

**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: October 16, 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, Olson, Sheikh and Jourdan

Absent:            None

Also Present: Director Susan Westgate and Dan Berg from Sikich (arrived at 7:35 p.m.)

**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 October 16, 2019. Motion approved.

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

Nays ..... 0

Absent..... None

**Trustee Lynch 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 September 18, 2019
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2019
- C. Recommendation, Re: Approval of Resolution #288, 2019 Request for Tax Levy
- D. Recommendation, Re: Approval of Expenses over \$10,000 for ProQuest Renewal of Chicago Tribune Online Subscription
- E. Approval of Disbursements for the Period September 1, 2019 to September 30, 2019, plus the Addendum for the Meeting of October 16, 2019
- F. Library Participation at Boo Fest! Park District Event, October 25, 2019

**Trustee Larimer 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

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

**Recommendation, Re: Approval of Resolution #288, 2019 Request for Tax Levy**

Background Information:

The 2019 Request for Tax Levy is required to be approved and submitted to the Village for their approval. The Village submits the Library’s tax levy request to the county on our behalf. The tax levy amount the Library is requesting is the same as last year’s in the amount of \$3,674.461.

**Recommendation, Re: Approval of Expenses over \$10,000 for ProQuest Renewal of Chicago Tribune Online Subscription**

Background Information:

ProQuest provides the Library with the online product of Chicago Tribune Current (\$6,071), an online version of their print product, and Chicago Tribune Historical (\$4,659) which provides archival access to the Tribune back to 1849. In FY19 the Library averaged 49 uses per month. So far in FY20 the Library is averaging 118 uses per month, a 140% increase in usage. The cost for these products increased by 4% over last year’s pricing. Approval for the ProQuest renewal is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period September 1, 2019 to September 30, 2019, plus the Addendum for the Meeting of October, 2019 in the amount of \$482,468.43.

**V. EXECUTIVE SESSION**

**Trustee Berryman-Gilliam moved and Trustee Olson seconded** that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes as permitted under Illinois Open Meetings Act 5 ILCS 120/2(c)(21) and ILCS 120/2(c)(11) for litigation and nothing else. Motion approved.

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

Accordingly the Meeting was closed to the public at 7:06 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:31 p.m.

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan  
Absent: None  
Also Present: Susan Westgate

A. Recommendation, Re: Approval of Minutes of the Executive Session of June 19, 2019

**Trustee Patel moved and Trustee Olson seconded** that the Board of Library Trustees approve the minutes of the Executive Session of June 19, 2019 and that they remain closed at this time. Motion approved.

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

B. Recommendation, Re: Approval of Attorney Recommendation as Discussed in Executive Session

**Trustee Sheikh moved and Trustee Patel seconded** that the Carol Stream Library Board of Trustees approve the Attorney recommendation as discussed in Executive Session on October 16, 2019. Motion approved.

Ayes ..... 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan  
Nays ..... 0  
Abstain ..... 1 Trustee Lynch  
Absent..... None

## Regular Meeting

### VI. BOARD AND COMMITTEE REPORTS

Trustee Lynch shared that he had attended the Grand Opening of Carol Shire Park and what a positive addition it was for the community and the partnerships involved that made it possible. Trustee Berryman-Gilliam inquired about the status of the Macmillan Publishers eBook embargo. Adult Services Manager Laura Hays stated there was a website, ebooksforall.org through the American Library Association, where individuals could go and enter their support to encourage the publisher to remove the embargo.

### VII. OLD BUSINESS

None

### VIII. NEW BUSINESS

#### A. Review of Fiscal Year 2019 Audit by Sikich Representative Dan Berg

##### Background information:

Auditor Dan Berg of Sikich presented the Library's FY2019 Annual Financial Report and Auditor's Communication to the Board. The auditor issued an unmodified audit opinion. An unmodified opinion is issued when the financial statements "give a true and fair view" and the organization under audit has gone in accordance with all requirements. It is the highest opinion that can be given. Mr. Berg thanked Director Westgate for her work on the Management letter and both Director Westgate and Assistant Director Clemens for their help in the auditing process.

#### B. Acceptance of 2019 Audit as Presented

**Trustee Patel moved and Trustee Lynch seconded** that the Library Board of Trustees accept the Fiscal Year 2019 Audit as presented. Motion approved.

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

Nays ..... 0

Absent..... None

### 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.

October Employee Anniversaries: Renee Walther – 10/02/96-Adult Services; Steve Dexheimer – 10/07/03-Youth Services; Jeri Cain – 10/01/12-Circulation; Melanie Johnson – 10/11/12-Circulation and Amy Danusiar – 10/24/16-Youth Services.

Trustees Lynch inquired about how the Library will be publicizing their support of the 2020 Census. In addition to in-house publicity, the Library will post information in the newsletter, Facebook and *Examiner* article.

### **MONTHLY STAFF REPORTS**

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

Trustee Lynch commented on Adult Services Librarian Sarah Kovac's appointment to the ALA Graphic Novel Roundtable's Convention Committee. Sarah has been active in the C2E2 comic convention for several years. This formalizes her ongoing work and involvement. All of the Trustees were happy to hear that the Library has their first graduate from the Career Online High School program. They requested that a congratulations card from the Trustees be signed and delivered to the graduate.

### **IX. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Olson seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:15 p.m.

November 20, 2019

Date approved

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Mansi Patel, Secretary, Board of Library Trustees