

**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: August 21, 2013 TIME: 7:30 p.m. PLACE: Discovery Room

I. CALL TO ORDER

President Bailey called the Regular Meeting of the Board of Library Trustees to order at 7:30 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, Human Resource Administrator Fran Venegas,
Assistant Director/Head of Youth Services Mary Clemens, Head of Adult
Services Laura Hays

III. PUBLIC PARTICIPATION

Patron Kathy Carrier asked when the library property questionnaire would end (9/15/13). She expressed concern that the time did not seem adequate.

Reporter Joe Hyland from the *Examiner* stated that he would like the Board packets to be available on-line for the public prior to the board meeting. He stated that the Village and School District do this.

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 August 21, 2013. Motion carried.

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

Nays 0

Absent..... None

Trustee Sheikh 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 Human Resources Committee Meeting of August 19, 2013.
- B. Approval of the Minutes of the Regular Board Meeting of July 17, 2013.
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2013
- D. Facilities Committee Report
- E. Finance Committee Report
- F. Status of Kuhn Rd. Property
- G. Recommendation, Re: Approval of Job Descriptions for IT Coordinator and Computer Help Desk Assistant
- G. Recommendation, Re: Approval of revision of Reference Associate and Maintenance Worker job descriptions
- H. Approval of expenses over \$10,000 for MAGIC monthly maintenance fees, Allied Barton security fees, the databases Proquest-Chicago Tribune and Historical Tribune and the database Newsbank
- I. Approval of Policy Governing Patron Behavior and Policy on Library Use By Children; to replace Policy 5.I Standards for Public Behavior
- J. Report of the Library Director
- L. RAILS Library System Report
- M. MAGIC Consortium Report
- N. Friends of the Carol Stream Public Library Report
- O. Communications

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

Status of Kuhn Road Property – No report – Realtor presentation to be rescheduled

Approval of Job Descriptions for IT Coordinator and Computer Help Desk Assistant.

The Board of Library Trustees approves the job descriptions for IT Coordinator and Computer Help Desk Assistant as recommended in the Human Resources Committee meeting of August 19, 2013.

Background Information:

At the July 17, 2013, meeting, the Board approved the creation of two new job positions. The job descriptions were reviewed at the Human Resources Committee meeting on August 19, 2013.

Approval of revision of Reference Associate and Maintenance Worker job descriptions.

The Board of Library Trustees approves the revisions to the job descriptions for the Reference Associate and Maintenance Worker job positions as recommended in the Human Resources Committee meeting of August 19, 2013.

Background Information:

The revisions of these job descriptions were reviewed at the Human Resources Committee meeting on August 19, 2013.

Approval of expenses over \$10,000 for MAGIC monthly maintenance fees, Allied Barton security fees, the databases Proquest-Chicago Tribune and Historical Tribune and the database Newsbank.

The Board of Library Trustees approves the expenses of over \$10,000 for MAGIC monthly maintenance fees, Allied Barton security fees, the database Proquest-Chicago Tribune and Historical Tribune and the database Newsbank.

Background Information:

Board approval is required for expenses over \$10,000. MAGIC expenses for the year are \$72,279. Approximate monthly cost for Allied Barton is \$1700. Proquest renewal fees are \$10,150 for December 2013-November 2014. Newsbank renewal fees are \$12,947.50 for October 2013-September 2014. Information on the usage statistics are below.

Proquest: Chicago Tribune Full Text (1985 – current) and Historical Chicago Tribune (1849-1989). Proquest allows easy online access to the full-text of the *Chicago Tribune* from 1849 to the present. The current day and historical newspapers can be searched separately or at the same time. Researchers can view not only news articles, but also photos, advertisements, marriage announcements, obituaries, cartoons, and more, for added context. Articles and images can be printed, downloaded, and shared in PDF format.

Usage statistics

	Sessions	Searches run
Aug-12	13	31
Sept-12	19	52
Oct-12	25	178
Nov-12	42	146
Dec-12	10	56
Jan-13	39	308
Feb-13	74	449
March-13	32	163
April-13	38	149
May-13	16	35
June-13	27	96
July-13	70	291

NEWSBANK:

The subscription to the online databases Newsbank includes full-text access to America’s news magazines including Newsweek and the Illinois State Collection of newspapers. The Illinois State Collection includes access to the *Chicago Sun-Times*, *Crain’s Chicago Business*, and the *Daily Herald*. Newsbank also includes full-text access to the *Carol Stream Examiner* and *Carol Stream Press*. Access to the *Chicago Tribune* is available via a separate product, Proquest.

Publication name	Date coverage
<i>Carol Stream Examiner</i>	2/2011-current
<i>Carol Stream Press</i>	3/2009-current
<i>Chicago Sun-Times</i>	1/1986-current
<i>Daily Herald</i>	1/1995-current
<i>Newsweek</i>	2/1991-current

This database helps students with research papers and highlights current events and hot topics. The ability to search local newspaper has also been helpful for residents needing to pinpoint bad weather in order to file insurance claims, parents compiling scrapbooks for graduating seniors, and locating obituaries for family genealogists.

Usage statistics

	Searches	Documents viewed
Aug-12	5	435
Sept-12	23	719
Oct-12	68	1069
Nov-12	96	711
Dec-12	3	693
Jan-13	12	1090
Feb-13	47	1123
March-13	4	898

April-13	84	908
May-13	10	681
June-13	3	656
July-13	103	897

Approval of Policy Governing Patron Behavior and Policy on Library Use By Children; to replace Policy 5.I Standards for Public Behavior.

The Board of Library Trustees approve 5.1 Policy Governing Patron Behavior and 5.1 a. Policy on Library Use By Children; to replace Policy 5.I Standards for Public Behavior.

Background Information:

To improve service to our patrons and to ensure that the library is a safe and welcoming environment for all, the management team has replaced the Standards of Behavior Policy with a Policy Governing Patron Behavior and a Policy for Library Use By Children. In addition a Code of Conduct has been produced outlining the Library’s rules and regulations.

Report of the Library Director

The Director prepares a monthly report highlighting the facility, customer service, outreach, operations and other projects to ensure that the Board members are apprised of relevant Library business.

Staff members celebrating employment anniversaries this month are:

Donna Badame – 8/11/97- Technical Services

Carol Hayes – 8/3/11 – Circulation

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Carol Stream Public Library - No Report

Communications

- A. Thank you postcard from the Carol Stream Chamber for a raffle prize and amenity bag donation.
- B. Comment card from patron Barbara Blough commending the Youth Services staff for their great customer service May 19th.

Regular Meeting

V. Committee Reports

A. Human Resources Committee

- a. Recommendation, Re: Approve the job descriptions for the IT Coordinator and Computer Help Desk Assistant**

- b. Recommendation, Re: Approve revision of Reference Associate and Maintenance Worker job descriptions**
- c. Recommendation, Re: Approve the updated policy regarding staff parking**

Committee Chair Trustee Berryman-Gilliam reported on the consensus of the committee regarding new job descriptions for IT Coordinator and Computer Help Desk Assistants; revisions to the Reference Associate and Maintenance Worker job descriptions; and the updated policy regarding staff parking. The Library will be following the retail model for staff parking. Staff will now be requested to park in the farthest places in the lot, to provide closer parking access for patrons. She stated that customer service begins in the parking lot.

VI. NEW BUSINESS

A. Statement from Trustee Jourdan

Trustee Jourdan thanked the members of the Board, staff and residents who have supported his family during this time of bereavement.

B. Recommendation, Re: Approval of updated parking policy for staff, section III. A.3. of Behavior Standards and Staff Obligations

Trustee Bailey moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve the updated parking policy for staff, section III. A.3. of Behavior Standards and Staff Obligations, as recommended in the Human Resources Committee meeting of August 19, 2013. Motion approved.

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

Background Information:

The updated staff parking policy was reviewed at the Human Resources Committee meeting on August 19, 2013. The updates were made to provide improved customer service to our patrons.

~~3. In order to provide convenient parking for the public, Staff members are requested to limit parking to the two rows to the west (creek side) and no closer than the eighth parking space in the two east rows of the lot.~~

REVISION

3. In our commitment to customer service, Staff is requested to limit their parking to the last fifteen parking spaces in the west row (creek side) and the last five spaces (south end) in each of the other rows whenever possible, in order to provide convenient parking for the public. On

occasion when the Library is hosting special events, staff may be requested to park off site (ex. Jay Stream School, Armstrong Park) to provide additional parking for our patrons.

VII. DISBURSEMENTS

A. Approval of Disbursements for the period July 1, 2013 to July 31, 2013, plus the Addendum for the Meeting of August 21, 2013

Trustee DeRango moved and Trustee Berryman-Gilliam seconded to approve disbursements for the period of July 1, 2013 to July 31, 2013, plus the addendum for the Meeting of August 21, 2013 in the amount of \$140,136, less the amount for the invoice to Attorney Robert McNees of \$2209. Motion approved.

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

Trustee Bailey moved and Trustee Sheikh seconded to approve the disbursement of the check to Attorney McNees. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Nays 2 Trustees DeRango, Jeffrey
Absent..... None

VIII. Monthly Staff Reports

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

Head of Adult Services Laura Hays presented a PowerPoint presentation to the Board outlining and summarizing staff attendance at the ALA (American Library Association) Conference at McCormick Place in June. She thanked the Board for their support of staff professional development in providing the resources to attend library conferences.

IV. ANNOUNCEMENTS

A. July 24, 2013 *Examiner* article featuring a picture of the Library’s community table at the outdoor concert at the Town Center on July 18th

Trustee Sheikh stated that it was nice to see the Library participating at so many off site events and creating a strong presence in the community.

B. Trustee SWOT (strengths, weaknesses, opportunities, threats) Analysis of the

Library (requirement of the 2014 Per Capita Grant application) due to the Director by September 3.

Trustee Bailey reminded all of the trustees to complete their SWOT analysis of the Library and to submit it to the Director.

X. EXECUTIVE SESSION

Trustee Bailey moved and Trustee Jeffrey seconded that the Board of Library Trustees convene in Executive Session under the Illinois Open Meetings Act for the discussion of employment and compensation change for specific employees under Illinois Open Meetings Act, 5 ILCS 120/2(c)(1). Motion carried.

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

Accordingly the Meeting was closed to the public at 8:06 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:29 p.m.

Trustee Sheikh moved and Trustee Bailey seconded that the Board of Library Trustees approve the staff compensation as discussed in the Executive Session on August 19, 2013 and August 21, 2013. Motion carried.

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

Trustee Bailey moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approves the recommendation for personnel actions discussed in Executive Session on August 19, 2013 and August 21, 2013. Motion carried.

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

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Bailey asked for a motion to adjourn. **Trustee Bailey moved and Trustee Jourdan seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:52 p.m.

September 18, 2013
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee