

**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: January 20, 2016                      TIME: 7:34 p.m.                      PLACE: Horizon Room**

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**I. CALL TO ORDER**

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:30 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 Sheikh moved and Trustee Berryman-Gilliam seconded** the establishment of a consent agenda for the Regular Meeting of January 20, 2016. Motion approved.

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

Nays ..... 0

Absent..... Trustee Johnson

**Trustee Bagdonas moved and Trustee Lynch 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 December 16, 2015
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 31, 2015
- C. Acknowledgement of the Friends of the Carol Stream Public Library for their 2015 Contributions
- D. Approval of Disbursements for the Period December 1, 2015 to December 31, 2015, plus the Addendum for the Meeting of January 20, 2016
- E. Report of the Library Director
- F. Monthly Staff Reports
- G. Thank You Letter from Northern Illinois Food Bank
- H. Thank You Letter from Carol Stream Christmas Sharing.

**Trustee Sheikh moved and Trustee Bagdonas 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:*

**Acknowledgement of the Friends of the Carol Stream Public Library for their 2015 Contributions**

Background Information:

The Friends of the Library organization contributes funds, programs and volunteer hours to the Library each year. The Friends funded and hosted two programs in 2015- Little Women of Baghlan book discussion/author program with the Carol Stream Woman’s Club and A Little More Les featuring WGN radio legends Steve King and Johnnie Putman. They volunteered at two Library events-Under the sea and the Holiday Open House. In March 2015, the FOTL approved donations to the Adult and Youth departments to support programming and displays in each department. In the Adult department the donations went towards purchasing a board game collection that is loaned in-house from the Adult Reference Desk, a new lectern for the community meeting room, and the hanging display system for both the public and adult bulletin board areas. In Youth Services, the donation paid for toys for preschool story times including balls, a tunnel to crawl through, and a parachute. Each department received \$1000, for \$2000 in total.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period December 1, 2015 to December 31, 2015, plus the Addendum for the Meeting of January 20, 2016 in the amount of \$136,728.17.

## **Report of the Library Director**

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

### January Employee Anniversaries:

Barbra Boucher-1/31/00-Technical Services; Laura Hays-1/7/02-Adult Services; Jennifer Woods -1/26/10- Circulation; Bindiya Patel-1/4/12-Circulation; Susan Westgate-1/28/13-Administration.

## **Monthly Staff Reports**

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

## **Communications**

- A. Thank You Letter from Northern Illinois Food Bank
- B. Thank You Letter from Carol Stream Christmas Sharing.

### Background Information:

Staff received a thank you letter from the Northern Illinois Food Bank for their staff donation for the month of December. The Library received a thank you letter from Christmas Sharing for our participation as a collection site. The Letter also included thanks to the staff for their November cash donation to their organization.

## **Regular Meeting**

### **I. NEW BUSINESS**

- A. Strategic Plan Annual Update

#### Background Information:

As part of the Strategic Plan process, the Library Director provides an annual update of the plan at the beginning of each year to be posted on the website. This annual update provides the public with the Library's progress in the outlined goals and objectives and any adjustments to the timeline.

- B. Library Legislative Luncheon: Friday, February 12, 2016, Chicago Marriot in Oak Brook, IL

#### Background Information:

The Illinois Library Association (ILA) is hosting a Legislative Luncheon in February. Local Librarians, Trustees and Legislators are invited. An ILA lobbyist will speak on the state of state government and the status of any pending legislature that affects public, school academic and special libraries. Each attending legislator is given the opportunity to speak. Three Trustees (Berryman-Gilliam, Larimer and Lynch) and the Director are planning to attend the event.

- C. Library Trustee Forum: Saturday, February 13, 2016, Chicago Marriot in Oak Brook, IL

Background Information:

ILA holds an annual Trustee Forum each year to provide Library Trustees with valuable information pertaining to their role as Trustee and libraries in general. This year's Forum will cover the OMA (Open Meeting Act) and FOIA (Freedom of Information Act). Trustee Jourdan has attended the Forums in the past and highly recommended them to the other Trustees. Trustee Lynch is planning on attending.

**ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:51 p.m.

February 17, 2016

Date approved

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Nadia Sheikh, Secretary  
Board of Library Trustees