

**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 21, 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 7:32 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Sheikh called the roll.

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

Absent: Trustee Johnson

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of October 21, 2015. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam,
Jourdan

Nays 0

Absent..... Trustee Johnson

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

Ayes 6 Trustees Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam,
Jourdan

Nays 0

Absent..... Trustee Johnson

A. Minutes of Regular Meeting of September 16, 2015

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2015
- C. Approval of Disbursements for the Period September 1, 2015 to September 30, 2015, plus the Addendum for the Meeting of October 21, 2015
- D. Report of the Library Director
- E. Thank You Letter from Carol Stream Park District
- F. *Examiner* Articles on Sept. 23 and Oct. 7, 2015
- G. Teen Read Week Oct. 18-24, 2015
- H. Library Holiday Open House Sunday, Dec. 6, 2015

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

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

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period September 1, 2015 to September 30, 2015, plus the Addendum for the Meeting of October 21, 2015 in the amount of \$128,184.07.

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.

October Employee Anniversaries: Renee Walther – 10/02/96-Adult Services; Steve Dexheimer-10/07/03-Youth Services; **Tanya Schwander-10/03/05-Youth Services (10 year Anniversary);** Sallee Brossard-10/27/11-Youth Services; Jeri Cain-10/01/12-Circulation; Melanie Johnson-10/11/12-Circulation.

Communications

- A. Thank You Letter from Carol Stream Park District for CSBarks Participation

Background Information:

Staff received a thank you letter from the Carol Stream Park District for their participation at the CSBarks event on September 13.

Announcements

A. *Examiner* Articles on Sept. 23 and Oct. 7, 2015

Background Information:

The *Examiner* featured an article on the Library's support of district schools and an article about the staff holiday party on Sept. 23 and an article on the Shape of Carol Stream on Oct. 7.

B. Teen Read Week Oct. 18-24, 2015

C. Library Holiday Open House Sunday, Dec. 6, 2015

Background Information:

Save the date! The Library's now annual Holiday Open House plans are well under way. Confirmed events are: Santa and Elves, ice sculptor, Victorian Carolers, live reindeer, craft, holiday cartoons and refreshments. Confirmation of sleigh rides in Armstrong Park is anticipated by the end of the month. All Trustees are encouraged to attend.

Regular Meeting

I. NEW BUSINESS

- A. Recommendation, Re: Approval of Resolution #273 Re: Resolution Providing for the Execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC)

Trustee Lynch moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve Resolution #273 Re: Resolution Providing for the Execution of an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC). Motion approved.

Ayes 6 Trustees Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam,
Jourdan

Nays 0

Absent..... Trustee Johnson

Background information:

The Library Insurance Management and Risk Control Combination (LIMRiCC) is an insurance pool for public libraries. They offer an Unemployment Compensation Claim Program (UCGA) and an Employee Benefit Insurance Program. The Carol Stream Public Library participates in the UCGA program. LIMRiCC is making amendments to the By-laws and Intergovernmental Agreement (IGA) that will go into effect on Dec. 1, 2015. No changes have been made to the UCGA program and the Library is only affected by the first By-Law amendment change pertaining to the composition of the Board of Directors. The changes to the composition of the Board are related to the Employee Benefit Insurance Program to ensure that educated decisions

are made. All of the Libraries that participate in LIMRiCC are required to pass a Resolution regarding these amendments.

B. Quarterly Review of Strategic Plan

Background information:

The Director provided the Trustees with an update of the Library's three year strategic plan that began in January 2015. It is comprised of four goals and fifteen objectives and is available for viewing on the Library's website

http://cslibrary.org/documents/policy_reports/CSPL_Strategic%20Plan_FinalPix2.pdf. The majority of the objectives are on target or ahead of schedule. There are a few objectives that have been impacted by the many staffing and Administrative changes that have transpired since the implementation of the plan resulting in changes in Objective Team leaders and participants. The staff has done a wonderful job in surveying the public, researching topics and vendors and collaborating together to create solutions and improvements to the Library's many scopes of service and organizational systems. They are to be commended for their willingness to work outside of their normal sphere of responsibilities and identify new opportunities for enhanced service to the community. Any necessary adjustments to the timeline will be made at the start of the calendar year and posted on the Library's website.

C. MONTHLY STAFF REPORTS: Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head.

Trustee Lynch inquired on the status of the staff Intranet as mentioned in the IT Coordinator Report. Director Westgate stated that the Home Page of the staff Intranet was launched on Wednesday, Oct. 14 and that each department will also have a page and they are in various stages of development at this time. The staff Intranet provides the staff with an informational portal that will enable them to perform their job's optimally and to assist patrons and co-workers.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Bagdonas moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:54 p.m.

November 18, 2015

Date approved

Nadia Sheikh, Secretary
Board of Library Trustees