

**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, 2013

TIME: 7:30 p.m.

PLACE: Discovery Room

I. CALL TO ORDER

President Bailey called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

PLEDGE TO THE FLAG

President Bailey led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Sheikh called the roll.

Present: Trustees Berryman-Gilliam, Jourdan, DeRango, Sheikh, Bailey

Absent: Johnson, Jeffrey

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

Resident Robert Guico stated that he would like to not receive the Library's newsletter in the mail, since he can access it electronically and would like to save paper. He also stated that he would like the Library and other local municipal entities to look into solar energy.

Director Westgate stated that she would be unable to remove him from the mailing list, as the Library sends the newsletter using a bulk mailing permit which uses routes and not individual addresses. She also stated that the Library is currently looking into the feasibility of solar panels for the Library and is working with a representative from the Sierra Club. An energy assessment of the building has been scheduled with SEDAC (Smart Energy Design Assistance Center), a state agency.

There was no other public participation.

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of October 16, 2013. Motion carried.

Ayes 5 Trustees Berryman-Gilliam, Jourdan, DeRango, Sheikh, Bailey

Nays 0

Absent..... 2 Johnson, Jeffrey

Trustee Sheikh moved and Trustee DeRango seconded that the following items be included on the Consent Agenda. Motion carried.

Ayes 5 Trustees Berryman-Gilliam, Jourdan, DeRango, Sheikh, Bailey
Nays 0
Absent..... 2 Johnson, Jeffrey

- A. Approval of Minutes of the Regular Board Meeting of September 18, 2013
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2013
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Review Statement of Cash Receipts and Disbursements May 1, 2012-April 30, 2013
- F. Approval of Disbursements for the period September 1, 2013 to September 30, 2013, plus the Addendum for the Meeting of October 16, 2013
- G. Report of the Library Director
- H. Monthly Staff Reports
- I. RAILS Library System Report
- J. MAGIC Consortium Report
- K. Friends of the Carol Stream Public Library Report
- L. Communications
- M. Announcements-Donation from Kevin Stein and the Paul Cotton Art Display

Trustee Berryman-Gilliam moved and Trustee Sheikh seconded that the Consent Agenda be approved by omnibus vote. Motion carried.

Ayes 5 Trustees Berryman-Gilliam, Jourdan, DeRango, Sheikh, Bailey
Nays 0
Absent..... 2 Johnson, Jeffrey

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

Facilities Committee – No Report

Finance Committee – No Report

Review Statement of Cash Receipts and Disbursements May 1, 2012-April 30, 2013

Background Information:

It is a requirement of state law for municipalities to prepare and publically publish this statement. It includes a review of our General Fund balances for the past fiscal year, a list of vendors that we paid \$2500 or more to during the year and the amount paid, and a list of payroll amounts paid to employees in four monetary categories. A review of the special funds and their ending fund balance on April 30, 2013 is also included. This will be published in a local newspaper once it has been reviewed and signed by the Treasurer.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period September 1, 2013 to September 30, 2013, plus the Addendum for the Meeting of October 16, 2013, in the amount of \$115,471.89.

Report of the Library Director

The Director prepares a monthly report highlighting the facility, customer service, outreach, operations and other projects to ensure that the Board members are apprised of relevant Library business.

Staff members celebrating employment anniversaries this month are: Donna Donchenko – 9/17/90-Circulation; **Robin Harwood-9/07/93-Youth Services (20th Year Anniversary)**; Mary Magnus-9/25/95-Circulation; Sue McCullum-9/16/97-Reference; Heidi Krueger-9/7/04-Reference; Brian Link-9/13/06-Circulation; **Stephanie DeYoung-9/2/08-Circulation (5th Year Anniversary)**; **Sarah Kovac-9/3/08-Reference (5th Year Anniversary)**; Danielle Stimmell-9/26/11-Youth Services

Monthly Staff Reports

Managers prepared monthly reports for the Board to review with details and highlights of the activities in each department.

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Library-No Report

Communications

- A. Thank you from staff member Robin Harwood-Youth Services
- B. Thank you from staff member Sarah Kovac-Adult Services

Announcements

- A. Donation from Kevin Stein, Illinois Poet Laureate for *Poetry Now!* Project

Background Information:

Illinois Poet Laureate Kevin Stein donated \$200 to the Library to purchase books by Illinois poets for the Library collection as part of the *Poetry Now!* project.

- B. Paul Cotton art collection on display-seasonal oil paintings

Background Information:

Local businessman Paul Cotton has loaned a set of four paintings to display in the Library for October and November. The paintings depict the same outdoor scene during the four different seasons of the year with an accompanying poem.

Regular Meeting

V. Committee Reports

- A. Human Resources Committee-Committee Chair Berryman-Gilliam stated there was no report at this time.

VI. Unfinished Business

A. Status of the Kuhn Rd. Property

The Board asked Director Westgate to draft a letter to the buyer's attorney stating that the Library Board would not be accepting the current offer on the property.

VII. NEW BUSINESS

- A. Recommendation, Re: Approval of Background Check Policy for New Employees

Trustee Berryman-Gilliam moved and Trustee Jourdan seconded that the Board approve the Background Check Policy for New Employees. Motion Approved.

Ayes 5 Trustees Berryman-Gilliam, Jourdan, DeRango, Sheikh, Bailey

Nays 0

Absent..... 2 Johnson, Jeffrey

Background Information:

At the Human Resources Committee Meeting in August the Board asked that the Library implement a criminal background check policy for new employees. The Human Resources Administrator developed the policy. The background check will cover crimes committed in all fifty states for a fee of \$20 per individual. The policy has been reviewed by the Library attorney.

Policy

Background Checks

All applicants for employment who are age 18 or older must pass a criminal background check prior to beginning employment at the Carol Stream Public Library. Convictions will be evaluated by the Library Director relative to the position in question on a case-by-case basis.

The Library reserves the right to conduct additional background checks depending on the position filled. Applicable State and Federal Laws will apply in those situations.

VIII. Announcements

- A. Community Partner of the Year 2013 recognition from Literacy DuPage

Background Information:

Literacy DuPage held a luncheon honoring students, tutors and libraries on October 5th. Carol Stream Library was one of several local libraries that received recognition for supporting their mission.

IX. EXECUTIVE SESSION

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21). Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Jourdan, DeRango, Sheikh, Bailey
Nays 0
Absent..... 2 Johnson, Jeffrey

Accordingly the Meeting was closed to the public at 8:00 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:17 p.m.

Trustee Jourdan moved and Trustee DeRango seconded that the Board of Library Trustees approve the minutes of the Executive Sessions of March 20, 2013, August 19, 2013 and August 21, 2013 as presented, and that these minutes remain closed. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Jourdan, DeRango, Sheikh, Bailey
Nays 0
Absent..... 2 Johnson, Jeffrey

Trustee Berryman-Gilliam moved and Trustee Jourdan seconded that the Board of Library Trustees approves that the minutes of the Executive Sessions of 1/16/13, 2/13/13 and 2/20/13 (release the discussion of Executive Session Minutes with all other parts to remain closed), and that all other minutes which are closed to the public remain so at this time. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Jourdan, DeRango, Sheikh, Bailey
Nays 0
Absent..... 2 Johnson, Jeffrey

Background Information:

The Board reviewed the Executive minutes on 10/16/13 and approved the release of the above closed minutes. The Library Board is required by Illinois Statutes (5 ILCS

120/2.06 (d)) to review no less than semi-annually all minutes of closed sessions. The purpose of the review is to determine if the Minutes may be released to the public or if the need for confidentiality still exists.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam and Trustee DeRango seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:20 p.m.

November 20, 2013
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee