

**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 17, 2019 **TIME: 7:00 p.m.**
**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 S. Gary Ave.,
Carol Stream, IL 60188**

I. CALL TO ORDER

Secretary Patel called the Regular Meeting of the Board of Library Trustees to order at 7:00 p.m.

Trustee Berryman-Gilliam moved and Trustee Larimer seconded to nominate and elect Trustee Lynch as President Pro Tem for the Regular Board Meeting of the Carol Stream Public Library Board of Trustees of April 17, 2019. Motion approved.

PLEDGE TO THE FLAG

President Pro Tem Lynch 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 and Patel
Absent: Trustees Sheikh and Jourdan
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Olson moved and Trustee Larimer seconded the establishment of a consent agenda for the Regular Meeting of April 17, 2019. Motion approved.

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

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

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Olson and Patel

- Nays 0
 Absent..... Trustees Sheikh and Jourdan
- A. Minutes of Regular Meeting of March 20, 2019
 - B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2019
 - C. Recommendation, Re: Approval of Non-Resident Library card fee effective May 1, 2019
 - D. FY2019 Illinois Public Library Per Capita Grant Awarded
 - E. Approval of Disbursements for the Period March 1, 2019 to March 31, 2019, plus the Addendum for the Meeting of April 17, 2019
 - F. Report of the Library Director
 - G. Food for Fines, April 1-26, 2019
 - H. National Library Week, April 7-13, 2019
 - I. Statement of Economic Interests due May 1, 2019
 - J. Carol Stream Chamber-State of the Village Breakfast, May 8, 2019
 - K. LACONI Annual Trustee Banquet, May 10, 2019, Hotel Arista, Naperville, IL

Trustee Berryman-Gilliam 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, Olson and Patel
 Nays 0
 Absent..... Trustees Sheikh and Jourdan

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, 2019

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 .2938%. 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, 2019.

FY2019 Illinois Public Library Per Capita Grant Awarded

Background Information:

The Library received a confirmation letter from the Illinois State Library awarding the FY2019 Illinois Public Library Per Capita Grant in the amount of \$49,638.75. These funds will be used for database subscriptions in the upcoming 2019/2020 fiscal year.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1, 2019 to March 31, 2019, plus the Addendum for the Meeting of April 17, 2019 in the amount of \$215,155.18.

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: Melanie Allsup – 4/12/17 (Circulation) and Crystal Garcia – 4/24/18 (Adult Services).

Regular Meeting

V. BOARD AND COMMITTEE REPORTS
None

VI. OLD BUSINESS
None

VII. NEW BUSINESS

A. Discussion: Review of FY2020 Working Budget

Background Information:

The Library Board reviewed the draft of the Working Budget for FY 2020. To prepare as accurate a budget as possible, the Director uses the recent audit, which has the final numbers for each budget line from the last fiscal year, the current budget and compare it to the current outlay from each budget line, a review of all current contracts, and an assessment of the Special Fund accounts past, current and future costs. An overview of notable changes to any budget lines from the prior year are outlined in a separate document as well as an overview of each of the Special Fund accounts (IMRF, FICA, Audit, Liability and Capital Maintenance & Repair).

B. Recommendation, Re: Approval of FY 2020 Working Budget

Trustee Olson moved and Trustee Patel seconded to approve the FY2020 Working Budget. Motion approved.

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

MONTHLY STAFF REPORTS

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

Trustee Patel inquired if the Library follows FMLA for our employees and if we require self-evaluations for staff. The Library has over fifty employees and is required to follow FMLA. Each employee completes an annual self-appraisal. Trustee Lynch commented that the Carol Stream History program that was held at the farmhouse was very interesting and informative. Adult Services Manager Laura Hays explained how the Library requests items from the SWAN consortia members and other sources to satisfy the number of copies of an individual title that is being requested by the local Book Clubs that we serve.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:39 p.m.

May 15, 2019
Date approved

Mansi Patel, Secretary
Board of Library Trustees