

**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: September 19, 2018 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 7:00 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 Larimer, Lynch, Olson, Sheikh and Jourdan
Absent: Trustees Patel and Berryman-Gilliam
Also Present: Dan Pohrle and Tiffany Nash of Product Architecture & Design; Jack Hayes, Fred Marano and John Eallonardo of FQC Construction Management and 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 September 19, 2018. Motion approved.

Ayes 5 Trustees Larimer, Lynch, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustees Patel and Berryman-Gilliam

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

Ayes 5 Trustees Larimer, Lynch, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustees Patel and Berryman-Gilliam

A. Minutes of Regular Meeting of August 15, 2018

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2018
- C. Recommendation, Re: Approval of Construction Management Contract
- D. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- E. Recommendation, Re: Approval of Revision to Personal Day Policy
- F. Library Photo in August 15, 2018, *Examiner*
- G. September is National Library Card Sign-Up Month
- H. Library Participation at Carol Stream Animal Hospital Charity Dog Show Event, September 23, 2018
- I. Banned Books Week, September 23-29, 2018
- J. Library Participation at Water Reclamation Center Open House, October 6, 2018

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

Ayes 5 Trustees Larimer, Lynch, Olson, Sheikh and Jourdan
 Nays 0
 Absent..... Trustees Patel and Berryman-Gilliam

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

Recommendation, Re: Approval of Construction Management Contract

Background Information:

A Standard Form of Agreement contract with Frederick Quinn Corporation (FQC) for Construction Management services for the Library’s upcoming renovation project was approved. The contract had been thoroughly reviewed and negotiated by the Library’s attorney. The Library Board approved the hiring of FQC at a Special Board meeting on May 30, 2018.

Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

Background Information:

The Library’s current insurance policies are up for renewal in October. The Library’s insurance costs increased by \$1,025 (4%) from last year. Cyber Insurance and Abuse or Molestation coverage has been added to the Library’s insurance coverage. Board approval is required for expenditures exceeding \$10,000.

Recommendation, Re: Approval of Revision to Personal Day Policy

Background Information:

Clarifying language was added to the description of Personal Days for employees that receive the benefit, “The Library recognizes that on occasion employees may need to conduct personal business during working hours. Unexpected events or attending to personal matters may also

arise during working hours. For these instances personal days will be granted to full-time employees. Personal days are not extra vacation days and should not be used as such.”

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period August 1, 2018 to August 31, 2018, plus the Addendum for the Meeting of September 19, 2018 in the amount of \$183,344.19.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

None

VI. NEW BUSINESS

A. Discussion: Trustee Update of Renovation Project

Background Information:

The architects reviewed the schematic design with the Board and shared samples of the carpet that was selected. The Construction Management Firm members discussed the estimating process for the project. In addition a proposed phasing schedule for the project was presented.

B. Recommendation, Re: Approval of Schematic Design

Trustee Lynch moved and Trustee Olson seconded that the Carol Stream Library Board of Trustees approve the Schematic Design as presented. Motion approved.

Ayes 5 Trustees Larimer, Lynch, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustees Patel and Berryman-Gilliam

C. Recommendation, Re: Approval of Expenses over \$10,000 for Server and Storage Purchase

Trustee Larimer moved and Trustee Lynch seconded that the Carol Stream Library Board of Trustees approve the expenses for server and storage purchase. Motion approved.

Ayes 5 Trustees Larimer, Lynch, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustees Patel and Berryman-Gilliam

Background Information:

It is the recommendation from the Village IT Manager Marc Travera that the Library purchase new servers and additional storage for the Library’s computer network. The Library had

anticipated additional hardware costs this year to update the network and funds are available in the operating budget as well as budgeted in Capital Maintenance and Repair for computer hardware expenses. It is important that the Library to have a stable, reliable and robust network in place prior to undergoing the renovation. The total expense will be \$36,172. Board approval is required for expenditures exceeding \$10,000.

- D. Recommendation, Re: Approval of Expenses over \$10,000 for EBSCO Renewal of Learning Express and Consumer Reports Online Subscriptions

Trustee Sheikh moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve the Ebsco renewal of Learning Express and Consumer Reports online subscriptions. Motion approved.

Ayes 5 Trustees Larimer, Lynch, Olson, Sheikh and Jourdan
Nays 0
Absent..... Trustees Patel and Berryman-Gilliam

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.

September Employee Anniversaries: Donna Donchenko-9/17/90-Circulation; **Robin Harwood-9/07/93-Youth Services (25 Year Anniversary)**; Mary Magnus-9/25/95-Circulation; Heidi Krueger-9/07/04-Adult & Teen Services; **Sarah Kovac-9/03/08-Adult & Teen Services (10 Year Anniversary)**; Antonio Fonseca-9/09/14-Maintenance; Nathaniel Wagner-9/21/15-Adult & Teen Services; Laura Spradlin -9/05/17-Youth Services.

MONTHLY STAFF REPORTS

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

VII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 9:03 p.m.

October 17, 2018
Date approved

Mansi Patel, Secretary
Board of Library Trustees