

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 60188

DATE: February 21, 2024

TIME: 7:00 p.m.

PLACE: Library Meeting Room

1. Welcome and Call to Order

President Lynch called the meeting to order at 7:01 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, Leszczewicz, Olson, Rogers, Patel and Lynch. Trustee Larimer attended electronically, was out of town for work.

Absent: Trustee Rogers

Also Present: Director Susan Westgate, Assistant Director Laura Hays, Adult Services Manager Athens Moreno, Youth Services Manager Amy Teske and Human Resources Administrator Lena Saltiel

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 February 21, 2024. Motion approved.

Ayes 6 Trustees Hudspeath, Leszczewicz, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... Trustee Rogers

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

Ayes 6 Trustees Hudspeath, Leszczewicz, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... Trustee Rogers

5.1 Minutes of the Regular Board Meeting of January 17, 2023

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

5.3 Recommendation, Re: Approval of Updates and Revisions of Employee Handbook

5.4 Recommendation, Re: Approval of Merit Increase for FY25

5.5 Recommendation, Re: Approval of LFI Proposal for Youth Services Shelving

5.6 Approval of Disbursements of January 1-31, 2024 plus the Addendum for the Meeting of February 21, 2024

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

Ayes 6 Trustees Hudspeath, Leszczewicz, Olson, Patel, Larimer and Lynch

Nays 0

Absent..... Trustee Rogers

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

Approval of Updates and Revisions of Employee Handbook

Background information:

The Employee Handbook and polices has been fully reviewed, updated, revised and edited. It has also been fully vetted by an Employment Law attorney at HRSource, the Library’s HR consulting firm. The Handbook has been updated so that all language is gender neutral. New and/or updated policies of note are 304 Paid Leave For All Workers, 306 Floating Holidays, 307 Bereavement Leave, 402 Anti-Bullying, 403 Inclusion, Equity & Diversity and 605 Infectious Disease Control. It was reviewed by the Board at the HR Committee meeting of February 21, 2024.

Approval of Merit Increase for FY25

Background information:

The twelve month annual CPI (Consumer Price Index) for January 2023-December 2023, was 4.1%. CPI represents changes in prices of all goods and services purchased for consumption by urban households. At the HR Committee meeting of February 21, 2024, the Director recommended a merit increase budget of 0-6% for FY25 (May 2024-April 2025). This provides employees with the ability to maintain a current cost of living wage, with the potential of an additional increase based upon their performance. It was reviewed by the Board at the HR Committee meeting of February 21, 2024.

Approval of LFI Proposal for Youth Services Shelving

Background information:

Youth Services is adding an additional A-Frame shelving unit for display and highlighting collections as well as low shelving below a window in the department for housing in-house use games and puzzles. There is about a three to four month lead time, so we can expect installation in May or June. Board approval is required for expenses exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period of January 1-31, 2024 plus the Addendum for the Meeting of February 21, 2024 in the amount of \$116,074.72.

6. COMMITTEE REPORTS

6. 1 HUMAN RESOURCES COMMITTEE

Background Information:

Human Resources Committee Chair Mansi Patel reported that at the February 21, 2024 HR Committee meeting, the Committee reviewed the updates and changes to the revised employee Handbook and came to a consensus to approve the Handbook at the Regular Board meeting. The Committee discussed the Director's recommendation of merit increase for FY 25 and came to a consensus to approve the recommended merit increases (0-6%) at the Regular Board meeting.

7. REPORT OF the LIBRARY DIRECTOR

Background Information:

The Director provided an update on the Klein Creek project. The trees/shrubs are in the process of being removed from both sides of the creek. The Director filled a FOIA request asking for all information on grants received in the past five years.

8. MONTHLY STAFF REPORTS

Background Information:

Adult Services Manager Athens Moreno showed the Board the new Memory Kits that will soon be available for check out. There are three different levels. Adult Services is also offering Book-a-Librarian for one-on-one assistance on a variety of needs and topics. Youth Services has begun a relationship with the Head Start program located in south Carol Stream, providing a storytime to the children. Trustees' Lynch and Leszczewicz congratulated Human Resources Administrator Lena Saltiel for the nice Staff Appreciation Dinner that she coordinated.

9. ADJOURN

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved** and **Trustee Hudspeath seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:31 p.m.

April 17, 2024

Approved (date)

Mansi Patel, Secretary
Library Board of Trustees