

**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: September 17, 2014      TIME: 7:30 p.m.      PLACE: Discovery Room**

---

**I.      CALL TO ORDER**

President Bailey called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

**PLEDGE TO THE FLAG**

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

**II.     ROLL CALL**

Secretary Sheikh called the roll.

Present:         Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey,  
Bailey

Absent:         None

Also Present: Director Susan Westgate

**III.    PUBLIC PARTICIPATION**

None

**IV.    ADOPTION OF CONSENT AGENDA**

**Trustee Sheikh moved and Trustee DeRango seconded** the establishment of a consent agenda for the Regular Meeting of September 17, 2014. Motion approved.

Ayes ..... 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,  
Jeffrey, Bailey

Nays ..... 0

Absent..... None

**Trustee Sheikh moved and Trustee Berryman-Gilliam seconded** that the following items be included on the Consent Agenda. Motion approved.

Ayes ..... 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,  
Jeffrey, Bailey

Nays ..... 0

Absent..... None

A.      Minutes of Regular Meeting of August 20, 2014

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2014
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Human resources Committee
- F. Review Statement of Cash Receipts and Disbursements May 1, 2013-April 30, 2014
- G. Recommendation, Re: Approval of Library Director Authority to Renew or Reassign a Certificate of Deposit (CD) that Matures on 10/5/14 at a Competitive Interest Rate
- H. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- I. Recommendation, Re: Approval of Resolution #267 Re: FY2015 Working and Appropriation Budgets/Request for Tax Levy
- J. New Employee Expense Reimbursement Procedure Utilizing WebTime (online payroll system) Feature
- K. Approval of Disbursements for the period August 1, 2014 to August 31, 2014, plus the Addendum for the Meeting of September 17, 2014.
- L. Report of the Library Director
- M. Monthly Staff Reports
- N. RAILS Library System Report
- O. MAGIC Consortium Report
- P. Friends of the Carol Stream Public Library
- Q. Thank you letter from Carol Stream Park District for Basket Donation for August 17, 2014 Volunteer Appreciation Event
- R. Thank you letter from Humanitarian Services Project for Staff Donation
- S. August 27, 2014 *Examiner* article on the 1000 Books Before Kindergarten program
- T. August 29, 2014 *Carol Stream Suburban Life* article on the 1000 Books Before Kindergarten program
- U. September 9, 2014 *Daily Herald* article on the 1000 Books Before Kindergarten program
- V. Summer 2014 CCSD 93 Newsletter Article Highlighting Collaboration with Carol Stream Public Library
- W. Village of Carol Stream Proclamation in Support of the 1000 Books Before Kindergarten program
- X. Shape of Carol Stream to take place on September 24, 2014 at 6:30 p.m. at the Village Hall
- Y. Reminder: Meeting date change-October 2014 Library Board Meeting will take place on Wednesday, Oct. 22 in the Business Center

Ayes ..... 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey  
 Nays ..... 0  
 Absent..... None

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

**Facilities Committee – No Report**  
**Finance Committee – No Report**  
**Human Resources Committee – No Report**

**Review Statement of Cash Receipts and Disbursements May 1, 2013-April 30, 2014**

Background Information:

It is a requirement of state law for municipalities to prepare and publically publish this statement. It includes a review of the Library's General Fund balances for the year, a list of vendors that were paid \$2500 or more and the amount paid, and a list of payroll amounts paid to employees in four categories. A review of the special funds and their ending fund balance on April 30, 2014 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

**Recommendation, Re: Approval of Library Director Authority to Renew or Reassign a Certificate of Deposit (CD) that Matures on 10/5/14 at a Competitive Interest Rate**

Background Information:

By investing in a variety of accounts, the Library satisfies the Fiscal Responsibility Investment Policy (2.E.5) of diversification of investments.

**Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals**

Background Information:

The Library's current insurance policies are up for renewal October 8, 2014. The Library's brokers were able get the Library reassigned with Utica for their ELPI (employee liability practices insurance). Coverage from Utica had been dropped several years ago and the Library was paying a higher rate and with a second tier carrier. Through demonstration of improved practices and no new claims, the Library was able to be reassigned with Utica. Total costs will be \$25,749 for the upcoming year. This is a small increase of \$238 over last year's cost. Approval for the insurance renewal is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000.

**Recommendation, Re: Approval of Resolution #267 Re: FY2015 Working and Appropriation Budgets/Request for Tax Levy**

Background information:

In August and September data was gathered to determine the Library's financial needs for FY 15/16. From these figures and knowing some of the Library's current fixed costs (contracts, etc.), future financial needs were determined. The funding needs for FY14/15 was determined to be \$3,800,650. Of that amount \$157,150 will come from other sources and \$3,444,000 will be generated from taxes. The following steps are taken as part of this process:

- Review all funds and their reserves.
- Make an educated estimate of our financial costs for the upcoming year in the operating and special funds.
- Review the audit and compare last year's operating budget to actual amounts spent.
- Compare the above figures to year-to-date figures for the current budget.
- Compare current costs to the estimated budget for the year to see if there are any budget lines that may be under budgeted or over budgeted. Make adjustments accordingly for the 15/16 fiscal year.
- Complete a final review of all funds and their reserves to ensure an adequate fund balance is maintained as specified in the Library's Financial Policy.

### **New Employee Expense Reimbursement Procedure Utilizing WebTime (online payroll system) Feature**

#### Background Information:

It is not necessary to vote on this agenda item. The Business Office is implementing a new procedure for administering employee expense reimbursements. A feature of WebTime (online payroll system) that is now being utilized is to reimburse employees on their paychecks for expense reimbursements (example-mileage), rather than cutting separate checks. A report at the end of the month is then submitted to the Library's accounting service to be entered into the appropriate account lines in QuickBooks.

#### **Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period August 1, 2014 to August 31, 2014, plus the Addendum for the Meeting of September 17, 2014, in the amount of \$144,530.96.

#### **Report of the Library Director**

#### Background Information:

The Director prepares a monthly report highlighting the facility, customer service, outreach, operations and other projects to ensure that the Board members are apprised of relevant Library business.

September Employee Anniversaries: Donna Donchenko – 9/17/90-Circulation; Robin Harwood-9/07/93-Youth Service; Mary Magnus-9/25/95-Circulation; Sue McCullum-9/16/97-Reference; **Heidi Krueger-9/7/04-Reference (10<sup>th</sup> Anniversary)**; Brian Link-9/13/06-Circulation; Stephanie DeYoung-9/2/08-Circulation; Sarah Kovac-9/3/08-Reference and Danielle Stimmell-9/26/11-Youth Services.

#### **Monthly Staff Reports**

#### Background Information:

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head

**Other Reports**

RAILS Library System - No Report  
MAGIC Consortium - No Report  
Friends of the Library - No Report

**Announcement**

Village of Carol Stream Proclamation in Support of the 1000 Books Before Kindergarten program

**Background Information:**

Trustee Gieser read a Proclamation from the Village in support of the 1000 Books Before Kindergarten program at the Monday, September 15, 2014 Village Board meeting.

**Regular Meeting**

**V. Old Business**

**Recommendation, Re: Approval of FY 2015 Per Capita Grant Application**

**Trustee DeRango** moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the FY2015 Illinois Public Library Per Capita Grant Application to be submitted to the Illinois State Library. Motion approved.

Ayes ..... 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,  
Jeffrey, Bailey  
Nays ..... 0  
Absent..... None

**Background Information:**

The Illinois State Library has a per capita grant program that awards funds based upon population and EAV. Each year the grant has different requirements and focuses on different chapters of the book *Serving Our Public 3.0 Standards for Illinois Public Libraries*. This year’s application focused on Collection Development, continuing education, the EDGE initiative and budget analysis. The Library uses the Per Capita Grant funds received to pay for online databases.

**ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Bailey moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:47 p.m.

October 22, 2014  
Date Approved

\_\_\_\_\_  
Nadia Sheikh, Secretary  
Board of Library Trustee