. for a project to renovate the front outdoor areas in front of the Library. A more robust Cyber Insurance policy has been added to the Library's Liability coverage. With the accelerated payments that the Library was able to submit over the past several years towards the Village loan, the Library was able to decrease the 2024 Levy from the prior year to reflect the reduced final loan payment that will be due on December 1, 2025.

## 9. MONTHLY STAFF REPORTS

### Background Information:

Trustees commented on the high number of check-ins in June. They were a result of the large number of Summer Reading Program participants and the reorganization of the Adult Services Spotlight area that greatly increased circulation. Staff did a great job with processing and shelving such a large volume of materials. Wonderful to see so many patrons visiting the Library this summer.

## 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 7:15 p.m.

October 16, 2024

Approved (date)

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Mansi Patel, Secretary  
Library Board of Trustees