

**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: April 18, 2018 **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 7:04 p.m.

PLEDGE TO THE FLAG

Trustee Jourdan led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam (attended remotely), Larimer (arrived at 7:07 p.m.), Lynch, Patel, Sheikh and Jourdan

Absent: Trustee Bagdonas,

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of April 18, 2018. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Sheikh and Jourdan

Nays 0

Absent..... Trustee Bagdonas

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

Ayes 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Sheikh and Jourdan

Nays 0

Absent..... Trustee Bagdonas

A. Minutes of Finance Committee Meeting of March 21, 2018

B. Minutes of Regular Meeting of March 21, 2018

- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2018
- D. Recommendation, Re: Approval of Non-Resident Library card fee effective May 1, 2018
- E. FY2018 Illinois Public Library Per Capita Grant Awarded
- F. Recommendation, Re: Recommendation, Re: Approval of Transfer of \$650,000 to Capital Reserve Fund
- G. Recommendation, Re: Approval of Library Closing on August 24, 2018 for Staff Development Day
- H. Recommendation, Re: Approval of Revision to 2.E.4. Fiscal Responsibility: Fixed Asset/Capitalization Policy
- I. Approval of Disbursements for the Period March 1, 2018 to March 31, 2018, plus the Addendum for the Meeting of April 18, 2018
- J. Statement of Economic Interests due May 1, 2018
- K. Carol Stream Chamber-State of the Village Luncheon May 9, 2018
- L. LACONI Annual Trustee Banquet May 18, 2018 Carleton of Oak Park Hotel

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

Ayes 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Sheikh and Jourdan
 Nays 0
 Absent..... Trustee Bagdonas

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

Recommendation, Re: Approval of Non-Resident Library card fee effective May 1, 2018

Background Information:

The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant’s property – the same as the calculation for a resident which is currently .2880%. The fee for renters is equal to 15% of the average monthly rent. Public Law 92-0166 requires annual Board action and notification to the Library’s regional library system, RAILS by May 1, 2018.

FY2018 Illinois Public Library Per Capita Grant Awarded

Background Information:

The Library received a confirmation letter from the Illinois State Library awarding the FY2018 Illinois Public Library Per Capita Grant in the amount of \$49,638.75. These funds will be used for database subscriptions in the upcoming 2018/2019 fiscal year. The letter states that the Library may experience a significant delay in receiving the funds from the state.

Recommendation, Re: Recommendation, Re: Approval of Transfer of \$650,000 to Capital Reserve Fund

Background Information:

A transfer of \$650,000 from the General Fund for future anticipated expenses was recommended. It was estimated that the Library will be under budget in FY 17/18 by approximately \$400,000. In addition the Library will be receiving a check from the dissolution of MAGIC on April 25, 2018 in the amount of approximately \$245,000 from the distribution of MAGIC reserve funds. The General Fund will maintain its recommended reserve balance of 6-8 months of operational costs following the transfer.

Recommendation, Re: Approval of Revision to 2.E.4. Fiscal Responsibility: Fixed Asset/Capitalization Policy

Background Information:

The Library's auditor recommended that the Library increase the minimum initial acquisition cost of fixed assets from \$1000 to \$5000. This is on par with other municipalities which generally have a fixed asset policy minimum of \$5000 to \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1, 2018 to March 31, 2018, plus the Addendum for the Meeting of April 18, 2018 in the amount of \$98,365.84.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

The RFQ (Request for Qualifications) for a construction manager will be posted in a local paper. The architects, Director and Assistant Director will review them and select three to four for interviewing. Trustee Sheikh stated that she can be available to be part of the interviewing process on behalf of the Library Board. There will be a Special Board meeting with the architects on April 24 at 7p.m. to do a final review of their contract for services and ask any final questions.

VI. NEW BUSINESS

A. Review of Financial Management Plan from Ehlers Inc.

Background Information:

With the Library's financing vehicle for the renovation project determined, Ehlers completed the Library's Financial Management Plan. Ehlers Municipal Advisors John Piemonte and Jessica Cook reviewed the document with the Board.

B. Recommendation, Re: Approval of Intergovernmental Agreement Between the Village of Carol Stream and the Carol Stream Public Library for Informational Technology Services

Trustee Lynch moved and Trustee Sheikh seconded that the Carol Stream Library Board of Trustees approve the Intergovernmental Agreement between the Village of Carol Stream and the Carol Stream Public Library for Informational Technology Services. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Bagdonas

VII. 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.

April Employee Anniversaries: Victoria Turner – 4/30/15 (Technical Services);
Melanie Allsup – 4/12/17 (Circulation).

Trustee Larimer noted that circulation was down from last year, but was happy to note that there was an increase in card holders to 45% of the community. He stated that the Library would need to add additional security cameras and perhaps relocate some of the existing cameras following the renovation. Director Westgate stated that it has been taken into account for the future plans. Trustee Patel inquired what the status was regarding the Library’s property on Kuhn Rd. Director Westgate stated that she had spoken with a realtor that would be happy to provide the Library with a free appraisal/estimate, but had recommended waiting a few months since they believed the price would increase. Director Westgate has also reached out to the College of DuPage to see if they have any interest in the property.

VIII. MONTHLY STAFF REPORTS

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

Trustee Lynch inquired about the CD conversion project mentioned in Assistant Director Mary Clemens’ report. She explained that the subject categories were being adjusted to match the categories of Midwest Tape, the vendor that the Library purchases their CDs from and that also provides the added service of preprocessing the items.

IX. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:15 p.m.

May 16, 2018
Date approved

Mansi Patel, Secretary
Board of Library Trustees