

**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: June 15, 2016 **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 7:30 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 Lynch, Bagdonas, Sheikh and Jourdan
Absent: Trustees Johnson, Larimer and Berryman-Gilliam
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of June 15, 2016. Motion approved.

Ayes 4 Trustees Lynch, Bagdonas, Sheikh and Jourdan
Nays 0
Absent..... 3 Trustees Johnson, Larimer and Berryman-Gilliam

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

Ayes 4 Trustees Lynch, Bagdonas, Sheikh and Jourdan
Nays 0
Absent..... 3 Trustees Johnson, Larimer and Berryman-Gilliam

- A. Minutes of Regular Meeting of May 18, 2016
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2016

- C. Recommendation, Re: Approval of Library Board Resolution #274 Prevailing Wage Act Determination
- D. Recommendation, Re: Approval of the Illinois Public Library Annual Report (IPLAR)
- E. Recommendation, Re: Approval of Tutor.com Online Tutoring Service Renewal
- F. Recommendation, Re: Approval of the MAGIC Quarterly Invoices for Fiscal Year 16/17
- G. Approval of Disbursements for the Period May 1, 2016 to May 31, 2016, plus the Addendum for the Meeting of June 15, 2016
- H. Report of the Library Director
- I. Thank You Note from Carol Stream Chamber of Commerce
- J. *Examiner* Photo on May 25, 2016
- K. 2016 Fourth of July Parade
- L. “Go for the Gold” Party, August 7, 2016
- M. Library Closed for Staff In-service, Friday, August 12, 2016
- N. Summer Reading Program continues through August 14, 2016

Trustee Sheikh moved and Trustee Bagdonas seconded that the following items be approved by omnibus vote. Motion approved.

Ayes 4 Trustees Lynch, Bagdonas, Sheikh and Jourdan
 Nays 0
 Absent..... 3 Trustees Johnson, Larimer and Berryman-Gilliam

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

Recommendation, Re: Approval of Library Board Resolution #274 Prevailing Wage Act Determination

Background Information:

Every June the Library is required to pass a Resolution stating that they will comply with the Prevailing Wage Act. Tax-supported bodies are required to pay the prevailing wage for specific types of construction and service work that they may contract for. The Resolution is mailed to the Department of Labor in Springfield and published in a local newspaper.

Recommendation, Re: Approval of the Illinois Public Library Annual Report (IPLAR)

Background Information:

The Library is required to file an annual report with the Illinois State Library at the end of every fiscal year. (The Library’s fiscal year is May 1-April 30.) The report is comprised of factual information about the Library’s Board, staff, services and finances. In addition, it contains statistical information about the collection, circulation and technology. Completion of the IPLAR is also a requirement of the Library’s annual Per Capita Grant application. Following approval, it will be submitted to the State Library.

Recommendation, Re: Approval of Tutor.com Online Tutoring Service Renewal

Background Information:

The Library subscribes to Tutor.com which provides live on-line homework help for elementary age through college. Additional services include 24/7 resume and essay reviews, 60 standardized test subjects, and mobile applications. The service is heavily used with over 1100 sessions during FY2016, predominantly by high school students. The cost of the service to renew is \$11,400. Board approval is required for all purchases exceeding \$10,000.

Recommendation, Re: Approval of the MAGIC Quarterly Invoices for Fiscal Year 16/17

Background Information:

The contract for the new fiscal year for the Library's consortium participation cost is \$4412 per month (a 9.7% decrease from last year's fees). This is paid on a quarterly basis. MAGIC is the consortium that the Library is a member of that provides the integrated library system (ILS) through SirsiDynix. The ILS provides the Library with the online catalog, technical services, circulation services, and the integration with online databases and downloadable services. Board approval is required for all purchases exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period May 1, 2016 to May 31, 2016, plus the Addendum for the Meeting of June 15, 2016 in the amount of \$72,675.29.

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.

June Employee Anniversaries:

Mary Clemens-Assistant Director, 6/6/94; **John Steadman-Circulation, 6/14/06 (10 Year Anniversary)**; Shilpa Shah-Adult Services, 6/17/08; Dani Masnovi-Youth Services, 6/10/94; Joseph Geshkewich II-Circulation, 6/12/14; Maryanne Kyle-Dipietropaolo-Circulation, 6/12/14; Grace Pofert-Circulation, 6/12/14; Brian Waalen-Youth Services, 6/12/14; Mary Pellico-Administration, 6/19/15

Communications

A. Thank you Note from Carol Stream Chamber of Commerce

Background Information:

The Library received a thank you note from the Carol Stream Chamber of Commerce for hosting the Networking in the Morning event at the Library on June 7.

Announcements

A. *Examiner* Photo on May 25, 2016

Background Information:

There was a color photo in the May 25 *Examiner* of children playing the Library's large chess game at the May 21 JustPlay! event at the Town Center.

B. 2016 Fourth of July Parade

Background Information:

The Library will be participating in the annual Fourth of July Parade. A float and driver have been reserved for the event. The float will be decorated to promote the summer reading program “Read to Win” (Olympic theme) and parade participants will hand out candy and sports bookmarks to the crowds. In addition the Library is sponsoring a cart for the Rotary Club’s shopping cart drill team. The Rotary Club is a charitable organization that raises funds to donate to local causes.

C. “Go for the Gold” Party, August 7, 2016

Background Information:

The Library will be hosting a special event on Sunday, August 7 from 1:30-4:30 p.m. in celebration of summer reading and the summer Olympics. The “Go for the Gold” party will have a bouncy house, frozen slushies, cricket and disc golf demos and much more. The event will take place rain or shine and is open to all members of the public of all ages.

Regular Meeting

I. New Business

A. Recommendation, Re: Approval of Computer Outsourcing Contract Renewal

Trustee Lynch moved and Trustee Bagdonas seconded that the Carol Stream Library Board of Trustees approve the computer outsourcing contract renewal. Motion approved.

Ayes 4 Trustees Lynch, Bagdonas, Sheikh and Jourdan
Nays 0
Absent..... 3 Trustees Johnson, Larimer and Berryman-Gilliam

Background Information:

The three year contract with OSG (Outsource Solutions Group) is up for renewal. The coverage for the new contract has been reduced. The IT Coordinator has taken on the responsibility of network monitoring and back-up. The Library will realize a savings of \$6,540 a year. Board approval is required for all contracts exceeding \$10,000. The annual contract is \$12,600 (fixed price for three years).

B. Recommendation, Re: Approval of Legal Action Notification Regarding Library Accounts in Excess of \$500 in Unreturned Library Materials

Trustee Sheikh moved and Trustee Lynch seconded that the Carol Stream

Library Board of Trustees approve legal action notification regarding library accounts in excess of \$500 in unreturned library materials. Motion approved.

Ayes 4 Trustees Lynch, Bagdonas, Sheikh and Jourdan
Nays 0
Absent..... 3 Trustees Johnson, Larimer and Berryman-Gilliam

Background Information:

The Library will begin mailing out legal action notification letters to patrons that have unreturned materials on their accounts that have a cost in excess of \$500. The Library’s attorney will draft a letter that will be sent by certified mail to the account holder. The letter will state that they are being given 45 days to return the materials in question or legal action will be taken. If the materials are not returned, the police will be contacted and a theft report will be filed. Theft in excess of \$500 is a Class 3 felony.

C. Monthly Staff Reports

Background Information:

Reports of the monthly activities and accomplishments in each department prepared by the Department Head: The Library has installed a new people counter at the entrance of the Library. It had not been working consistently or accurately and the Library’s counts for the months of April and May, may not reflect the actual numbers of visitors. Adult Services Librarian Omar Kushad attended the Reaching Forward event in Rosemont in early May. An interesting take-away from the event was the creation of entrepreneurial cooperative spaces in a public library.

II. EXECUTIVE SESSION

Trustee Sheikh moved and **Trustee Bagdonas** seconded that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) and nothing else. Motion approved.

Ayes 4 Trustees Lynch, Bagdonas, Sheikh and Jourdan
Nays 0
Absent..... 3 Trustees Johnson, Larimer and Berryman-Gilliam

Accordingly the Meeting was closed to the public at 7:50 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:57 p.m.

Secretary Sheikh called the roll.

Present: Trustees Lynch, Bagdonas, Sheikh and Jourdan

Absent: Trustees Johnson, Larimer and Berryman-Gilliam
Also Present: Director Susan Westgate

Trustee Lynch moved and Trustee Bagdonas seconded that the Board of Library Trustees approve the minutes of the Executive Session of December 16, 2015 and that they remain closed at this time. Motion approved.

Ayes 4 Trustees Lynch, Bagdonas, Sheikh and Jourdan
Nays 0
Absent..... 3 Trustees Johnson, Larimer and Berryman-Gilliam

Trustee Lynch moved and Trustee Bagdonas seconded that the Executive Session minutes of June 17, 2015 be open to the public and that all other Executive Session minutes which are closed to the public remain so at this time. Motion approved.

Ayes 4 Trustees Lynch, Bagdonas, Sheikh and Jourdan
Nays 0
Absent..... 3 Trustees Johnson, Larimer and Berryman-Gilliam

Background Information:

The Board reviewed all closed Executive Session minutes. The Library Board is required by Illinois Statute (5 ILCS 120/2(c)(21))to review no less than semi-annually all minutes of closed sessions. The purpose of the review is to determine if the Minutes may be released to the public or if the need for confidentiality still exists.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan moved** that the meeting be adjourned, seconded by **Trustee Sheikh**. Motion approved. Meeting adjourned at 8:00 p.m.

July 20, 2016
Date approved

Nadia Sheikh, Secretary
Board of Library Trustees