

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: December 15, 2021

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:04 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, Rogers, Wright, Olson, Patel, Larimer and Lynch

Absent: None

Also Present: Director Susan Westgate

4. PUBLIC PARTICIPATION – None

5. CONSENT AGENDA

Trustee Hudspeath moved and **Trustee Olson seconded** the establishment of a Consent Agenda for the Regular Meeting of December 15, 2021. Motion approved.

Ayes 7 Trustees Hudspeath, Rogers, Wright, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

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

Ayes 7 Trustees Hudspeath, Rogers, Wright, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

5.1 Minutes of the Regular Board Meeting of November 17, 2021

5.2 Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2021

5.3 Recommendation, Re: Approval of Carol Stream Public Library Pay Grade Structure Update, effective January 1, 2022

5.4 Recommendation, Re: Approval of Technology Resources Policy Revisions

5.5 Recommendation, Re: Approval of Policy on Library Use by Children and Vulnerable Adults

5.6 Recommendation, Re: Approval of 2022 Per Capita Grant Application

5.7 Approval of Disbursements of November 1-30, 2021 plus the Addendum for the Meeting of December 15,

2021

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

Ayes 7 Trustees Hudspeath, Rogers, Wright, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

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

Re: Approval of Carol Stream Public Library Pay Grade Structure Update, effective January 1, 2022

Background information:

It was recommended by HR Source (the Library's Human Resources consulting firm) to adjust the current paygrade structure by an increase of 1.9%, based upon the library industry, for 2022. The Library has adjusted the minimum hourly rate of Pay Grades 1 and 2 to \$12.00 to reflect the minimum wage increase to \$12.00 per hour that will be effective on January 1, 2022. The minimum wage will be increasing each year by \$1.00 per hour on January 1 through 2025 until it reaches a minimum wage of \$15.00 per hour. A copy of the Library's current and updated pay grade structure was included for comparison and review in the Board packet as well as an article from HR Source outlining the adjustment recommendation.

Recommendation, Re: Approval of Technology Resources Policy Revisions

Background information:

Revisions to the Technology Resources Policy reflect a change in the minimum age for computer use from eight years to nine years (to reflect the change in the Policy on Library Use by Children and Vulnerable Adults) and a description of staff computer guidance.

Recommendation, Re: Approval of Policy on Library Use by Children and Vulnerable Adults

Background information:

This policy replaces the current policy 5.1.a Policy on Library Use by Children that was approved on August 19, 2013. The new policy contains much of the old policy, but has been reorganized and has increased the age that children must be accompanied by a caregiver by one year from seven years of age to eight years of age. The age of eight is still considered early childhood as designated for Early Childhood Education Certification. In addition to this change, a paragraph regarding vulnerable adults has been added to the policy.

Recommendation, Re: Approval of 2022 Per Capita Grant Application

Background information:

At the November 2021 Board meeting, the Trustees reviewed the requirements of the 2022 Per Capita Grant. The Per Capita Grant funds received by the Library are used towards the purchase of the Library's online database subscriptions. The deadline for submission to the Illinois State Library is January 15, 2022.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1-30, 2021 plus the Addendum for the meeting of December 15, 2021 in the amount of \$133,113.73.

6. REPORT OF THE LIBRARY DIRECTOR

President Lynch stated that it was nice that the Library provided reindeer for the Village Tree Lighting event on Dec. 2. It was a very nice event for the community and good partnership of the Village organizations. The Library had a nice presence with a craft ornament table and several staff and Trustees in attendance. Trustee Larimer inquired if the Library was experiencing any difficulties with the Library’s face mask requirements. Director Westgate stated that patrons were cooperative and compliant. She shared that the Library provides complimentary face masks to those that do not have a mask or their mask is ill-fitting.

7. MONTHLY STAFF REPORTS

Trustee Olson inquired about the Gimlet online product that is being utilized by Adult Services. Adult Services Manager Athens Moreno shared that it is an online statistical portal tool used by the staff when working the service desk. It is utilized to track trends in reference questions and traffic throughout the day. This information can be analyzed to assist with desk staffing, collection development and programming decisions. Other departments are also considering implementing it for their informational and data gathering needs.

8. UNFINISHED BUSINESS-None

9. BOARD DEVELOPMENT-Illinois Library Association Virtual Library Legislative Meet-Up-West Suburban, January 24, 2022

10. BOARD MEMBER REPORTS-None

11. 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 7 Trustees Hudspeath, Rogers, Wright, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... None

Meeting adjourned at 7:15 p.m.

January 19, 2022

Date approved

Mansi Patel, Secretary for the Board of Library Trustees