

**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: April 16, 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, Jourdan, DeRango, Sheikh, Jeffrey, Bailey

Absent: Trustee Johnson

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee DeRango seconded the establishment of a consent agenda for the Regular Meeting of April 16, 2014. Motion approved.

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

Nays 0

Absent..... Johnson

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

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

Nays 0

Absent..... Johnson

- A. Approval of Minutes of the Finance Committee Meeting of March 19, 2014
- B. Approval of Minutes of the Regular Meeting of March 19, 2014
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2014

- D. Facilities Committee Report
- E. Finance Committee Report
- F. Human Resources Committee Report
- G. Approval of Library closing for Friday, August 15, 2014 for Staff In-Service Day
- H. Approval of Non-Resident Library card fee effective May 1, 2014
- I. Report from Trustee Johnson
- J. Approval of Disbursements for the period March 1, 2014 to March 31, 2014, plus the Addendum for the Meeting of April 16, 2014
- K. Report of the Library Director
- L. Monthly Staff Reports
- M. RAILS Library System Report
- N. MAGIC Consortium Report
- O. Communications
- P. Announcements- Participation at Park District Earth Day Event on Saturday, April 26; Cinco de Mayo Event, May 4, 2014; Examiner Articles on March 26, 2014; ATLAS (Area Training for Librarians & Staff) Trustee Workshop, Saturday May 3

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

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

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 Library closing for Friday, August 15, 2014 for Staff In-Service Day

Background Information:

The Library is joining with three other local libraries (Poplar Creek, Bloomingdale and Bartlett) for a joint In-Service Day on Friday, August 15. The keynote speaker is Dawn Mushill who will be presenting “Exceeding Your Patron’s Expectations.” The four libraries will be sharing the cost of the speaker equally. This enables the Carol Stream Library staff to experience a top-notch quality presentation that the Library normally would not be able to afford on our own.

Approval of Non-Resident Library card fee effective May 1, 2014

Background information:

The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant’s property – the same as the calculation for a resident. The fee for renters is equal to 15% of the average monthly rent. Public Law 92-0166 requires annual Board action and notification to the Library’s regional library system, RAILS.

Report from Trustee Johnson

Background Information:

Trustee Johnson prepared a report regarding the various events and activities that she has been involved in over the past month.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1, 2014 to March 31, 2014, plus the Addendum for the Meeting of April 16, 2014, in the amount of \$189,569.85.

Report of the Library Director

Background Information:

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: Amanda Gardner – 4/12/10-Adult Services.

Monthly Staff Reports

Background Information:

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

Communications

A. Thank you letter from Outreach Community Center

Background Information:

The Library received a letter from OCC thanking them for their sponsorship.

Announcements

A. Participation at Park District Earth Day Event on Saturday, April 26

Background Information:

The Library will be participating at the Park District Earth Day event on April 26 from 10 am-2 pm. The Library will have a craft, giveaways and will be registering patrons for Library cards.

B. Cinco de Mayo Event, May 4, 2014

Background Information:

The Marketing Committee has planned a special event for Sunday, May 4 in celebration of Cinco de Mayo. A variety of activities are planned that include a Mariachi Band, pony rides, complimentary photo booth, Dora the Explorer character, a craft, and more.

C. Examiner Articles on March 26, 2014

Background Information:

The March 26th *Examiner* featured a nice article about the Library’s strategic planning project and the National Library Week events planned for April 13-19.

D. ATLAS (Area Training for Librarians & Staff) Trustee Workshop, Saturday May 3

Background Information:

ATLAS is presenting a Trustee Workshop on Saturday, May 3, 2014 from 9:00 a.m. to noon. The topic is learning how to handle patron comments at board meetings. The registration deadline is Friday, April 25.

Regular Meeting

V. OLD BUSINESS

- A. Recommendation, Re: Approval of Finance Committee recommendation regarding Working Budget for Fiscal Year 2014/2015

Trustee DeRango moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve the recommendation of the Finance Committee to approve the Working Budget for FY 14/15 as reviewed and presented. Motion approved.

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

Background Information:

At last month’s Finance Committee meeting of March 19, 2014 the Director and Board reviewed the working budget for FY 14/15.

- B. Recommendation, Re: Approval of Expenditures over \$10,000 for Gale Online Resources: General Reference Center Gold and Health & Wellness Resource Center

Trustee Berryman-Gilliam moved and Trustee DeRango seconded that the Board of Library Trustees approve the expenses of over \$10,000 for the Gale Online Resources: General Reference Center Gold and Health & Wellness Resource Center. Motion approved.

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

Background Information:

Board approval is required for expenses over \$10,000. General Reference Center Gold 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. Health & Wellness Resource Center database allows patrons and staff to search for information about medicine, medications, wellness and alternative therapies from full-text journals and reference sources. This database provides more in-depth and detailed information on health and medicine than a general interest magazine database would. Total invoice in May will be \$22,503.73

C. Review of Changes to Library/Village Health Insurance Coverage

Background Information:

The Village Board approved the following changes in December 2013:

- Elimination of the PPO plan effective 7/1/14.
- Changes to the HMO co-pays effective 7/1/14 as follows:
 - Office Visits from \$10 to \$25
 - Emergency Room Visits from \$50 to \$100
 - Rx from \$5/\$10/\$25 to \$3/\$20/\$35
- Change of the EPO (Exclusive Provider Organization) to a Catastrophic Plan

D. Strategic Planning Discussion

Library Director Westgate and Assistant Director Clemens reviewed the strategic plan proposals that the Library received. Director Westgate prepared a summary of the consultants and a recommendation for interviews. The Board was given complete copies of the recommended proposals prior to the meeting for their review. The Board selected a consultant to interview at a future date.

E. Board Sponsored Operation Support Our Troops Drive May 24-July 5

Background Information:

Trustee Berryman-Gilliam had suggested the Board sponsor a project for OSOT as a team project. Board members will be decorating a large box for the OSOT drive to be placed in the lobby. A date to meet and decorate the box will be determined.

VI. OTHER REPORTS

A. Friends of the Library

Trustee Sheikh shared an announcement on the upcoming Friends program on Sunday, May 18 titled “Decoding Your Dog.” The presenter is a local author and copies of the book will be sold at the event. Prior to the program at 1:15 p.m., the Friends will be holding their annual meeting.

VII. ANNOUNCEMENTS

A. Filing of Statement of Economic Interest Deadline May 1, 2014

The Statement of Economic Interest, to be filed with the DuPage County Clerk, has been mailed out to those that are required to fill out the form. They are due to the County by May 1, 2014.

ADJOURNMENT

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

May 21, 2014
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee