

**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: August 15, 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 7:00 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, Patel, Bagdonas, Sheikh and Jourdan
Absent: None
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 August 15, 2018. Motion approved.

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

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

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

- A. Minutes of Regular Meeting of July 18, 2018
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2018
- C. Thank You Letter from Carol Stream Rotary Club
- D. Library Photo in July 25, 2018 *Examiner*
- E. Library Closed to the Public for Staff In-service, Friday, August 24, 2018

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

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

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period July 1, 2018 to July 31, 2018, plus the Addendum for the Meeting of August 15, 2018 in the amount of \$153, 879.64.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

Trustee Sheikh reported on her role as a member of the RAILS (Reaching Across Illinois Library System) Executive Board. She gave an overview of RAILS and the services they provide to the member libraries and the various projects they are working on. RAILS covers an area of 27,000 square miles and provides continuing education, networking and delivery to 1300 libraries. The focus of their services is related to resource sharing. RAILS current resource sharing project is Find More Illinois which has a pilot program of 21 libraries. Trustee Sheikh was recently elected as the RAILS Board Treasurer and FOIA Officer.

VI. OLD BUSINESS
None

VII. NEW BUSINESS

- A. Discussion: Review of Local SWAN Libraries Borrowing Rules

Background Information:

The Library has been a member of the SWAN Consortium since May 1, 2018. When the Library was a member of the former MAGIC consortium, the member libraries had been working on establishing similar borrowing practices amongst the public library members so that MAGIC

patrons would have a similar experience when visiting member libraries. In an effort to continue this path as a member of SWAN, Director Westgate compiled a spreadsheet of local borrowing practices at nearby SWAN libraries. Following a review of the document and discussion, the Board of Trustees came to a consensus to make some changes to the Carol Stream Library's current borrowing practices for a six-month trial period. Trial changes include an increase of the check-out limit from 75 to 200 items, increase of the patron hold limit from 25 to 50 items, and an increase of the automatic renewal limit from two renewals to five. In six-months the Board will review the impact these changes have had on the Carol Stream Library services to the community to determine if they should remain in place or be further modified.

B. 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.

C. Recommendation, Re: Approval of Construction Management Contract

Background Information:

The contract is still under review with the Library's attorney and will be deferred until the September Board meeting.

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.

August Employee Anniversaries: Carol Hayes, Circulation – 8/2/11; Vera Olekanma, Adult Services – 8/11/14; Catherine Shaw, Circulation – 8/11/14; Marie Costuna, Technical Services – 8/08/17.

The Board was pleased about the update to the Library's parking lot lights to LED. The Board was happy with the success of the Fairy Tale Faire that took place on July 20. They stated that it was the best Library wide event that the Library has held.

MONTHLY STAFF REPORTS

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

The Board was pleased to see that check-outs were up in the month of July and that there was an increase in the number of library cardholders. Assistant Director Mary Clemens is analyzing each collection area and collection size to ensure that the sizes of collections reflect the demand for their respective collection areas. The Adult Services Department has been very busy in the summer months proctoring exams for college and high school students.

VIII. EXECUTIVE SESSION

Trustee Lynch moved and Trustee Bagdonas seconded that the Board of Library Trustee convene in Executive Session under Illinois Open Meetings Act, 5 ILCS 120/2(c)(6) for the discussion of setting of a price for sale or lease of property owned by the public body and nothing else. Motion approved.

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

Accordingly the Meeting was closed to the public at 8:25p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:46 p.m.

Secretary Patel called the roll.

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

IX. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:46 p.m.

September 19, 2018
Date approved

Mansi Patel, Secretary
Board of Library Trustees