

**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: May 15, 2013 TIME: 7:30 p.m. PLACE: Combined Room

Ceremonial Swearing in of New Trustees

I. CALL TO ORDER

President Bailey called the Regular Meeting of the Board of Library Trustees to order at 7:36 p.m.

PLEDGE TO THE FLAG

President Bailey led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Sheikh called the roll.

Present: Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Absent: None
Also Present: Director Susan Westgate and visitors.

III. PUBLIC PARTICIPATION

Michael Wade read a prepared statement regarding comments appearing in the *Daily Herald* attributed to Trustee Bailey that he stated were incorrect. He also stated that the swearing in of the Trustees was supposed to take place on May 15, as listed in the Library's Task Calendar.

Mary Hudspeath, President of the Friends, commented on the success of the Friend's sponsored program featuring radio personality Orion Samuelson on Tuesday, May 14.

Thomas Arends congratulated the new Trustees and asked that they focus their efforts on the good of the Library.

There was no other public participation.

IV. ADOPTION OF CONSENT AGENDA

Trustee Bailey moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of May 15, 2013. Motion carried.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,

Jeffrey, Bailey
Nays 0
Absent..... None

Trustee Berryman-Gilliam moved and Trustee DeRango seconded that the following items be included on the Consent Agenda. Motion carried.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey
Nays 0
Absent..... None

- A. Approval of Minutes of the Regular Meeting of April 17, 2013.
- B. Approval of Minutes of the Special Board Meeting of May 6, 2013.
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2013
- D. Facilities Committee Report
- E. Finance Committee Report
- F. Human Resources Committee Report
- G. Recommendation, Re: Approval of Committee Appointments
- H. Recommendation, Re: Approval of the Annual Report to the Village for FY2013
- I. Recommendation, Re: Approval of Donation Received Expense Line in the FY 13/14 Working Budget
- J. Approval of Disbursements for the period April 1, 2013 to April 30, 2013, plus the Addendum for the Meeting of May 15, 2013
- K. Report of the Library Director
- L. Monthly Staff Reports
- M. RAILS Library System Report
- N. MAGIC Consortium Report
- O. Friends of the Carol Stream Public Library Report
- P. Communications
- Q. Announcements

Trustee Sheikh moved and Trustee DeRango seconded that the Consent Agenda be approved by omnibus vote. Motion carried.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey
Nays 0
Absent..... None

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

- Facilities Committee – No Report**
- Finance Committee – No Report**
- Human Resources Committee – No Report**

Approval of Committee Appointments

The Board of Library Trustees approves the following Committee appointments as presented:
(*chairperson)

Human Resources: *Gilliam, Sheikh, Johnson

Facilities: *Jourdan, Jeffrey, Johnson

Finance: *DeRango, Gilliam, Jourdan

Bylaws: *Bailey, all trustees

The President serves as an ad hoc member of all committees.

Background Information:

The President of the Board makes the assigned Committee appointments for the next two years.

Approval of the Annual Report to the Village for FY2013

The Board of Library Trustees approves the Annual Report to the Village for FY2013.

Background Information:

The Annual Report to the Village of Carol Stream is made up of nine parts. It is a report required by Library Law 75 ILCS 5/4-10 (p. 11 in the *Illinois Library Laws & Rules*) for village libraries to submit a summary of their financial state from the past fiscal year, summary of services, and an estimate of the Levy they will submit in the fall.

Approval of Donation Received Expense Line in the FY 13/14 Working Budget

The Board of Library Trustees approves the addition of a Donation Expense Line in the FY 13/14 Working Budget.

Background Information:

In order to track the spending of the funds the Library received from Dr. DuBose this past fiscal year, we will be adding an additional expense line to the current working budget.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1, 2013 to April 30, 2013, plus the Addendum for the Meeting of May 15, 2013, in the amount of \$146,847.54.

Report of the Library Director

Staff members celebrating employment anniversaries this month are: Madi Jeffries-1 year.

Monthly Staff Reports

Managers prepared monthly reports for the Board to review with details and highlights of the activities in each department.

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Carol Stream Public Library - No Report

Communications

- A. Email from patron Hazel Stevens thanking Adult Service Manager Laura Hays for her good customer service.
- B. Thank you note from the Rotary Club for participating in their Food Drive as a drop off center.
- C. A thank you card from patron Liz Larimer regarding the great interlibrary loan service we provide to her and her family.

Trustee DeRango commented that the staff should be commended for their service. In the past few months the number of commendations, regarding good customer service that the Library has received is more than he has seen in the past few years.

Announcements

- A. JustPlay! Event, May 19, 2013, 10:00 a.m.-4:00 p.m.at the Town Center, hosted by the Carol Stream Park District

Background Information:

The library will have a table at JustPlay! this year where we will be featuring a dice game and giveaways. We will also have our large chess pieces available for kids to play chess.

- B. Summer Reading Program Registration Begins Monday, June 10

Background Information:

Registration for the youth, teen and adult programs will begin on June 10. The summer reading programs will end on Saturday, August 10. The big drawing prize for the Adult Services program this year is an iPad Mini.

Regular Meeting

V. UNFINISHED BUSINESS

A. Report/Update of Kuhn Road Property from Listing Realtor

Realtors Ken Muehlfelt and Sheryl Duncan from Realty Executives Premiere, the Kuhn Rd. property listing agents, presented a summary regarding the status of the Kuhn Rd. property and answered any questions the Trustees had. They explained that the Purchase Agreements were being looked over by both attorneys for recommended changes. The Manor Care facility that is being proposed is two stories and has 120 beds. The proposed buyers have met with Village zoning staff regarding the facility. It is currently zoned as residential. Cadence Health would be the hospital facility with which the nursing home would be affiliated.

B. Recommendation, Re: Approval of Authorization of the President to Represent the Library Board in Any Actions Needed in Regards to the Sale of the Kuhn Rd. Property .

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded to authorize the President to cause to have performed any actions needed to sell the Kuhn Road property, with final approval of the Library Board of Trustees required in the signing of any contracts.

Ayes 4 Trustees Berryman-Gilliam, Jourdan, Sheikh and Bailey
Nays 3 Trustees Johnson, DeRango and Jeffrey
Absent..... None

VI. NEW BUSINESS

A. Recommendation, Re: Approval of Expenses over \$10,000 for the Tutor.com Renewal Proposal and General Reference Center Gold Contract Online Resources.

Trustee Jourdan moved and Trustee Johnson seconded that the Carol Stream Library Board of Trustees approve the expenses of the Tutor.com and General Reference Center Gold online contract and proposal.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Nays 0
Absent None

Background Information:

Tutor.com

Tutor.com is an online live tutoring service for students in Grades K – 12. Additionally it provides access to the College Center and Adults Education Center for adult learners. We have experienced a significant increase in usage with this product. We purchased 830 sessions at the start of last year’s contract (7/1/12-6/30/13). This was an increase of 116 sessions over the previous year. Those 830 sessions were depleted 2/3 of the way through the contract period. At that time we purchased an additional 540 sessions. It is projected that all 1370 purchased sessions will be gone before the end of the current contract period (6/30/13). We are still analyzing usage patterns, but anticipate the current contract will cost in the \$13,000.00 to \$16,000.00 range depending on the number of sessions purchased.

Current level of 1370 sessions - \$13,000.00

Increase to 1531 sessions - \$14,500.00

No defined limit of sessions - \$16,000.00

This is one of our most utilized and highly valued online services. With increased marketing of all of our online services and databases, we anticipate increased usage of this product.

General Reference Center Gold (\$13,722.93)

This is a general interest database that integrates a variety of sources, including newspapers, reference books, magazines, and trade publications. Patrons can find articles on current events, popular culture, business and industry trends, the arts and sciences, sports, hobbies, and more.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Bailey asked for a motion to adjourn. **Trustee Sheikh moved and Trustee Jourdan seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:58 p.m.

June 19, 2013
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee