

**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 18, 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, Head of Adult Services Laura Hays

III. PUBLIC PARTICIPATION

Non-resident Thomas Arends stated that the Board should sell the vacant property on Kuhn Rd. because it was a surplus.

There was no other public participation.

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Jourdan seconded the establishment of a consent agenda for the Regular Meeting of September 18, 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 Regular Board Meeting of August 21, 2013
- B. Approval of the Minutes of the Facilities Committee Meeting of September 16, 2013
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2013
- D. Facilities Committee Report
- E. Finance Committee Report
- F. Human Resources Committee
- G. Review of Chapter 10 Marketing, Promotion, and Collaboration from *Serving Our Public 2.0 Standards for Illinois Public Libraries, c. 2009*
- H. Recommendation, Re: Approval 2014 Per Capita Grant Application
- I. Recommendation, Re: Approval of Facilities Monitor job description
- J. Recommendation, Re: Approval of Resolution #265 Re: FY2014 Working and Appropriation Budgets/Request for Tax Levy
- K. Recommendation, Re: Approval of Expenses over \$10,000 for yearly insurance policy renewals
- L. Recommendation, Re: Approval of renewal of Certificate of Deposit with Community Bank
- M. Report of the Library Director
- N. RAILS Library System Report
- O. MAGIC Consortium Report
- P. Friends of the Carol Stream Public Library Report
- Q. 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 – Library Property survey results and discussion of Kuhn Rd. property. (See Facilities Committee meeting minutes of 9/16/13.)

Finance Committee – No Report

Human Resources Committee – No Report

Review of Chapter 10 Marketing, Promotion, and Collaboration from *Serving Our Public 2.0 Standards for Illinois Public Libraries, c. 2009*

Background Information:

As a requirement of the 2014 Per Capita Grant Application, Library Trustees were asked to review Chapter 10. Trustees were given a copy of the chapter with notes from the Library Director, to review prior to the Board meeting.

Approval of the FY2014 Illinois Public Library Per Capita Grant Application

The Board of Library Trustees approves the FY2014 Illinois Public Library Per Capita Grant Application to be submitted to the Illinois State Library.

Background Information:

The Illinois State Library has a per capita grant program that awards funds based upon population and EAV. Each year the grant has different requirements and focuses on different chapters of the book *Serving Our Public 2.0 Standards for Illinois Public Libraries*. This year's application focused on marketing, promotion and collaboration.

Approval of Facilities Monitor job description

The Board of Library Trustees approves the job description for the Facilities Monitor position.

Background Information:

The HR Administrator has developed a job description for a part-time Facilities Monitor. This is for two part-time positions of two evenings per week and every other weekend. These positions would replace the currently vacant full-time maintenance position. They would be responsible for custodial duties, light maintenance assignments, and patrolling and monitoring the building in the absence of a security officer. They would assist other staff in handling potential problem patron situations. Facilities staff would be given and required to wear while on duty, a Library logo shirt to wear to give them a presence and authority. These are non-benefit eligible positions, providing the Library with significant savings. Additional input for this position was provided by the Management Team. Once the job description has been approved, we will post the positions and begin the interviewing process.

Approval of Resolution #265 Re: FY2014 Working and Appropriation Budgets/Request for Tax Levy

The Board of Library Trustees approves Resolution #265 regarding FY2014 Working and Appropriation Budgets/Request for Tax Levy as presented.

Background information:

In August and September data was gathered to determine the Library's financial needs for FY 14/15. From these figures and knowing some of the Library's current fixed costs (contracts, etc.), future financial needs were determined. The funding needs for FY14/15 was determined to be \$3,698,150. Of that amount \$151,750 will come from other sources and \$3,431,500 will be generated from taxes. This is the same amount of funds that the Library has levied for the past three years. It was not necessary to increase the levy request in 2014 due to savings in staffing

and seeking competitive pricing from vendors. The following steps are taken as part of this process:

- Review all funds and their reserves.
- Make an educated estimate of our financial costs for the upcoming year in the operating and special funds.
- Review the audit and compare last year's operating budget to actual amounts spent.
- Compare the above figures to year-to-date figures for the current budget.
- Compare current costs to the estimated budget for the year to see if there are any budget lines that may be under budgeted or over budgeted. Make adjustments accordingly for the 14/15 fiscal year.
- Complete a final review of all funds and their reserves to ensure an adequate fund balance is maintained as specified in the Library's Financial Policy.

Approval of Expenses over \$10,000 for yearly insurance policy renewals

The Board of Library Trustees approves the expenses of over \$10,000 for the Library's insurance policy annual renewals.

Background Information:

Board approval is required for expenses over \$10,000. The renewal for the insurance policies is \$25,511.

Approval of renewal of Certificate of Deposit with Community Bank

The Library Board of Trustees approves the renewal of the Library's Certificate of Deposit (CD) at Community Bank that will mature on 10/5/13, for a period of 12 months.

Background Information:

The Library has a 12 month CD at Community Bank that will mature on October 5, 2013. The current CD rates at local banks have been researched. Community Bank will renew the CD at the rate of .45% for twelve months. Renewing the CD will ensure that the Library is meeting its Fiscal Responsibility Investment Policy (2.E.5) of diversification of investments.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period August 1, 2013 to August 31, 2013, plus the Addendum for the Meeting of September 18, 2013, in the amount of \$142,070.96.

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 Donchenko – 9/17/90-Circulation

Robin Harwood-9/07/93-Youth Services (20th Year Anniversary)

Mary Magnus-9/25/95-Circulation

Sue McCullum-9/16/97-Reference
Heidi Krueger-9/7/04-Reference
Brian Link-9/13/06-Circulation
Stephanie DeYoung-9/2/08-Circulation (5th Year Anniversary)
Sarah Kovac-9/3/08-Reference (5th Year Anniversary)
Danielle Stimmell-9/26/11-Youth Services

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

Communications

A. Facebook posting from patron Jim Graf regarding Library resources.

Announcements

A. August 28, 2013 *Examiner* article featuring staff presentation regarding the June 2013 ALA (American Library Association) Conference

Regular Meeting

V. Unfinished Business

A. Status of the Kuhn Rd. Property

The Board discussed the recommendation of the Facilities Committee meeting on Sept. 16 regarding the Kuhn Rd. property.

Trustee Jourdan made a motion that the Board moves forward with an intergovernmental agreement with the Carol Stream Park District regarding use of the Kuhn Rd. property, seconded by Trustee Berryman-Gilliam. The Motion carried.

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

VI. NEW BUSINESS

A. Report from Trustee Sheikh on Public Library Trustee Orientation program she attended at the Gail Borden Library on August 3, 2013

Trustee Sheikh attended a Trustee Orientation presentation on August 3, 2013 at the Gail Borden Public Library. She presented a PowerPoint presentation about the program to her fellow Board members. The program was presented through the Graduate School of Library and Information Science program at Dominican University located in River Forest.

VII. Other Reports

A. Friends of the Carol Stream Public Library

The Friends will be holding a reception on Thursday, September 19 at 6 p.m. with light refreshments prior to the program featuring Illinois Poet Laureate Kevin Stein.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President **Bailey moved and Trustee Johnson seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:08 p.m.

October 16, 2013
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee