

**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 20, 2019 TIME: 7:00 p.m. PLACE: Business Center

I. CALL TO ORDER

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:09 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, Larimer, Lynch, Olson, Patel, Sheikh and Jourdan

Absent: None

Also Present: John Eallonardo and Jeffrey Field of FQC, 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 20, 2019. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Olson, Patel, Sheikh and Jourdan

Nays 0

Absent..... None

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

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Olson, Patel, Sheikh and Jourdan

Nays 0

Absent..... None

- A. Minutes of Regular Meeting of February 20, 2019
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2019
- C. Recommendation, Re: Approval of Revision to Policy No. 203-Hours of Work and Paydays
- D. Recommendation, Re: Recommendation, Re: Approval of Transfer of \$400,000 from the General Fund to Capital Maintenance and Reserve Fund
- E. Recommendation, Re: Approval of Expenses over \$10,000 for the Payments to FQC for the Duration of the Renovation Project, Not to Exceed Contract
- F. Approval of Disbursements for the Period February 1, 2019 to February 28, 2019, plus the Addendum for the Meeting of March 20, 2019
- G. Report of the Library Director
- H. Monthly Staff Reports
- I. Humanitarian Services Project Kleenex Drive in Lobby
- J. Food for Fines, April 1-26, 2019
- K. Statement of Economic Interests due May 1, 2019
- L. LACONI Annual Trustee Banquet, May 10, 2019, Hotel Arista, Naperville, IL

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

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

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

Recommendation, Re: Approval of Revision to Policy No. 203-Hours of Work and Paydays

Background Information:

The Library’s online payroll system has the capability of inserting an automatic 30 minute meal break for all shifts exceeding six hours. Non-exempt staff will no longer be required to clock in and out for their meal break manually.

Recommendation, Re: Recommendation, Re: Approval of Transfer of \$400,000 from the General Fund to Capital Maintenance and Reserve Fund

Background Information:

To adequately fund the capital needs of the Library a transfer to the CM & R Fund is recommended. It is estimated that the Library will be under budget in FY 18/19 by \$400,000. The General Fund will maintain its recommended reserve balance of 6-8 months of operational costs following the transfer.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period February 1, 2019 to

February 28, 2019, plus the Addendum for the Meeting of March 20, 2019 in the amount of \$100,148.57.

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; **Amy Teske-3/17/14-Youth Services (5 Year Anniversary)**; Katherine Stanton-3/1/16-Adult Services.

MONTHLY STAFF REPORTS

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

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

Trustee Sheikh announced that she was selected to participate in the State Library's Elevate Illinois Libraries Leadership Program. It will take place on April 27, 2019 in Springfield, IL. Trustee Lynch commented on the excellence of the History of African Music program in February. He stated that it was informational and interactive with the audience as well as a demonstration of excellent musicianship. Trustee Lynch asked what the impact on the Library will be with the new Illinois minimum wage law. Director Westgate stated that she had discussed it with HR and management staff and it may result in a transformation of some jobs and job descriptions. She would be analyzing it over the next year especially the impact it may have on the pay grade structure.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Discussion: Introduction of FQC Renovation Field Project Manager

Background Information:

Jeff Field was introduced to the Board of Trustees. Jeff will be the Field Project Manager on site throughout the Library's renovation project and coordinating all of the work with the contractors. He discussed his experience in working in Libraries and doing projects in phases while the facility is open.

B. Recommendation, Re: Approval of Expenses over \$10,000 for Custom Water Feature from Midwest Tropical

Trustee Lynch moved and Trustee Larimer seconded to approve the purchase of the custom water feature from Midwest Tropical. Motion approved.

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

Background Information:

The water wall feature that is to be installed in the main room is an owner purchased item for the Renovation project. Total estimated cost including installation is \$34,995. The cost of the item is included in the renovation budget.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:47 p.m.

April 17, 2019
Date approved

Mansi Patel, Secretary
Board of Library Trustees