

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: June 18, 2025

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

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

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

3. Roll Call

Secretary Foehner called the Roll.

Present: Trustees Vernon, Gieser, Foehner and Rogers

Absent: Trustees Kossack and Leszczewicz

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. CONSENT AGENDA

Trustee Gieser moved and **Trustee Vernon seconded** the establishment of a Consent Agenda for the Regular Meeting of June 18, 2025. Motion approved.

Ayes 4 Trustees Vernon, Gieser, Foehner and Rogers

Nays 0

Absent..... Trustees Kossack and Leszczewicz

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

Ayes 4 Trustees Vernon, Gieser, Foehner and Rogers

Nays 0

Absent..... Trustees Kossack and Leszczewicz

5.1 Minutes of the Regular Board Meeting of May 21, 2025

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2025

5.3 Recommendation, Re: Approval of the Illinois Public Library Annual Report for FY2025

5.4 Recommendation, Re: Re: Approval of Amendment to FY26 Capital Maintenance & Repair Funds Budget for Klein Creek Outlook Project

5.5 Recommendation, Re: Approval of Library Director to Authorize Irrigation Expenses and Change Orders for Front Renovation Project

5.6 Approval of Disbursements of May 1-31, 2025 plus the Addendum for the Meeting of June 18, 2025

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

Ayes 4 Trustees Vernon, Gieser, Foehner and Rogers

Nays 0

Absent..... Trustees Kossack and Leszczewicz

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

Recommendation, Re: Approval of the Illinois Public Library Annual Report for FY2025

Background information:

The Library's Annual Report is submitted to the Illinois State Library. It contains all of the annual statistics for the Library's past fiscal year (May 1, 2024-April 30, 2025). The data in the report covers the Library's finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc. The report is due to the State Library by July 1.

Recommendation, Re: Approval of Amendment to FY26 Capital Maintenance & Repair Funds Budget for Klein Creek Outlook Project

Background information:

On November 20, 2024 the Library entered into an IGA (Intergovernmental Agreement) with the Village of Carol Stream for some of the costs of the Village's Klein Creek Overlook Project, located on the west side of the Library property. This necessitates adding an additional expense line to the Capital Maintenance & Repair budget for the Klein Creek Overlook project for \$211,000.

Recommendation, Re: Approval of Library Director to Authorize Irrigation Expenses and Change Orders for Front Renovation Project

Background information:

Irrigation expenses will be occurring at different times during the project as the irrigation company will be working closely with the contractor for the project to install new piping and sprinkler heads during the process. The Library will be charged on a time and material basis for their work. On large projects change orders may occur due to property conditions and/or changes to materials, etc. that require immediate action/approval to move forward with the project. To avoid delays it is a common practice to provide authorization to someone in authority to approve these changes.

Approval of Disbursements:

The Library Board of Trustees approved the disbursements for the period of May 1-31, 2025 plus the Addendum for the Meeting of June 18, 2025 in the amount of \$161,668.19.

6. NEW BUSINESS

6.1 Discussion: Trustee Candidate Interviews

Background information:

The Director will check the availability of Library Board members in order to schedule two Special Meetings to conduct Trustee Candidate interviews the week of July 7.

7. Report of the Library Director

Background information:

The Carol Stream Independence Day Parade will be on Friday July 4th. Trustees, staff and their family members are welcome to participate. The Library will have a float and be handing out bookmarks and candy to the parade watchers along the route. The bids for the outdoor projects at the Library came in higher than expected. This may be a result of contractors ensuring that their bid will cover any potential increase in materials costs, such as steel, that is being used for some of the structures at the Klein Creek Overlook as well as the decorative metal pieces that are part of the Library's Front Renovation Project.

8. Monthly Staff Reports

Background information:

The Department Managers, HR, Marketing and IT prepare a monthly report of the activities of their departments. It includes information on programs, services, collections and special projects as well as Outreach services. There has been recent changes in staffing. A part-time Adult Services Librarian was promoted to full time to fill a recent vacancy and a part-time Patron Services Clerk was hired as a part-time Library Associate in Adult Services.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Gieser moved** and **Trustee Vernon seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:14 p.m.

July 16, 2025

Date approved

Secretary Katelyn Foehner
for the Board of Library Trustees