

**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: January 15, 2014 TIME: 7:30 p.m. PLACE: Horizon 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, Bailey

Absent: Jeffrey

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 January 15, 2014. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Bailey

Nays 0

Absent..... Jeffrey

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

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Bailey

Nays 0

Absent..... Jeffrey

A. Approval of Minutes of Human Resources Committee Meeting of December 18, 2013

- B. Approval of Minutes of the Regular Meeting of December 18, 2013
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 31, 2013
- D. Facilities Committee Report
- E. Finance Committee Report
- F. Human Resources Committee
- G. Approval of Disbursements for the period December 1, 2013 to December 31, 2013, plus the Addendum for the Meeting of January 15, 2014
- H. Report of the Library Director
- I. Monthly Staff Reports
- J. RAILS Library System Report
- K. MAGIC Consortium Report
- L. Friends of the Library
- M. Communications
- N. Announcements

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

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Bailey
 Nays 0
 Absent..... Jeffrey

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 Disbursements

The Library Board of Trustees approved the disbursements for the period December 1, 2013 to December 31, 2013, plus the Addendum for the Meeting of January 15, 2014, in the amount of \$137,603.43.

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: Kathy Kalvig – 1/07/87- Circulation; Barbara Boucher – 1/31/00-Technical Services; Laura Hays – 1/7/02-Adult Services; Karen Morley – 1/22/07-Circulation; Jennifer Woods -1/26/10-Circulation; Bindiya Patel – 1/4/12-Circulation and Susan Westgate -1/28/13-Administration.

Staff Monthly Reports

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

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Library - No Report

Communications- Holiday Cards from Area Libraries and Organizations

Background Information:

The Library received a variety of holiday cards from area libraries and other organizations. They were passed around to the Trustees to view.

Announcements

A. ILA Legislative Luncheon in Oakbrook on February 14, 2014

B. ILA Trustee Workshop in Oakbrook on February 15, 2014

Background Information:

The ILA (Illinois Library Association) has scheduled a Legislative Luncheon-West Suburban for Friday, Feb. 14th from 12-2:30 p.m. at the Chicago Marriot in Oak Brook. Library staff and Trustees are encouraged to attend and network with local legislators and share the importance of the library in the community. On Saturday, Feb. 15th ILA will be holding their annual Trustee Workshop at the same location from 7:30 a.m.-4:00 p.m. Interested Trustees were asked to contact the Director.

Regular Meeting

VI. Unfinished Business

A. Status of the Kuhn Road Property

- a. Update on IGA (Intergovernmental Agreement) Process with the Carol Stream Park District

Background Information:

Director Westgate met with outgoing Park District Executive Director Arnie Biondo and the Park District's Interim Director Sue Rini. The three reviewed the initial draft of the IGA. Some of the recommended changes to the draft are to include the Library's logo on the sign, and to add as an exhibit the map and reference to the report of the Environmental Site Assessment that was completed in 2003 on the property. There are two small areas of the property that were reported to contain some contamination at that time. In these areas the ground needs to be left undisturbed at certain depths or a barrier (ex. asphalt or concrete) be placed on top. Mr. Biondo

stated that these areas can be avoided and will not be part of the proposed community garden areas and can remain undisturbed. The Park District's Risk Assessment Manager will be reviewing the sections of the IGA regarding insurance and will be contacting the Library's insurance agent for any questions or clarifications. Once these initial changes have been done and the document is closer to being in its final form, Director Westgate will meet with Ms. Rini for further review before submitting the document to the Library attorney for their review. Once the attorney has reviewed it, Director Westgate will schedule a Facilities Committee meeting to review the document with the Trustees. Trustee Bailey stated that the County had sent a letter to the Library approving construction on the property, in regards to any contamination, which can be added to the agreement as an exhibit. Director Westgate stated that she had not yet come across the letter, but would look for it.

VII. NEW BUSINESS

None

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Sheikh and Trustee DeRango seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:51 p.m.

February 19, 2014
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee