

**AGENDA 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: August 21, 2013

TIME: 7:30 p.m.

PLACE: Discovery Room

All matters on the Agenda may be discussed, amended, and acted upon.

In accordance with requirements of the Illinois Open Meetings Act #5ILCS 120/2.06, portions of this meeting may be conducted in closed session.

- I. CALL TO ORDER
 - PLEDGE TO THE FLAG
- II. ROLL CALL
- III. PUBLIC PARTICIPATION
 - ADOPTION OF CONSENT AGENDA
- IV. APPROVAL OF MINUTES
 - A. Minutes of Human Resources Committee Meeting of August 19, 2013
 - B. Minutes of Regular Meeting of July 17, 2013
- V. MONTHLY REPORT OF THE TREASURER
 - A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2013
- VI. COMMITTEE REPORTS
 - A. Facilities Committee
 - B. Finance Committee
 - C. Human Resources Committee
 - a. Recommendation, Re: Approve the job descriptions of the IT Coordinator and Computer Help Desk Assistant
 - b. Recommendation, Re: Approve revision of Reference Associate and Maintenance job descriptions
 - c. Recommendation, Re: Approve the updated policy regarding staff parking
- VII. UNFINISHED BUSINESS
 - A. Status of the Kuhn Road Property
 - a. Update from Realty Executives on the buyers status regarding the contract

VIII. NEW BUSINESS

- A. Statement from Trustee Jourdan
- B. Recommendation, Re: Approval of Job descriptions for IT Coordinator and Computer Help Desk Assistant
- C. Recommendation, Re: Approval of revision of Reference Associate and Maintenance job descriptions
- D. Recommendation, Re: Approval of updated parking policy for staff, section III.A.3. of Behavior Standards and Staff Obligations
- E. Recommendation, Re: Approval of Expenses over \$10,000 for MAGIC monthly maintenance fees, Allied Barton security fees, the database Proquest-Chicago Tribune and Historical Tribune and the database Newsbank
- F. Recommendation, Re: Approval of Policy Governing Patron Behavior and Policy on Library Use By Children; to replace Policy 5.I Standards for Public Behavior
- G. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on August 19, 2013.
- H. Recommendation, Re: Approval of the recommendation(s) for personnel actions discussed in Executive Session on August 19, 2013.

IX. EXECUTIVE SESSION

For the discussion of employment and compensation change for specific employees under Open Meetings Act 5 ILCS 120/2 (c) (1)

X. DISBURSEMENTS

- A. Approval of Disbursements for the period July 1, 2013 to July 31, 2013, plus the Addendum for the Meeting of August 21, 2013

XI. REPORT OF THE LIBRARY DIRECTOR

XII. MONTHLY STAFF REPORTS

- A. Staff presentation of attendance at the ALA (American Library Association) Conference in June

XIII. OTHER REPORTS

- A. RAILS Library System
- B. MAGIC Consortium
- C. Friends of the Carol Stream Public Library

XIV. COMMUNICATIONS

- A. Thank you postcard from the Carol Stream Chamber for a raffle prize and amenity bag donation
- B. Comment card from patron Barbara Blough commending the Youth Services staff for their great customer service

XV. ANNOUNCEMENTS

- A. July 24, 2013 *Examiner* article featuring a picture of the Library's community table at the outdoor concert at the Town Center on July 18th
- B. Trustee SWOT (strengths, weaknesses, opportunities, threats) Analysis of the Library (requirement of the 2014 Per Capita Grant application) due to the Director by September 3

XVI. ADJOURNMENT

Next Resolution: #265

Nadia Sheikh, Secretary
Board of Library Trustees