

**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: September 18, 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 7:01 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, Lynch, Patel, Olson, Sheikh and Jourdan.  
                       Trustee Larimer attended remotely due to Business obligations.  
Absent:           None  
Also Present:    Director Susan Westgate

**III.    PUBLIC PARTICIPATION**

None

**IV.    ADOPTION OF CONSENT AGENDA**

**Trustee Berryman-Gilliam moved and Trustee Lynch seconded** the establishment of a consent agenda for the Regular Meeting of September 18, 2019. Motion approved.

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

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

Ayes ..... 7 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan  
Nays ..... 0

Absent..... None

- A. Minutes of Regular Meeting of August 21, 2019
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2019
- C. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- D. Recommendation, Re: Approval of Expenses over \$10,000 for Security Camera Equipment and Installation
- E. Recommendation, Re: Approval of Expenses over \$10,000 for EBSCO Renewal of Learning Express and Consumer Reports Online Subscriptions
- F. Review Statement of Cash Receipts and Disbursements May 1, 2018-April 30, 2019
- G. Approval of Disbursements for the Period August 1, 2019 to August 31, 2019, plus the Addendum for the Meeting of September 18, 2019
- H. September is National Library Card Sign-Up Month
- I. Library Participation at Carol Stream Animal Hospital Charity Dog Show Event, September 22, 2019
- J. Banned Books Week, September 22-28, 2019
- K. Library Participation at Water Reclamation Center Open House, October 5, 2019
- L. Library Opening at 3:00 p.m. on September 18 and 19 to Accommodate Renovation Project Work

**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, Patel, Olson, Sheikh and Jourdan  
 Nays ..... 0  
 Absent..... None

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

**Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals**

Background Information:

The Library’s current insurance policies are up for renewal in October. Total insurance costs increased by \$19.00 from last year. Total insurance costs are \$24,961. Approval for the insurance renewal is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000.

**Recommendation, Re: Approval of Expenses over \$10,000 for Security Camera Equipment and Installation**

Background Information:

The Library will be installing an additional eighteen video cameras as a result of the remodel (five outside cameras and thirteen inside cameras). The increase in the number of cameras will require an additional NVR (network video recorder). The additional NVR will also accommodate future additional cameras if the need arises. The cost for equipment and materials is \$18,710.87. Installation will be done in phases as the different areas of the renovation are completed. Approval for the security cameras is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000.

**Recommendation, Re: Approval of Expenses over \$10,000 for EBSCO Renewal of Learning Express and Consumer Reports Online Subscriptions**

Background Information:

EBSCO provides the Library with the online product of Consumer Reports (\$2,806), an online version of their print product) and LearningExpress and Job and Career Accelerator (\$8,064) an online training, testing and skill building product. There was a 20% increase in usage of LearningExpress and Job and Career Accelerator over last year and a 24% increase in usage of Consumer Reports over last year. The annual cost for these products increased by 5%. Approval for the EBSCO renewal is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000.

**Review Statement of Cash Receipts and Disbursements May 1, 2018-April 30, 2019**

Background Information:

It is a requirement of state law for municipalities to prepare and publically publish this statement. It includes a review of the Library's General Fund balances for the year, a list of vendors that were paid \$2,500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2019 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period August 1, 2019 to August 31, 2019, plus the Addendum for the Meeting of September 18, 2019 in the amount of \$592,878.39.

**Regular Meeting**

**V. BOARD AND COMMITTEE REPORTS**

Trustee Berryman-Gilliam inquired if Director Westgate had any resources for the Trustees regarding training for conducting employee performance reviews. Director Westgate responded that she had not yet had time to research the topic, but would have something for them by the next Board meeting.

**VI. OLD BUSINESS**

None

**VII. NEW BUSINESS**

**Recommendation, Re: Approval of Resolution #287 Request for Macmillan Publishers to Reverse Library eBook Embargo**

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

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

Background information:

The Board Resolution requests Macmillan publishers to reconsider and revoke the late release of E-book titles to public libraries (a delay of eight weeks). The Resolution includes language from ALA and PLA. They have reached out to public libraries and encouraged them to make a statement to Macmillan regarding their plans. Following the passing of the Resolution, a copy will be mailed to the CEO of Macmillan and a copy forwarded to ALAWash@alawash.org.

**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.

September Employee Anniversaries: Robin Harwood-9/07/93-Youth Services; Mary Magnus-9/25/95-Circulation; **Heidi Krueger-9/07/04-Adult & Teen Services (15 Year Anniversary)**; Sarah Kovac-9/03/08-Adult & Teen Services; **Antonio Fonseca-9/09/14-Maintenance (5 Year Anniversary)**; Nathaniel Wagner-9/21/15-Adult & Teen Services and Laura Spradlin -9/05/17-Youth Services.

Trustees Lynch and Patel commented that it was great that the Library was now posting the Trustee Board packet online for the public. Trustee Lynch commented that he was happy that construction of the outdoor gazebo was under way.

**MONTHLY STAFF REPORTS**

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

Several Trustees inquired about the Marijuana program that the Director and HR Manager had attended. Director Westgate stated that it was informative and that the Library would need to make updates to the Library’s drug-free workplace policy to include language regarding marijuana.

**VIII. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:45 p.m.

October 16, 2019

Date approved

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Mansi Patel, Secretary, Board of Library Trustees