

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 20, 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, Olson, Rogers, Patel and Lynch. Trustee Larimer arrived at 7:19 p.m.

Absent: Trustee Leszczewicz

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

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

**Trustee Olson moved** and **Trustee Hudspeath seconded** the establishment of a Consent Agenda for the Regular Meeting of November 20, 2024. Motion approved.

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

Nays ..... 0

Absent..... Trustees Leszczewicz and Larimer

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

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

Nays ..... 0

Absent..... Trustees Leszczewicz and Larimer

5.1 Minutes of the Regular Board Meeting of October 16,2024

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2024

5.3 Acceptance of 2024 Audit as Presented

5.4 Recommendation, Re: Approval of Annual Library Calendar 2025 Library Closings and Board Meetings

5.5 Recommendation, Re: Approval of Loan Payment to Village of Carol Stream

5.6 Recommendation, Re: Approval of Renewal of Complete Cleaning Contract for Cleaning Services

5.7 Recommendation, Re: Approval of Cancellation of December 18, 2024 Library Board of Trustees Meeting  
5.8 Approval of Disbursements of October 1-31, 2024 plus the Addendum for the Meeting of November 20, 2024

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

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

Nays ..... 0

Absent..... Trustees Leszczewicz and Larimer

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

Recommendation, Re: Approval of Annual Library Calendar 2025 Library Closings and Board Meetings

Background information:

The 2025 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, 2024 plus, the Addendum for the Meeting of November 20, 2024 in the amount of \$346,726.86.

6. NEW BUSINESS

6.1 Review of Fiscal Year 2024 Audit with Sikich Representative Brian LeFevre

Background information:

Partner Brian LeFevre from Sikich LLP, presented the Library’s FY2024 Annual Financial Report and Auditor’s Communication to the Board. The auditor issued a clean, unmodified audit opinion. An unmodified opinion is issued when the financial statements “give a true and fair view” and the organization under audit has practiced in accordance with all requirements. It is the highest opinion that can be given.

6.2 Discussion: 2025 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 Library updated the Library’s Emergency Manual this year. 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, 2025.

7. REPORT OF THE LIBRARY DIRECTOR

Background Information:

Trustees commented on the success of the recent Staff In-service Day and the creation of a Library “Green Team” of interested staff members to devise practical and affordable ways that the Library can decrease its impact on the environment. They are also pleased with the new website that launched on November 12 admiring the clean look and its easy navigation and accessibility features. Director Westgate described the activities that are planned for the Tree Lighting extravaganza at the Town Center that is a collaborative event with the Library, Village and Park District.

8. MONTHLY STAFF REPORTS

Background Information:

The Adult Services department has been successful in analyzing data and reducing the hold ratio on popular books and DVDs. The Youth Services recent Monster Jubilee program in October was very well attended holding two program sessions with a total of 186 attendees.

9. UNFINISHED BUSINESS

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

**Trustee Lynch moved** and **Trustee Hudspeath seconded** that the Library Board of Trustees approve to enter into an intergovernmental agreement with the Village of Carol Stream for the cost-sharing of an educational space between the Library and Klein Creek, otherwise known as the Klein Creek Section III Overlook. We also authorize the Director to approve any minor revisions from the Village or Library counsel to the agreement, to be consistent with the construction documents, but said agreement shall be in the substantial conformance with the version provided for Board consideration and approval. Motion approved.

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

Nays ..... 0

Absent..... Trustees Leszczewicz

10. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** and **Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:40 p.m.

January 15, 2025

Approved (date)

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Mansi Patel, Secretary  
Library Board of Trustees