

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

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**I. CALL TO ORDER**

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

**PLEDGE TO THE FLAG**

President 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, Patel, Sheikh and Jourdan  
Absent: Trustee Olson  
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 July 17, 2019. Motion approved.

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

**Trustee Sheikh moved and Trustee Berryman-Gilliam 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 Olson

A. Minutes of Human Resources Committee Meeting of June 19, 2019

- B. Minutes of Regular Meeting of June 19, 2019
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2019
- D. Recommendation, Re: Approval of Bid Rejection for Patio Railing
- E. Recommendation, Re: Approval of FY 20 Quarterly Payments to SWAN Library Consortium
- F. Recommendation, Re: Approval of Stainless Cable & Railing Material Quote
- G. Recommendation, Re: Approval of Mechanical and Industrial Steel Installation Quote
- H. Approval of Disbursements for the Period June 1, 2019 to June 30, 2019, plus the Addendum for the Meeting of July 17, 2019
- I. Report of the Library Director
- J. Thank you Letter from Eagle Scout
- K. Letter of Appreciation from Complete Cleaning
- L. Summer Reading Program: June 1-August 11, 2019
- M. Library Closed Friday, August, 23, 2019 for Staff Development Day

**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 Olson

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

**Recommendation, Re: Approval of Bid Rejection for Patio Railing**

Background information:

FQC (the Library’s construction management firm) recommended that the Library reject the bids received on May 24, 2019 for decorative metal railing & fencing. Two bids were received. One bid did not include the concrete work that was part of the scope of work. The other bid received was not read due to insufficient bid security. FQC researched alternate methods for this portion of the renovation project.

**Recommendation, Re: Approval of Stainless Cable & Railing Material Quote**

Background information:

FQC researched a variety of fencing options and after several meetings and discussions with the Library and the architects it was recommended to purchase fencing and railing product materials from Stainless Cable & Railing, Inc. in the amount of \$13,829.03.

**Recommendation, Re: Approval of Mechanical and Industrial Steel Installation Quote**

Background information:

FQC recommended hiring Mechanical and Industrial Steel Services to provide the installation of the fencing and railing materials for the Library's north patio in the amount of \$19,960.00.

### **Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period June 1, 2019 to June 30, 2019, plus the Addendum for the Meeting of July 17, 2019 in the amount of \$113,416.92.

### **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; Omar Kushad, Adult Services – 7/11/11; Cheryl Walek, Circulation – 7/18/11; Thoana Lagunas, Circulation – 7/13/16 and Angela Sheppard, Circulation – 7/30/18.

### **Thank you Letter from Eagle Scout**

#### Background information:

The library received a thank you letter from an Eagle Scout for donating books for his Eagle Scout project of Little Free Libraries.

## **Regular Meeting**

### **V. BOARD AND COMMITTEE REPORTS**

None

### **VI. OLD BUSINESS**

None

### **VII. NEW BUSINESS**

### **MONTHLY STAFF REPORTS**

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

Trustee Lynch stated that he was disappointed in the publisher changes to library e-book purchase access being changing to a metered use. This change took effect immediately. Trustee Patel was impressed that the Youth Services department had distributed 925 reading logs to local families. Trustee Larimer was happy to see that the resident library card holder rate was over 45% of the population of Carol Stream. Trustee Berryman-Gilliam stated that her friend that lives adjacent to the Library was not being disturbed at all by the Library's renovation project.

### **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 7:09 p.m.

August 21, 2019  
Date approved

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Mansi Patel, Secretary  
Board of Library Trustees