

**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: July 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 7:05 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 Berryman-Gilliam, Larimer, Lynch, Bagdonas and Jourdan
Absent: Trustees Patel and Sheikh
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

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

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas and Jourdan
Nays 0
Absent..... Trustees Patel and Sheikh

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

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas and Jourdan
Nays 0
Absent..... Trustees Patel and Sheikh

- A. Minutes of Regular Meeting of June 20, 2018
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2018

- C. Recommendation, Re: Approval of Quarterly Payments to SWAN Library Consortium
- D. Approval of Disbursements for the Period June 1, 2018 to June 30, 2018, plus the Addendum for the Meeting of July 18, 2018
- E. Summer Reading Program continues through August, 12, 2018
- F. Library Closed to the Public for Staff In-service, Friday, August 24, 2018

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

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas and Jourdan
 Nays 0
 Absent..... Trustees Patel and Sheikh

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

Recommendation, Re: Approval of Quarterly Payments to SWAN Library Consortium

Background Information:

The quarterly payments will be in the amount of \$10,744.25 for a total annual fee of \$42,977. Board approval is required for payments exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period June 1, 2018 to June 30, 2018, plus the Addendum for the Meeting of July 18, 2018 in the amount of \$130,494.69.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Discussion: Trustee Update of Library Renovation Project

Background Information:

The Director presented the PowerPoint from the recent architect meeting showing the updated design concepts for the renovation project.

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.

July Employee Anniversaries: Ron Anderson, Maintenance – 7/17/16; **Kathie Menzer, Circulation – 7/25/08 (10 Year Anniversary)**; Omar Kushad, Adult Services – 7/11/11; Cheryl Walek, Circulation – 7/18/11; Thomas Hill, Circulation – 7/11/16; Thoana Lagunas, Circulation – 7/13/16.

Trustee Bagdonas stated that it was disappointing that the restrictions of the State Library’s Live and Learn Construction Grant made the Library ineligible to apply in order to keep to the current project timeline. Trustee Lynch was pleased to see the savings that the Library has realized by changing the fire alarm monitoring services to Fox Valley Fire. Trustee Lynch inquired about the status of the appraisal of the Kuhn Rd. property. Director Westgate stated that it should be completed in time for the August Board meeting.

MONTHLY STAFF REPORTS

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

Trustee Lynch inquired regarding the end of the DuPage Art League displays. Adult Services Manager Laura Hays stated that she has been able to coordinate with other local artists to fill the void left by their departure from displaying. Trustee Lynch thanked the Youth Services department for their ability to satisfy our patron needs for DVDs in Hindi. The Library provides a quick link to Hindi movies on the website that expedites assisting patrons.

VIII. ANNOUNCEMENTS

- A. Fairytale Faire Friday, July 20, 5:30-7:30 p.m.

Background information:

The Library is holding a special free family Friday evening event. It will feature games and activities based upon popular Fairy Tales. Attendees are encouraged to wear costumes. Beauty and the Beast will be in attendance for a meet and greet photo opportunity.

XI. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Berryman-Gilliam seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:20 p.m.

August 15, 2018

Date approved

Mansi Patel, Secretary
Board of Library Trustees