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: March 15, 2017   TIME: 7:00 p.m.   PLACE: Horizon Room

 I.   **CALL TO ORDER**
        Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at
        7:05 p.m.

        PLEDGE TO THE FLAG
        Trustee Jourdan led those in attendance in the Pledge of Allegiance to the Flag.

 II.   **ROLL CALL**
        Director Westgate called the roll.

        Present: Trustees Patel, Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam and
                        Jourdan.
        Absent: None
        Also Present: Director Susan Westgate

III.   **PUBLIC PARTICIPATION**

        None

IV.   **ADOPTION OF CONSENT AGENDA**

        Trustee Berryman-Gilliam moved and Trustee Sheikh seconded the establishment of
        a consent agenda for the Regular Meeting of March 15, 2017. Motion approved.

        Ayes …........... 7 Trustees Patel, Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam
                         and Jourdan
        Nays …........... 0
        Absent………. None

        Trustee Patel moved and Trustee Bagdonas seconded that the following items be included
        on the Consent Agenda. Motion approved.

        Ayes …........... 7 Trustees Patel, Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam
                         and Jourdan
        Nays …........... 0
        Absent………. None

Minutes of the March 15, 2017 Regular Meeting of the Board of Library Trustees of the Village of Carol Stream

A. Minutes of Human Resources Committee Meeting of February 15, 2017
B. Minutes of Regular Meeting of February 15, 2017
C. Minutes of Facilities Committee Meeting of February 15, 2017
D. Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2017
E. Finance Committee Report
F. Recommendation, Re: Approval of Zinio Annual Online Magazine Subscriptions
G. Approval of Disbursements for the Period February 1, 2017 to February 28, 2017, plus the Addendum for the Meeting of March 15, 2017
H. Report of the Library Director
I. Monthly Staff Reports
J. National Library Week Event -Suessapalooza! Wednesday, April 12, 2017
K. Career & Job Fair-Saturday, April 8, 2017 for High School and College Students
L. Food for Fines, April 1-21, 2017
M. Statement of Economic Interests due May 1, 2017

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

Ayes …........... 7 Trustees Patel, Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam and Jourdan
Nays …........... 0
Absent………. None

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

Recommendation, Re: Approval of Zinio Annual Online Magazine Subscriptions

Background Information:
The annual subscription fee for the Library's online magazine service Zinio is in the amount of $10,183.20. This cost is for 106 online magazines including *The Economist*, *US Weekly*, *HGTV* magazine, *Good Housekeeping*, *Food Network* magazine, and others. Last year our patrons checked-out 2811 issues. The average cost per title is $96.07 and the average use per title is 23 downloads. Some of the more popular magazines are: *The Economist* at 53 circs (which is twice the print circulation rate); *US Weekly* at 152 circs; and *Food Network* at 74 circs. This will be paid out of the Digital Media budget line 5651. Board approval is required for purchases exceeding $10,000.

Approval of Disbursements
The Library Board of Trustees approved the disbursements for the period February 1, 2017 to February 28, 2017, plus the Addendum for the Meeting of March 15, 2017 in the amount of $99,669.37.

REPORT OF THE LIBRARY DIRECTOR

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are apprised of relevant Library business.

March Employee Anniversaries: Richard Karney-3/03/98-Circulation; Katherine Stanton-3/1/16-Adult Services; Amy Teske-3/17/14-Youth Services.

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

ANNOUNCEMENTS
National Library Week Family Event-Suessapalooza! on April 12, 2017

Background Information:
Plans are underway for an evening of family fun during National Library Week on Wednesday, April 12 from 5:30-8 p.m. The event is called Seussapalozza! and will feature activities based upon a variety of Dr. Seuss books. The Cat in the Hat character will also be there to meet and greet with patrons. Trustees are welcome to volunteer to assist at this event.

Regular Meeting

V. Committee Reports
   A. Facilities Committee

Background information:
Committee Chair Trustee Larimer reported that he had encouraged Trustees to email him brainstorming ideas regarding the facility at the meeting on February 15, 2017. They were compiled together with staff ideas.

VI. New Business

   A.   Recommendation, Re: Approval of Finance Committee recommendation regarding Working Budget for Fiscal Year 2017/2018

   Trustee Lynch moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the Working Budget for Fiscal Year 2017/2018. Motion approved.

      Ayes …........... 7 Trustees Patel, Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam
                  and Jourdan
      Nays …........... 0
      Absent………. None

Background Information:

The Finance Committee met on Wednesday, March 15 at 6:30 p.m. to review the budget and the fund summaries.

B. Recommendation, Re: Approval of Purchase of Kiosk Conversion to Accept Credit/Debit Cards

Trustee Larimer moved and **Trustee Lynch** seconded that the Board of Library Trustees approve the purchase of Kiosk Conversion to Accept Credit/Debit Cards. Motion approved.

Ayes …........... 7 Trustees Patel, Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam and Jourdan
Nays …........... 0
Absent………. None

Background Information:
Two of the kiosks will be retro-fitted for the update. It is necessary to replace an old model as it does not have the capability to be retro-fitted. In addition to the debit/credit cards, the converted kiosks will have the capability to take payment from various mobile pay vendors. The cost of the conversion is $10,520. Board approval is required for purchases exceeding $10,000.

C. Recommendation, Re: Recommendation, Re: Approval of Transfer of $1,500,000 to Capital Reserve Fund

Trustee Jourdan moved and **Trustee Bagdonas** seconded that the Board of Library Trustees approve the Transfer of $1,500,000 to Capital Reserve Fund. Motion approved.

Ayes …........... 7 Trustees Patel, Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam and Jourdan
Nays …........... 0
Absent………. None

Background Information:
To adequately fund the capital needs of the Library a transfer to the CM & R Fund is recommended.

D. Recommendation, Re: Approval of Deletion of Sound Recordings of Regular, Special and Executive Session Meetings of FY10, FY11, FY 12, FY 13, FY 14 and the Executive Session Sound Recordings of 5/21/14, 3/18/15, 4/15/15 and 6/17/15 as permitted under 5 ILCS 120/2.06(c)

Trustee Berryman-Gilliam moved and **Trustee Larimer** seconded that the Board of Library Trustees approve the Deletion of Sound Recordings of Regular, Special and Executive Session Meetings of FY10, FY11, FY 12, FY 13, FY 14 and the Executive Session Sound Recordings of 5/21/14, 3/18/15, 4/15/15 and 6/17/15 as permitted under 5 ILCS 120/2.06(c). Motion approved.

Ayes …............ 7 Trustees Patel, Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam
        and Jourdan

Nays …............ 0

Absent………. None

Background Information:
As permitted by 5 ILCS 120/2.06(c) the Library may delete recordings that are older than 18 months following Board approval. It has been several years since old meeting recordings were deleted. Deleting these recordings brings this area of record retention up to date.

   E. Discussion: Goal 3-Create a Welcoming Environment to Attract and Engage the Community

Background Information:
Objective 3.2 – conduct a space-usage analysis with recommendations to improve library space allocation – is the next step as the Library enters the final year of the Strategic Plan. Two Architect firms will be presenting to the Library at a Special meeting on Wednesday, April 5 beginning at 6:30 p.m. The two firms have visited the Library to get a look at the building. In addition Goal Owner Mary Clemens shared with the firms the brainstorming ideas compiled to date regarding this objective.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Bagdonas** moved that the meeting be adjourned, seconded by **Trustee Larimer**. Motion approved. Meeting adjourned at 7:40 p.m.

April 19, 2017   _____
Date approved   Nadia Sheikh, Secretary
                                  Board of Library Trustees