

**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: November 20, 2013 TIME: 7:30 p.m. PLACE: Horizon 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, Johnson, Jourdan, DeRango, Sheikh, Bailey
Absent: Jeffrey
Also Present: Director Susan Westgate, Head of Circulation Jeri Cain, Sikich
Representative Laura Reith

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of November 20, 2013. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Bailey
Nays 0
Absent..... 1 Jeffrey

Trustee Berryman-Gilliam moved and Trustee DeRango seconded that the following items be included on the Consent Agenda. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Bailey
Nays 0
Absent..... 1 Jeffrey

A. Approval of Minutes of the Regular Board Meeting of October 16, 2013

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2013
- C. Finance Committee Report
- D. Human Resources Committee Report
- E. Approval of Disbursements for the period October 1, 2013 to October 31, 2013, plus the Addendum for the Meeting of November 20, 2013
- G. Report of the Library Director
- I. RAILS Library System Report
- J. MAGIC Consortium Report
- L. Communications
- M. Announcements

Trustee Sheikh moved and Trustee DeRango seconded that the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Bailey
Nays 0
Absent..... 1 Jeffrey

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

Finance Committee – No Report

Human Resources Committee – No Report

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period October 1, 2013 to October 31, 2013, plus the Addendum for the Meeting of November 20, 2013, in the amount of \$111,467.05.

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: Karen Sego – 11/26/97-Youth Services; Gail Santroch – 11/11/01-Technical Services; **Fran Venegas – 11/03/03-Administration (10th Year Anniversary); Joyce Farrell – 11/04/08-Administration (5th Year Anniversary).**

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Communications-None

Announcements

- A. Assistant Director/Head of Youth Services Mary Clemens featured in Boofest! Examiner photos

Background Information:

The Library participated at the Park District Boofest! on October 25th. There was a Library information table, treats and a storytime room. Over 350 children were registered for the event. Mary Clemens photo was featured in the *Examiner* as she read Halloween stories to children.

- B. Joe Cotton Ford to sponsor “Seasons of Carol Stream” photo contest: Winter 2013 -Fall 2014

Background Information:

Joe Cotton Ford is sponsoring a Library photo contest starting in December. The contest is called “Seasons of Carol Stream.” Contestants will need to select one location in Carol Stream and take pictures of the same scene during each season of the year (winter, spring, summer, and fall). Paul Cotton currently has a display in the Library of four oil paintings of one scene throughout the seasons. The paintings were the inspiration for this contest. There will be cash prizes, donated by Paul Cotton, for the winners and the contest is restricted to Carol Stream residents.

Regular Meeting

V. Committee Reports

- A. Facilities Committee - Committee Chair Jourdan stated that he had met with Park District Board President Tim Powers regarding their interest in an IGA (intergovernmental agreement) for the Kuhn Rd. property. President Powers shared a general layout plan for the property as a park and the two entities are looking forward to working together for the good of the community.

VI. Unfinished Business

A. Status of the Kuhn Rd. Property

- a. Recommendation, Re: Approval of Letter to ManorCare Attorney

Trustee Bailey moved and Trustee Berryman-Gilliam seconded that the Board approve the letter drafted by the Library’s attorney to be mailed to the attorney of ManorCare. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Johnson, Jourdan, Sheikh, Bailey
Nays 1 DeRango
Absent..... 1 Jeffrey

Content of letter to be mailed to ManorCare:
November 20, 2013

David E. Zajicek
Hinshaw & Culbertson LLP
4343 Commerce Court, Suite 415
Lisle, Illinois 60532

RE: Carol Stream Public Library to ManorCare Health Services LLC
Property: 2N540 Kuhn Road, Carol Stream, Illinois

Dear Mr. Zajicek:

Pursuant to that proposed Real Estate Contract (“Contract”) between Carol Stream Public Library (“Seller”) and ManorCare Health Services LLC (“Purchaser”) for the property commonly known as 2N540 Kuhn Road, Carol Stream, Illinois, please be advised that the Board of Trustees has determined that the sale of the property is not in the best interest of the Library. As such, the Board is no longer interested in selling the property, will not entertain any further negotiations regarding same, and hereby respectfully rejects the proposed Contract.

On behalf of the Board of Trustees of the Carol Stream Public Library, we wish your client success in their future endeavors. Should you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

James Bailey, Board President
Carol Stream Public Library

VII. NEW BUSINESS

A. Review of Fiscal Year 2013 Audit by Sikich Representative Laura Reith
Auditor Laura Reith reviewed the Annual Financial Report for Year ended April 30, 2013. She thanked the staff for their assistance in preparing necessary documents and making the process go smoothly. The Library received an unmodified opinion this year, the highest level the Library can receive. It means the Library’s financial statements are free from material misstatements and presented in accordance with generally accepted accounting principles.

B. Acceptance of 2013 Audit as Presented

Trustee DeRango moved and Trustee Sheikh seconded to accept the 2013 Audit as presented. The 2013 Audit was accepted by the Board.

C. Recommendation, Re: Approval of 2014 Library Calendar of Closings and Board Meetings

Trustee Sheikh moved and Trustee DeRango seconded that the Board of Trustees approve the 2014 Library Calendar of holidays, closings and board meeting dates as presented. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Bailey
Nays 0
Absent..... 1 Jeffrey

Background Information:

In addition to the regular closings for holidays, the Library will be closed on the Sundays prior to the Monday Memorial Day closing and Monday Labor Day closing. Similar to the Easter Holiday closing, these would be Library closings, not paid holidays. These two Sundays herald the start of some of the Library's busiest times, summer reading and the start of school. These closings are a nice benefit to staff at no cost to the Library and actually would be a savings. Sundays are short days, (four hours), these days are traditionally slower than other Sundays and there would be no significant impact on services. Many neighboring libraries are also closed on these days.

- D. Recommendation, Re: Approval of Amended Resolution #265 Re: FY2014 Working and Appropriation Budgets/Request for Tax Levy

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded that the Board of Trustees approves Amended Resolution #265 Re: FY2014 Working and Appropriation Budgets/Request for Tax Levy

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Bailey
Nays 0
Absent..... 1 Jeffrey

Background Information:

The Resolution (#265) that the Board passed in September has been amended. The Village's attorney recommended that the Library reduce the Audit Levy by \$2000 to match the budgeted amount. The \$2000 was put into the general fund levy and the budget line for accounting services was increased by the \$2000. The initial goal was to bring the reserve up in the audit reserve fund to reflect the Library's financial policy of a 4-7 month reserve. The Library will have a reserve of 3.5 months at the end of fiscal year 14/15. In next year's budget/levy the Library will be able to bring up the audit reserve fund to within the Library's financial policy standards.

- E. Report from Trustee Johnson on October ILA Conference, Health Care Forum at Glen Lakes Golf Club and ILA Trustee Committee meeting at Maywood Public Library

Background Information:

Trustee Johnson reported on her recent attendance at several events. She is currently on the Board of the ILA Trustee Forum as a result of her participation at the Conference. Trustee Johnson stated in her networking in the Library community she hears many positive comments regarding the Carol Stream Public Library and Director Westgate.

- F. Report from Trustee Sheikh on “Cultures of Our Community” participation at Poplar Creek Library District on November 2, 2013

Background Information:

Trustee Sheikh reported on her recent participation at an event at the Poplar Creek Library.

VIII. Monthly Staff Reports

Head of Circulation Jeri Cain shared a PowerPoint presentation with the Board highlighting staff attendance at the ILA (Illinois Library Association) Conference in October.

President Bailey and Trustee Sheikh commented on the positive statistics the Library is experiencing. Especially noted was the Library usage for programs, website visits, day-to-day visits and circulation. The Trustees thanked Director Westgate for her work and leadership.

IX. Other Reports

- A. Friends of the Carol Stream Public Library
Trustee Sheikh, a Friends member, requested that Director Westgate have the staff put together a wish list of fund requests for Library purposes that the Friends can review and select items to support.

Trustee DeRango asked Director Westgate what the status was regarding programming for students with learning disabilities. She stated that she has contacted CCSD 93 and will be working with their Special Education Coordinator for possible ideas on how the Library can support that population. She also stated that the Library is looking into acquiring early literacy computer stations for the Youth Services Department as well as a learning station for older students. These stations will have interactive educational games.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:44 p.m.

December 18, 2013
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee