

**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 21, 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 Patel, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan

Absent: None

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 December 21, 2016. Motion approved.

Ayes 7 Trustees Patel, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan

Nays 0

Absent..... None

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

Ayes 7 Trustees Patel, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan

Nays 0

Absent..... None

- A. Minutes of Human Resources Committee Meeting of November 21, 2016
- B. Minutes of Regular Board Meeting of November 21, 2016
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2016
- D. Recommendation, Re: Approval of FY 2017 Per Capita Grant Application
- E. Recommendation, Re: Approval of Mondopad Purchase
- F. Approval of Disbursements for the Period November 1, 2016 to November 30, 2016, plus the Addendum for the Meeting of December 21, 2016
- G. Report of the Library Director
- H. Thank You Letter from Literacy DuPage
- I. Thank You Note from Carol Stream Police Department Social Services
- J. Thank You Note from Carol Stream Chamber of Commerce
- K. *Examiner* Article on Dec. 14, 2016

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

Ayes 7 Trustees Patel, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan
 Nays 0
 Absent..... None

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

Recommendation, Re: Approval of FY 2017 Per Capita Grant Application

Background Information:

The Library’s receives approximately \$30,000 from the annual Per Capita grant that is used to purchase online databases.

Recommendation, Re: Approval of Mondopad Purchase

Background Information:

IT Coordinator Chris Brien reviewed several options for interactive electronic whiteboards. None of the other options provide as many functions as the Mondopad. The Mondopad will be used by staff and Library program presenters in the Library’s meeting rooms. The cost including moveable stand, installation and training is \$12,989.77. Board approval is required for purchases exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1, 2016 to November 30, 2016, plus the Addendum for the Meeting of December 21, 2016 in the amount of \$134,925.44.

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.

December Employee Anniversaries: Lynn Bierman – 12/01/03-Technical Services; Kimberly Link-12/27/05-Circulation; **Marlys Smith-12/09/11-Circulation (5 year Anniversary)**; Calvin Boyd-12/09/13-Maintenance; Chris Brien – 12/08/14-IT/Administration.

COMMUNICATIONS

Thank You Letter from Literacy DuPage

Thank You Note from Carol Stream Police Department Social Services

Thank You Note from Carol Stream Chamber of Commerce

Background Information:

Literacy DuPage sent a thank you letter in appreciation of the staff donation and the Library's support of their organization and providing a location for their tutor training. Carol Stream Chamber of Commerce sent a thank you note for the book basket provided for their holiday event fundraiser. Carol Stream Police Department Social Services sent a thank you note for the Library's participation at the Intergovernmental Human Services Fair held at the Village Hall on Nov. 16.

ANNOUNCEMENTS

Examiner Article on Dec. 14, 2016

Background Information:

The *Examiner* featured photos and a nice article on the Library's Holiday Open House on December 14. The article emphasized the variety of activities available for families to enjoy.

Regular Meeting

V. New Business

- A. Re: Approval of Resolution #279 Resolution to Comply With the Government Travel Expense Control Act, Public Act 99-0604

Trustee Patel moved and Trustee Bagdonas seconded that the Carol Stream Library Board of Trustees approve Resolution #279 Resolution to comply with the Government Travel Expense Control Act, Public Act 99-0604. Motion approved.

Ayes 7 Trustees Patel, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan
Nays 0
Absent..... None

Background Information:

The state of Illinois passed Public Act 99-0604 to go into effect on January 1, 2017. This Act requires all units of local government to regulate the reimbursement of travel expenses for employees and officers (Trustees). The policy must be approved as a resolution or an ordinance by the local unit of government.

B. Monthly Staff Reports

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

Trustee Larimer stated that he was pleased that current Library card registration was at 41% of the community. Trustees also commented on the excellent Youth Services programs and Library usage by the community. They requested a demonstration of the new Mondopad once it is purchased. President Jourdan publicly thanked the staff and Trustees for their dedication to the Library and their hard work.

C. Announcements

- a. Library Legislative Luncheon: Monday, February 13, 2017, Chicago Marriot in Oak Brook, IL
- b. Illinois Library Trustee Forum Workshop, Saturday, February 18, 2016, Chicago Marriot in Oak Brook, IL

Trustee Lynch stated that we would like to attend the Legislative luncheon. Trustees Patel and Lynch stated that they would like to attend the Trustee Workshop. Director Westgate requested that all interested Trustees let her know by January 27 and she will register them.

VI. EXECUTIVE SESSION

Trustee Bagdonas moved and **Trustee Patel** 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 for the discussion of performance and compensation for specific employees as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (1). Motion approved.

Ayes 7 Trustees Patel, Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam,
Jourdan
Nays 0
Absent..... None

Accordingly the Meeting was closed to the public at 7:55 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 9:03 p.m.

Secretary Sheikh called the roll.

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

Absent: 0
Also Present: Director Susan Westgate

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Board of Library Trustees approve the minutes of the Executive Session of June 15, 2016 and that they remain closed at this time. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam,
Jourdan
Nays 0
Abstain 1 Trustee Patel
Absent..... None

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Board of Library Trustees approve the minutes of the Executive Session of July 20, 2016 and that they remain closed at this time. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam,
Jourdan
Nays 0
Abstain 1 Trustee Patel
Absent..... None

Trustee Lynch moved and Trustee Bagdonas seconded that the Board of Library Trustees approves that a portion of the minutes of the Executive Session of December 16, 2016 be released and that all other minutes which are closed to the public remain so at this time. Motion approved.

Ayes 7 Trustees Patel, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam,
Jourdan
Nays 0
Absent..... 0

Background Information:

The Board reviewed the Executive minutes and approved the release of the above closed minutes. The Library Board is required by Illinois Statute (5 ILCS 120/2.06 (d)) 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.

Trustee Berryman-Gilliam moved and Trustee Patel seconded that the Board of Library Trustees approve the staff compensation as discussed in Executive Session on December 21, 2016. Motion approved.

Ayes 7 Trustees Patel, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam,
Jourdan
Nays 0

Absent..... 0

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Bagdonas moved** that the meeting be adjourned, **seconded by Trustee Patel**. Motion approved. Meeting adjourned at 9:08 p.m.

January 18, 2017
Date approved

Nadia Sheikh, Secretary
Board of Library Trustees