

**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: April 19, 2017 TIME: 7:00 p.m. PLACE: Horizon Room

I. CALL TO ORDER

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:03 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Director Westgate called the roll.

Present: Trustees Patel, Larimer (remotely), Lynch, Sheikh, Bagdonas, 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 April 19, 2017. Motion approved.

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

Nays 0

Absent..... None

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

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

Nays 0

Absent..... None

- A. Minutes of Special Meeting of April 5, 2017
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2017
- C. FY2017 Illinois Public Library Per Capita Grant Awarded
- D. Board/Administrative Task Function Calendar for FY 2017/2018
- E. Approval of Disbursements for the Period March 1, 2017 to March 31, 2017, plus the Addendum for the Meeting of April 19, 2017
- F. Thank You Card from Carol Stream Historical Society
- G. Thank You Letter from Outreach Community Center
- H. Thank You Letter from Sandburg Elementary School PTA
- I. Thank You Letter from DuPage Pads for Staff Donation
- J. Thank You Letter from Veterans Memorial Park Task Force for Staff Donation
- K. Statement of Economic Interests due May 1, 2017
- L. Carol Stream Chamber-State of the Village Luncheon, May 10, 2017
- M. LACONI Trustee Dinner, May 12, 2017
- N. ATLAS Annual Trustee Workshop, June 3, 2017

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

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

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

FY2017 Illinois Public Library Per Capita Grant Awarded

Background Information:

The Library received a confirmation letter from the Illinois State Library awarding the FY2017 Illinois Public Library Per Capita Grant in the amount of \$30,833.21. These funds will be used for database subscriptions in the upcoming 2017/2018 fiscal year. The letter states that we can expect a significant delay in receiving the funds from the state.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1, 2017 to March 31, 2017, plus the Addendum for the Meeting of April 19, 2017 in the amount of \$160,362.31.

Regular Meeting

V. APPROVAL OF MINUTES

- A. Minutes of Finance Committee Meeting of March 15, 2017

Trustee Lynch moved and **Trustee Sheikh** seconded that the Board of Library Trustees approve the Minutes of the Finance Committee as amended. Motion approved.

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

B. Minutes of Regular Meeting of March 15, 2017

Trustee Sheikh moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the Minutes of the Regular Meeting of March 15, 2017. Motion approved.

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

VI. OLD BUSINESS

A. Recommendation, Re: Selection of Master Space Plan Firm

Trustee Patel moved and **Trustee Larimer** seconded that the Board of Library Trustees approve the hiring of Product Architecture & Design to create a Master Space Plan for the Library. Motion approved.

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

Background Information:

The Board of Trustees interviewed two firms and viewed their presentations at a Special Meeting on April 5. The Board selected Product Architecture & Design based upon their extensive work in library design and remodeling.

VII. NEW BUSINESS

A. Recommendation, Re: Approval of Non-Resident Library card fee effective May 1, 2017

Trustee Bagdonas moved and **Trustee Lynch** seconded that the Board of Library Trustees approve the non-resident Library card fee effective May 1, 2017. Motion approved.

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

Background Information:

The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant’s property – the same as the calculation for a resident which is currently .3046%. The fee for renters is equal to 15% of the average monthly rent. Public Law 92-0166 requires annual Board action and notification to the Library’s regional library system, RAILS by May 1, 2017.

B. Recommendation, Re: Approval of Purchase of Motorized Scissor-Lift

Trustee Lynch moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the purchase of a motorized scissor-lift. Motion approved.

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

Background Information:

The purchase of a motorized scissor lift for maintenance staff is recommended to provide them with proper safety equipment for the installation of ballasts and light bulbs on the main floor. In addition the lift can be used for other projects at higher heights (ex. bulletin boards, ceiling tiles, tree trimming, painting etc.). The cost is \$11,390 + \$425 in shipping. Board approval is required for purchases exceeding \$10,000.

C. Recommendation, Re: Approval of Purge of Patron Records from Patron Database that Expired Prior to January 1, 2010 and Have Less Than \$20 in Fines or Fees

Trustee Lynch moved and **Trustee Bagdonas** seconded that the Board of Library Trustees approve the purge of patron records from the patron database that expired prior to January 1, 2010 and have less than \$20 in fines or fees. Motion approved.

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

Background Information:

As part of the SWAN migration project schedule, the Library is required to remove all patron accounts from the database that expired before January 1, 2010 and have less than \$20 in fines/fees to align with SWAN guidelines.

VIII. 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.

April Employee Anniversaries

Victoria Turner – 4/30/15 (Technical Services)

Trustee Larimer commented that he was happy to see the increase in the number of program offerings and the increase in attendance numbers as well as the increase in the number of patrons accessing the Library’s Wi-Fi on their devices.

IX. MONTHLY STAFF REPORTS

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

Trustee Berryman-Gilliam commented on how pleased she was that we held a Job and Career Fair for young adults. Her grandson and several of his friends came and applied with local employers and attended some of the speaker sessions. Trustees commented that they were excited that the Library was going to be offering an online High School diploma program from Gale in the fall. Interested patrons will apply and be interviewed to receive a limited number of full scholarships for the program. Adult Services Librarian Jessica May recently attended a special program and has been designated a Community Navigator for immigrants.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch** moved that the meeting be adjourned, seconded by **Trustee Bagdonas**. Motion approved. Meeting adjourned at 7:46 p.m.

May 17, 2017
Date approved

Secretary
Board of Library Trustees