

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: June 16, 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.

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:02 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 Larimer, Olson, Patel, Berryman-Gilliam and Lynch.

Absent: Trustee Jourdan

Also Present: Director Susan Westgate, Assistant Director Mary Clemens, Adult Services Manager Laura Hays, Circulation Manager Jeri Cain, Youth Services Manager Amy Teske, residents Nadia Sheikh and Samantha Wright

4. RECOGNITION OF GUESTS AND ANNOUNCEMENTS-President Lynch

4.1 June is LGBTQ+ Pride Month

5. PUBLIC PARTICIPATION – None

6. CONSENT AGENDA

Trustee Olson moved and **Trustee Berryman-Gilliam seconded** the establishment of a Consent Agenda for the Regular Meeting of June 16, 2021. Motion approved.

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

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

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

6.1 Minutes of the Regular Board Meeting of May 19, 2021

6.2 Minutes of the Special Board Meeting of June 9, 2021

- 6.3 Minutes of the Special Board Meeting of June 10, 2021
- 6.4 Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2021
- 6.5 Report from the President, Justin Lynch-None
- 6.6 Report from the Vice President, Dr. Bonita Berryman-Gilliam-None
- 6.7 Human Resources Committee Report-Bonita Berryman Gilliam-None
- 6.8 Facilities Committee Report - David Larimer-None
- 6.9 Finance Committee – Justin Lynch - None
- 6.10 Recommendation, Re: Approval of Revision of Personnel Policy 314A, Emergency Paid Sick Leave Due to COVID-19
- 6.11 Approval of Disbursements of May 1-31, 2021 plus the Addendum for the Meeting of June 16, 2021
- 6.12 Assistant Director’s Report, Mary Clemens
- 6.13 Youth Services Report, Amy Teske
- 6.14 Circulation Department Report, Jeri Cain
- 6.15 Human Resources Report, Mary Pellico
- 6.16 Information Technology Report
- 6.17 Board Member Reports-None

Trustee Larimer moved and Trustee Olson seconded that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

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

Recommendation, Re: Approval of Revision of Personnel Policy 314A, Emergency Paid Sick Leave Due to COVID-19

Background information:

In December 2020 the Library Board of Trustees approved the FFCRA sick time extension to June 30, 2021. Based on the current vaccination rate in the state, the Library Director recommended extending this sick time extension through September 30, 2021.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period May 1-31, 2021 plus the Addendum for the meeting of June 16, 2021 in the amount of \$192,541.71.

7. BOARD AND COMMITTEE REPORTS

7.1 EDI Committee Report – Dr. Bonita Berryman-Gilliam

Trustee Berryman-Gilliam shared information on a recent article in the American Library Association, June 2021 publication titled “Chronicling the Black Experience.” She also shared information on a video series available on YouTube that was produced by the Elgin Historical Society on the role Elgin played in the Civil War and after. Director Westgate will send out the article and links to the video series to the Board.

Project 2-3-1 - ACT 1: Two Boxcars. The Story of Elgin's African American Heritage

<https://www.youtube.com/watch?v=7k-F7Im9Tpg>

Project 2-3-1 - ACT 2: Three Blocks. The Story of Elgin's African American Heritage

<https://www.youtube.com/watch?v=pkOwVCX704Y>

Project 2-3-1 - ACT 3: One City. The Story of Elgin's African American Heritage

<https://www.youtube.com/watch?v=-JduYeaJAwY>

8. NEW BUSINESS

8.1 Recommendation, Re: Approval of Resolution # 293 Commendation of Service of Trustee Nadia Sheikh **Trustee Lynch moved** and **Trustee Olson** seconded that the Library Board of Trustees approve Resolution #293 Commendation of Service of Trustee Nadia Sheikh. Motion approved.

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

Background information:

President Lynch read the Resolution aloud and thanked former Trustee Sheikh for her service.

VILLAGE OF CAROL STREAM, ILLINOIS LIBRARY BOARD RESOLUTION #293

RE: COMMENDATION OF NADIA SHEIKH FOR HER SERVICE AS A CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Nadia Sheikh was elected as Library Trustee in April 2013 to a four-year term; and,

WHEREAS, she was re-elected to office in April 2017 and April 2021; and

WHEREAS, during her term of office she served the Library whenever called upon and in a variety of ways; and,

WHEREAS, during her tenure on the Board she served on the By-Laws Committee, Facilities Committee, Human Resources Committee, and Equity, Diversity and Inclusion Committee; and,

WHEREAS, during her tenure on the Board she served as Secretary from 2013 to 2017, Vice-President from 2017 to 2020, and as President from 2020 to 2021, giving wise advice and guidance to the Board and the Library; and,

WHEREAS, during her tenure she served two terms on the Reaching Across Illinois Library System Board of Trustees, participated in the Elevate Illinois Library Leadership Initiative, and is an Illinois Library Association Conference Committee member; and,

WHEREAS, she represented the Library at the annual Holiday Open House and other Library special events; and,

WHEREAS, during her term the Library underwent a complete building renovation; and

WHEREAS, during her time on the Board the Library increased service to the people of Carol Stream with improved collection development, expanded technology, enhanced public programming, virtual library services and curbside services; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Nadia Sheikh on behalf of the citizens of Carol Stream and library users everywhere for her public service.

8.2 Recommendation, Re: Approval of Illinois Public Library Annual Report (IPLAR) for FY2021

Trustee Lynch moved and **Trustee Larimer** seconded that the Library Board of Trustees approve the Illinois Public Library Annual Report (IPLAR) for FY2021.

Motion approved.

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

Background information:

The Library's Annual Report is submitted each year to the Illinois State Library. It contains all of the annual statistics for the Library's past fiscal year (May 1, 2020-April 30, 2021). This past year's data varies from past reports due to the closings, limited hours and services that the Library experienced over the past year due to

the COVID-19 pandemic, had an impact upon the Library’s annual statistics. The data in the report covers the Library’s finances (revenues, expenditures) staffing, collections, programs, visitors, computer use, etc.

8.3 Recommendation, Re: Approval of Appointment of Trustee to Fill Vacancy

Trustee Larimer moved and **Trustee Jourdan** seconded that the Library Board of Trustees approve the appointment of Samantha Wright to fill the vacant Trustee position. Motion approved.

Ayes 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

Background information:

Over the course of two evenings, the Board of Trustees interviewed ten local residents that had submitted their resumes and letters of interest for the vacant Trustee position. All of the candidates were well qualified and expressed great interest in the Library and serving the community. Following the interviews, the Board discussed the candidates and came to a consensus to appointment Ms. Wright. Ms. Wright will be sworn into office at the July 21 Library Board meeting to be held in the Library’s meeting room.

8.4 Discussion: Memorial Room Designation

Background information:

Director Westgate proposed to the Board the possibility of naming the new Quiet Reading Room the “Lynn O’Dell Quiet Reading Room” to honor the memory of the past Library Director who served in that position for forty-one years. The Board wholeheartedly supported the idea.

8.5 Report of the Library Director, Susan Westgate

Director Westgate shared information about the Library’s outdoor sign that is no longer functioning and is beyond repair. She has met with a vendor to explore the possibility of replacing just the hardware components that are not functioning. There is a strong possibility that that is all we will be required, rather than having to replace the entire sign.

8.6 Adult Services Report, Laura Hays

Trustee Lynch mentioned that he was happy to see that the Collection HQ program identified an increase in the Library materials turnover rate. Carol Stream is their first client to demonstrate this during the pandemic. The 50 States Book Club is currently on their last state. A new Book Club will be starting up in its place, “Around the World in 80 Books.” The first book title will be set in Mexico.

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 5 Trustees Larimer, Olson, Patel, Berryman-Gilliam and Lynch

Nays 0

Absent..... Trustee Jourdan

Meeting adjourned at 7:41 p.m.

July 21, 2021

Date approved

Mansi Patel, Secretary for the Board of Library Trustees