

**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: December 18, 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 7:31 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, Jeffrey,
Bailey

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Jourdan moved and Trustee DeRango seconded the establishment of a consent agenda for the Regular Meeting of December 18, 2013. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey

Nays 0

Absent..... None

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

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey

Nays 0

Absent..... None

A. Approval of Minutes of the Regular Board Meeting of November 20, 2013

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2013
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Approval of Youth Services Associate Job Description
- F. Approval of Youth Services Librarian Job Descriptions
- G. Approval of Modification of Promotion/Advancement Paragraph in Current Job Descriptions
- H. Approval of Disbursements for the period November 1, 2013 to November 30, 2013, plus the Addendum for the Meeting of December 18, 2013
- I. Report of the Library Director
- J. Monthly Staff Reports
- K. RAILS Library System Report
- L. MAGIC Consortium Report
- M. Friends of the Library
- N. Communications

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

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
 Nays 0
 Absent..... None

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

Facilities Committee – No Report
Finance Committee – No Report

Approval of Youth Services Associate Job Description and approval of Youth Services Librarian job descriptions.

Background Information:

The Youth Services Department currently has two vacant part-time positions. The Library Director, HR Administrator, and Assistant Director/Head of Youth Services have reviewed the existing job descriptions for Youth Services Associates and part-time Librarians and full-time Librarians and have made suggested modifications to the positions. The updated job descriptions enable the Library to appeal to the best and brightest in the field of Youth Services and outline clear expectations for the positions. These job descriptions were reviewed at the HR Committee meeting of 12/18/13.

Approval of Modification of Promotion/Advancement Paragraph in Current Job Descriptions.

Background Information:

The current statement reads “Satisfactory performance at current level.” A satisfactory performance is expected to retain employment and is not a criteria for promotion. This change in current job descriptions was discussed at the HR Committee meeting of 12/18/13.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1, 2013 to November 30, 2013, plus the Addendum for the Meeting of December 18, 2013, in the amount of \$94,357.45.

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: **Lynn Bierman – 12/01/03 (10th Year Anniversary)-Technical Services**; Kimberly Link – 12/27/05-Circulation; Jessica Hubinek – 12/20/07-Adult Services; Katie Converse – 12/28/10-Circulation and Marlys Smith-12/19/11-Circulation.

Staff Monthly Reports

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

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Library-No Report

Communications- Thank you Notes from Staff Anniversaries-Lynn Bierman, Joyce Farrell and Fran Venegas.

Background Information:

Staff members celebrating milestone anniversaries in November and December, sent thank you notes to the Library for their acknowledgement.

Regular Meeting

V. Committee Reports

- A. Human Resources-Committee Chair Berryman-Gilliam stated that the committee had reached a consensus recommending the changes to the Youth Services Associate and Librarian job descriptions and the modifications to the promotion/advancement paragraph in current job descriptions.

VI. Unfinished Business

A. Status of the Kuhn Rd. Property

- a. Recommendation, Re: Approval of nonrenewal of expired listing agreement and six-month review of listing status.

Trustee Sheikh moved and Trustee Johnson seconded that the Board approve not to renew the expired listing agreement with the realtor and that the Board review the listing status of the property in six-months or in response to changing market conditions.

Ayes 5 Trustees Berryman-Gilliam, Johnson, Jourdan, Sheikh, Bailey
 Nays 2 Jeffrey, DeRango
 Absent..... None

Trustee DeRango requested that Director Westgate send a letter to the listing realtor stating that the Library would not be renewing the listing agreement which expired on December 3, 2013.

VII. NEW BUSINESS

- C. Recommendation, Re: Approval of Revised Policy 6.N Unauthorized Access to Non Public Areas of the Building.

Trustee Jeffrey moved and Trustee DeRango seconded that the Board of Trustees approve Revised Policy 6.N Unauthorized Access to Non Public Areas of the Building, adding “staff authorization” to the last sentence. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
 Nays 0
 Absent..... None

Background Information:

In the Library’s ongoing efforts to improve building security, as recommended by the Carol Stream Police Officer that completed a security analysis of our building and grounds, changes to the *Unauthorized Access to Non-Public Areas of the Building* policy have been made to clarify the non-public areas. The revised policy has been reviewed and approved by the Library’s attorney.

Current Policy: 6.N Unauthorized Access to Non-Public Areas of the Building

It is recognized that the Carol Stream Public Library is a public building. However, in the interest of building security and to help prevent personal harm to Staff members or the possible loss of valuable equipment and personal property, the following areas should not be construed as open to the public: Administrative and Departmental offices, Staff lounge and locker areas, the Computer Room, the mechanical areas, and other storage rooms. (Adopted February 21, 1996)

Revised policy: 6.N Unauthorized Access to Non-Public Areas of the Building
 It is recognized that the Carol Stream Public Library is a public building. However, in the interest of building security and to help prevent personal harm to Staff members, possible access to sensitive/patron or staff information, or the possible loss of valuable equipment and personal property, the following areas should not be construed as are not open to the public: behind Public Service desks, Administrative and Departmental offices, Staff lounge and locker areas, staff hallways, the Computer Server Room, the mechanical areas, and other storage rooms. These areas are restricted to Library staff unless staff authorization to an area has been approved.
 (Adopted December 18, 2013)

D. Recommendation, Re: Approval of Purchase of Television for Staff Room.

Trustee Sheikh moved Trustee Berryman-Gilliam seconded that the Board of Trustees approves the purchase of a television for the staff room not to exceed \$250.00

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
 Nays 0
 Absent..... None

Background Information:

It was recently discovered that Comcast provides the Library with free basic cable television. The Library would like to purchase a 29” television for the staff room. It would be mounted on the back wall. This would be a nice benefit for the staff and allow them to watch the news, as well as other important national events such as presidential addresses, Olympics, and other local channel offerings during their breaks and meals. The cost of the television would not exceed \$250.

IX. Announcements

A. *Examiner* Article and Photos of Dec. 8, 2013 Holiday Open House
 Trustee Bailey thanked the Library staff for the good job and festive decorations. He also thanked the Friends of the Library for providing refreshments and hosting the refreshment table. The event was well received by the community. The Mayor, who was in attendance, was happy with the event and had good things to say about the Library’s efforts.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Sheikh and Trustee Berryman-Gilliam seconded** that the meeting be adjourned.
 Motion passed and the meeting adjourned at 8:06 p.m.

January 15, 2014
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee