

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE VILLAGE OF CAROL STREAM  
Carol Stream Public Library  
616 Hiawatha Drive Carol Stream, IL 60188

DATE: February 17, 2021

TIME: 7:00 p.m.

PLACE: Due to the COVID-19 pandemic, the Library conducted an online audio Board Meeting through Zoom to conduct essential business. The audio recording of the meeting is available online on the Library's website [www.cslibrary.org](http://www.cslibrary.org).

1. Welcome and Call to Order

President Sheikh called the meeting to order at 7:02 p.m.

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

3. Roll Call

Director Westgate called the Roll.

Present: Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh

Absent: Trustee Patel

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-Nadia Sheikh

4.1 February is Black History Month

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

**Trustee Lynch moved** and **Trustee Berryman-Gilliam seconded** the establishment of a Consent Agenda for the Regular Meeting of February 17, 2021. Motion approved.

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh

Nays ..... 0

Absent..... Trustee Patel

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

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh

Nays ..... 0

Absent..... Trustee Patel

6.1 Minutes of the Special Board Meeting of January 18, 2021

6.2 Minutes of the Regular Board Meeting of January 20, 2021

- 6.3 Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2021
- 6.4 Report from the President, Nadia Sheikh-None
- 6.5 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.6 Human Resources Committee Report-Bonita Berryman Gilliam-None
- 6.7 Facilities Committee Report - David Larimer-None
- 6.8 Finance Committee – Justin Lynch – None
- 6.9 Recommendation, Re: Approval of Copier/Print Management Contract
- 6.10 Recommendation, Re: Approval of Recommendation for Staff Merit Increases for FY 21/22
- 6.11 Recommendation, Re: Approval of Revision to Materials Clerk Job Description
- 6.12 Approval of Disbursements of January 1-31, 2021 plus the Addendum for the Meeting of February 17, 2021
- 6.13 Assistant Director’s Report, Mary Clemens
- 6.14 Adult Services Report, Laura Hays
- 6.15 Circulation Department Report, Jeri Cain
- 6.16 Human Resources Report, Mary Pellico
- 6.17 ILA Virtual Legislative Meet-up, Friday, February 19, 2021

**Trustee Lynch moved and Trustee Berryman-Gilliam seconded** that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh

Nays ..... 0

Absent..... Trustee Patel

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

Recommendation, Re: Approval of Copier/Print Management Contract

Background information:

The Library’s received three quotes that included the public copier and printers as well as the individual printers in workrooms and offices and the Library’s main staff copier/printer that handles the majority of in-house printing. A spread sheet was compiled comparing all three vendors. Following review, it was recommended that the Library renew with their current vendor, Impact, based upon pricing and equipment.

Recommendation, Re: Approval of Recommendation for Staff Merit Increases for FY 21/22

Background information:

Traditionally, the annual staff evaluations take place before the end of the fiscal year in March and April. In FY2020 that schedule was adjusted due to the library closure for the pandemic. Evaluations were completed in August and staff received their merit increases in September 2020. The Management Team will be following this same evaluation schedule for FY2022. Staff will be evaluated at the end of summer and receive any awarded increases in September 2021. The employees of the Carol Stream Library approach their work with a team mentality of everyone working together to fulfill the Library’s Mission and Vision. They exhibit dedication to the organization’s success on a daily basis. This past year management and staff have developed and adopted new service models to deliver materials and programs in the unique pandemic environment. Even with these challenges, they have continued to provide excellent customer service to all of our patrons. It is recommended that the Board approve a pool of 4% for merit pay increases for staff. These increases would be awarded between zero and 4%, dependent upon performance. The FY22 budget will accommodate these

increases. The Consumer Price Index (CPI) for 2020 is 1.4%. The CPI is a measure of the change in the price paid by consumers for goods and services.

## Recommendation, Re: Approval of Revision to Materials Clerk Job Description

### Background information:

The Materials Clerk staff have been assisting in providing Curbside Pickup Services in the Circulation Department. The Library will be providing curbside services on a permanent basis going forward, even after the pandemic, a revision to the job description is necessary to reflect this new duty. A copy of the revised job description with this revision was provided to the Trustees for review.

## Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1-31, 2021 plus the Addendum for the meeting of February 17, 2021 in the amount of \$96,649.53.

## ILA Virtual Legislative Meet-up, Friday, February 19, 2021

The ILA (Illinois Library Association) has scheduled a virtual Legislative Meet-up for West Suburban Libraries for Friday, February 19 from 12:00-1:30 p.m. This annual event provides libraries the opportunity to hear from local legislatures their standings on the importance that public libraries play in our Democracy.

## 7. BOARD AND COMMITTEE REPORTS

### 7.1 EDI Committee – Dr. Bonita Berryman-Gilliam

Committee Chair Trustee Berryman-Gilliam consulted with Committee members Trustees Sheikh and Lynch and developed the following statement regarding the Library's Board's newly formed special EDI Committee: Initial Task (February-April, 2021) Equity, Diversity and Inclusion Committee (EDI). The first task for this committee is to lay the foundation for a potential role for an EDI Committee in the Carol Stream Public Library's (CSPL) Long Range Strategic Plan (LRSP). The committee will develop initial plans to educate the members of the CSPL's Board of Trustees, Staff Librarians and Personnel and the community of patrons as to the origin of the term 'EDI', its definition and its current impact on the local and broader community, input from the library staff is encouraged. We recognize and respect the fact that Equity, Diversity and Inclusion are evolving arenas in our Village and this country. Keeping this in mind, we will refer to both the Illinois Library Association (ILA), the American Library Association (ALA) and Reaching Across Illinois Library Systems (RAILS) websites for additional guidance, as they represent well researched, gold standards specific to libraries. This committee seeks to minimize duplication or conflict with any future role approved by the Board for the CSPL LRSP. Finally, any ideas or policies that are approved by the Board of Trustees would be placed on hold, if in any way they conflict with efforts by the Director and or Library staff to implement necessary guidelines from the state of Illinois for full compliance with Covid19 requirements or perform their duties.

## 8. NEW BUSINESS

### 8.1 Recommendation, Re: Approval of 2021 Per Capita Grant Application and 2019 Expenditure Report

**Trustee Lynch moved** and **Trustee Olson** seconded that the Library Board of Trustees approve the 2021 Per Capita Grant Application and 2019 Expenditure Report. Motion approved.

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh

Nays ..... None

Absent..... Trustee Patel

Background information:

The Per Capita funds received by the Library are used towards the purchase of the Library's online database subscriptions.

8.2 Report of the Library Director, Susan Westgate

Trustees Olson and Berryman-Gilliam commented on the addition of the Carol Stream Author Collection that is located in the Spotlight area. They stated that it encourages residents to try their hand at creative writing.

8.3 Youth Services Report, Amy Teske

President Sheikh shared that her children enjoyed the Harry Potter program "What Hedwig Ate" that had the children dissecting an owl pellet to discover what they had eaten. Trustee Berryman-Gilliam was pleased to see the collaborative cooperation with Roy DeShane School and their EDI Book Club.

8.4 Marketing Report, Allison Porch

Trustee Olson applauded Allison's My Library Is ... blog post featuring the Library's Binge Box program. Trustee Berryman-Gilliam thanked Allison for the information posted to the public regarding the passing of former Library Director Lynn O-Dell. She had been the Library Director at CSPL from 1964-2005. Trustee Sheikh commended the public statement that Allison had prepared in response to recent national events.

8.5 Information Technology Report

Trustee Larimer inquired about the Library's current back-up and recovery protocol. Adult Services Manager Laura Hays stated that she will ask the IT staff to provide information on the Library's most current practices and share it with the Trustees at the next Board meeting.

8.6 Board Member Reports

President Sheikh shared that RAILS had reduced their material quarantine time from three days to one day. The Library will continue to quarantine materials for three days. Trustee Berryman-Gilliam inquired about the status of a patron that had been banned from entering the Library. Director Westgate stated that the patron is still currently banned from entering the building, but is permitted to use the curbside pick-up services.

8.7 Agenda Building for March Board Meeting

8.71 Cards for Kids Act

9. ADJOURN

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

Ayes ..... 6 Trustees Jourdan, Larimer, Lynch, Olson, Berryman-Gilliam and Sheikh

Nays ..... 0

Absent..... Trustee Patel

Meeting adjourned at 7:31 p.m.

March 17, 2021

Date approved

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Mansi Patel, Secretary for the Board of Library Trustees