

**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: May 20, 2015

TIME: 7:30 p.m.

PLACE: Horizon Room

I. CALL TO ORDER

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:36 p.m.

PLEDGE TO THE FLAG

Trustee Jourdan led those in attendance in the Pledge of Allegiance to the Flag.

Judge Robert Douglas Administered the Oath of Office to newly elected Trustees Nancy Bagdonas, David Larimer and Justin Lynch.

Election of Officers:

Trustee Berryman-Gilliam moved and Trustee Johnson seconded to nominate Edward Jourdan as President of the Board of Library Trustees. Hearing no other nominations, Director Westgate closed the nominations. A voice vote was held to elect the President. Trustee Jourdan was elected President of the Board of Library Trustees by majority vote.

Trustee Berryman-Gilliam moved to nominate Nadia Sheikh as Secretary of the Board of Library Trustees. Seconded by President Jourdan. Hearing no other nominations, President Jourdan closed the nominations. Trustee Sheikh was elected Secretary by unanimous vote.

President Jourdan moved to nominate Trustee Bagdonas as Treasurer of the Board of Library Trustees. Seconded by Trustee Berryman-Gilliam. Hearing no other nominations, President Jourdan closed the nominations. Trustee Bagdonas was elected Treasurer by unanimous vote.

Trustee Jounhson moved to nominate Trustee Berryman-Gilliam as Vice-President of Board of Library Trustees. Seconded by President Jourdan. Hearing no other nominations, President Jourdan closed the nominations. Trustee Berryman-Gilliam was elected Treasurer by unanimous vote.

II. ROLL CALL

Director Westgate called the roll.

Present: Trustees Johnson, Larimer, Lynch, Bagdonas, Berryman-Gilliam, Jourdan
Absent: Trustee Sheikh

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee Larimer seconded the establishment of a consent agenda for the Regular Meeting of May 20, 2015. Motion approved.

Ayes 6 Trustees Johnson, Larimer, Lynch, Bagdonas, Berryman-Gilliam,
Jourdan
Nays 0
Absent..... Trustee Sheikh

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

Ayes 6 Trustees Johnson, Larimer, Lynch, Bagdonas, Berryman-Gilliam,
Jourdan
Nays 0
Absent..... Trustee Sheikh

- A. Minutes of Regular Meeting of April 15, 2015
- B. Recommendation, Re: Approval of the Annual Report to the Village for FY2015
- C. Recommendation, Re: Approval of Revisions to Assistant Library Director Job Description
- D. Recommendation, Re: Approval of Revisions to Human Resources Administrator Job Description
- E. Approval of Disbursements for the period April 1, 2015 to April 30, 2015, plus the Addendum for the Meeting of May 20, 2015.
- F. Report of the Library Director
- G. Monthly Staff Reports
- H. Thank You note from Carol Stream Rotary
- I. Thank you letter from Outreach Community Center
- J. *Examiner* Article on April 15, 2015
- K. *Examiner* Article on April 22, 2015

Trustee Lynch moved and Trustee Johnson seconded that the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes 6 Trustees Johnson, Larimer, Lynch, Bagdonas, Berryman-Gilliam,
Jourdan
Nays 0
Absent..... Trustee Sheikh

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

Recommendation, Re: Approval of the Annual Report to the Village for FY2015

Background Information:

The Annual Report for the Village is required by state law. It includes an overview of the Library's past years' finances and services. It also includes a statement of an estimate of the Library's levy requirements for the Tax Levy 2016. The 2016 Levy is for the taxes the Library will receive in Fiscal Year May 1, 2016-April 30, 2017. There is no increase in the tax levy amount.

Recommendation, Re: Approval of Revisions to Assistant Library Director Job Description

Background Information:

The Assistant Director job description has been revised to include the supervision of the Business Office and the Technical Services department.

Recommendation, Re: Approval of Revisions to Human Resources Administrator Job Description

Background Information:

The Human Resources Administrator job description has been revised to a part-time, non-exempt position and is no longer responsible for supervision of the Business Office.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1, 2015 to April 30, 2015, plus the Addendum for the Meeting of May 20, 2015 in the amount of \$114,258.56.

Report of the Library Director

Background Information:

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are informed of relevant Library business.

Monthly Staff Reports

Background Information:

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

Communications

- A. Thank You note from Carol Stream Rotary
- B. Thank you letter from Outreach Community Center

Background Information:

The Library received a thank you letter from the Outreach Community Center for sponsoring a table at their annual fund raising event for their Carol Stream location. Carol Stream Rotary sent a thank you note for our large donation to their annual Food Drive that we received through our Food for Fines event in April.

Announcements

- A. *Examiner* Article on April 15, 2015
- B. *Examiner* Articles on April 22, 2015

Background Information:

The *Examiner* featured articles on April 15th highlighting the results of the April 7th election. April 22nd *Examiner* articles featured the farewell tributes to the outgoing trustees and the strategic plan update.

Regular Meeting

I. NEW BUSINESS

- A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2015.

Trustee Berryman-Gilliam moved and Trustee Larimer seconded that the Board of Library Trustees Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2015.

Ayes 6 Trustees Johnson, Larimer, Lynch, Bagdonas, Berryman-Gilliam,
 Jourdan
 Nays 0
 Absent..... Trustee Sheikh

II. Announcements

- A. Summer Reading Program Registration Begins Monday, June 1

Background Information:

Registration for the Library summer reading programs will begin on Monday, June 1. This year’s theme is “Be a Reading Superhero!”

- B. 2015 Fourth of July Parade

Background Information:

The Library will have a float in the Carol Stream annual Fourth of July Parade. Trustees and their family members are welcome to participate.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Larimer seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:50 p.m.

Approved July 15, 2015 as corrected

Nadia Sheikh, Secretary
Board of Library Trustees