

**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 21, 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, Jeffrey, Bailey

Absent: none

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of May 21, 2014. Motion approved.

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 approved.

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 16, 2014

- B. Approval of Minutes of the Special Board Meeting of April 22, 2014
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2014
- D. Facilities Committee Report
- E. Finance Committee Report
- F. Human Resources Committee Report
- G. Approval of the Annual Report to the Village for FY2014
- H. Acceptance of 2014/2015 Task Calendar
- I. Approval of Disbursements for the period April 1, 2014 to April 30, 2014, plus the Addendum for the Meeting of May 21, 2014
- J. Report of the Library Director
- K. RAILS Library System Report
- L. MAGIC Consortium Report
- M. Friends of the Carol Stream Public Library
- N. Communications-Thank you Notes and Letters
- O. Announcements- Summer Reading Program Registration Begins Monday, June 9

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

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 the Annual Report to the Village for FY2014

Background Information:

The Director prepares the Annual Report for the Village as required by state law. It includes an overview of the Library’s past years’ finances and services. It also includes a statement of an estimate of levy requirements for the Tax Levy 2015.

Acceptance of 2014/1015 Task Calendar

Background information:

The Director prepares a yearly calendar of important dates, deadlines, etc. for the Board and staff.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1, 2014 to April 30, 2014, plus the Addendum for the Meeting of May 21, 2014, in the amount of \$121,025.84.

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.

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Library - No Report

Communications

A. Thank you Note from Neighborhood Food Pantries

Background Information:

The Library received a thank you note from the Food Pantry for the donation from Food for Fines.

B. Thank you Note from Rotary Club

Background Information:

The Library received a note from the Rotary for the donation from Food for Fines.

C. Thank you Note from Chamber of Commerce

Background Information:

The Library received a Thank you note for the basket donation to the Chamber.

D. Thank you Letter from Outreach Community Center

Background Information:

The Library received a Thank you letter for their sponsorship at the OCC dinner in April.

E. Thank you Letter from American Red Cross

Background Information:

The Library received a thank you letter for the monetary donation to the Red Cross from Library staff members.

Announcements

A. Summer Reading Program Registration Begins Monday, June 9

Background Information:

The Library’s annual summer reading programs for all ages will begin on June 9, 2014.

Regular Meeting

V. APPROVAL OF MINUTES

Trustee Jeffrey wanted it on the record that he had voted no to approve the hiring of a strategic planning consultant for \$20,000. He believes that the Board and staff could do it themselves.

A. Minutes of the Special Board Meeting of May 4, 2014

Trustee Berryman-Gilliam moved and Trustee Jourdan seconded that the Board of Library Trustees approve the minutes of the May 4, 2014 Special Board Meeting. Motion approved.

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

VI. NEW BUSINESS

A. Recommendation, Re: Approval of Revision to 2. E. 4 Fiscal Responsibility: Fixed Asset/Capitalization Policy

Trustee DeRango moved and Trustee Jeffrey seconded that the Board of Library Trustees approve the Revision to 2. E. 4 Fiscal Responsibility: Fixed Asset/Capitalization Policy, and to include additional wording regarding a yearly independent appraisal of Library property, dependent upon attorney approval. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey
Nays 1 Trustee Bailey
Absent..... none

Background Information:

There is a small revision to the Capitalization Policy to reflect the change in the Library’s current audit practices. Traditionally, the cost of each individual collection item would not qualify them as a fixed asset. The Library has chosen to include the Library collection as a whole as a fixed asset. Director Westgate will contact the Library’s attorney regarding any additional wording on including a

yearly independent appraisal of Library property in the policy and will include the topic on the agenda for next month. The approved updated changes are in bold and underlined.

Revised Policy: **2.E.4. FISCAL RESPONSIBILITY:
FIXED ASSET / CAPITALIZATION POLICY**

The Carol Stream Public Library will maintain an inventory of fixed assets and a record of capital expenditures.

The Carol Stream Public Library will maintain an inventory for external financial statement purposes of all fixed assets. Fixed assets are property, plant, furniture and equipment with an initial acquisition cost of \$1,000 or more per item, **and also include the tangible library collection materials.** Initial cost is the cash outlay, or its equivalent, made to acquire the asset and put it in operating condition.

B. Recommendation, Re: Approval of Change of date of October 15, 2014 Regular Board Meeting

Trustee Jeffrey moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve the change in date of the October 15, 2014 Regular Board Meeting to October 22, 2014. Motion approved.

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

Background Information:

The Library Director will be out of town at the ILA (Illinois Library Association) Conference in Springfield, IL on Wednesday, October 15. The Director is a member of the ILA Executive Board and is obligated to attend the Conference. The meeting has been moved to the fourth Wednesday of the month for October, October 22, 2014.

C. Recommendation, Re: Approval of Expenditures over \$10,000 for Tutor.com Renewal

Trustee DeRango moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve the renewal of the Tutor.com online service. Motion approved.

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

Background information:

Board approval is required for all purchases over \$10,000. The Library subscribes to Tutor.com which provides live on-line homework help for elementary age through college. The cost of the service to renew is \$13,315. The service is heavily used. In 2013/14 they began offering these additional services:

A New Streamlined User Experience:

This eliminates barriers, i.e. less mouse clicks, for students to get assistance. After authentication, students are taken straight to the connection page where they can choose to browse the SkillsCenter Resource Library or connect to a tutor.

24/7 Resume and Essay Reviews:

For students and adults that have created a free, personalized Tutor.com account, they now have the option to submit a resume, cover letter or essay to our WriteTutors for a thorough review, asynchronously. Documents are returned to the patron within 24 hours with detailed feedback, critiques and suggestions.

60 Standardized Test Subjects!:

New real-time test prep subjects were added to the library's Tutor.com program in the fall of 2013. Students studying for standardized tests such as AP® Tests, SAT, ACT, PSAT, GED and US Citizenship Test can connect to expert tutors through the Tutor.com Test Prep Center. The Test Prep subjects help students prepare for these standardized tests in over 60 areas of study. Students and tutors may upload practice tests into the Online Classroom, work through specific problems and topics or discuss test taking strategies for specific test sections.

Android App!:

In 2011, Tutor.com launched its first mobile app, Tutor.com to Go! for iOS. In April 2014 the Android version was released. Students may still connect to a tutor for real-time help through any mobile device using the HTML5 classroom and their browsers, but the release of a native Android app will improve the connection platform and give students faster, less encumbered access to a live tutor.

D. Recommendation, Re: Approval of Expenditures over \$10,000 for Gale's General OneFile (upgrade of General Reference Center Gold)

Trustee Bailey moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve the expenditure for Gale's General OneFile subscription database which will replace General Reference Center Gold. Motion approved.

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

Background Information:

Board approval is required for all purchases over \$10,000. At last month's Board meeting, the Board approved the renewal of *General Reference Center Gold and Health (GRCG)* and *Health and Wellness Resource Center (HWRC)*. As GRCG and HWRC came up for renewal, we looked at their subject coverage, usage, and renewal costs. At the same time, we were made aware of an upgrade to GRCG called the *General OneFile*. *General OneFile* includes more than 8,000 full-text titles; more than 3,600 journals; more than 25 years of backfiles; and five newspaper

Indexes-totaling more than 13,000 titles in all (70% of which are unique to the resource). *General OneFile* also has a new feature that allows searchers to cross-search our holdings in *Gale Virtual Reference Library* (GVRL), our online collection of reference books. We were able to update most of our reference eBooks in GVRL and add new titles through a special offer. The ability to cross-search from *General OneFile* to GVRL gives patrons a powerful search tool to discover information on a wide range of subjects, including business, computers, current events, economics, education, environmental issues, health care, and consumer information. After reviewing the coverage of magazines in the *General OneFile* and HWRC and the coverage in our updated collection in *Gale Virtual Reference Library*, it was determined to not renew HWRC and upgrade to the *General OneFile*. *General Reference Center Gold* and *Health and Wellness Resource Center* combined were going to cost \$22,503.73. The subscription to *General OneFile* (which is an upgrade from *General Reference Center Gold*) will cost \$17,895.00. This will be a savings of \$4518.73.

E. Report from Trustee Johnson

Trustee Johnson included in the Board packet a summary of some the events she had attended over the past month. She was especially impressed with the Choose DuPage 5th Annual Regional Business Outlook. William Daley was the guest speaker. She recommended that Trustees attend this event next year to learn about the economic growth in DuPage County.

F. Report from Trustee Sheikh

Trustee Sheikh shared a PowerPoint presentation for the Board on her experience at the ATLAS (Area Training for Librarians & Staff) Trustee program that she attended on May 3, 2014. It included pictures on the New Lenox Public Library District. The program topic was about handling public comments. The program emphasized the Board remaining united on all Board decisions and to remember that they are speaking corporately in their role as a Trustee and not as an individual.

VI. MONTHLY STAFF REPORTS

Presentation by Assistant Director/Head of Youth Services Mary Clemens and Adult Services Manager Laura Hays on their Attendance at the PLA Conference in March 2014.

VII. ANNOUNCEMENTS

A. Fourth of July Parade

Background Information:

The Library will be participating in the Fourth of July Parade. A float promoting the Summer Reading Programs which are science based, Fizz! Boom! Read!, Spark a Reaction, and Literary elements will be featured. Trustees and their families are encouraged to participate.

VIII. EXECUTIVE SESSION

Trustee Sheikh moved and Trustee DeRango seconded that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21). Motion approved.

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

Accordingly the Meeting was closed to the public at 8:25 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:36 p.m.

Trustee Bailey moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve approves the minutes of the Executive Session of October 16, 2013 and February 19, 2014 as presented, and that these minutes remain closed. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Bailey
Nays 0
Abstain..... 1 Trustee Jeffrey
Absent..... none

Trustee Bailey moved and Trustee Jourdan seconded that the Board of Library Trustees approves that the minutes of the Executive Sessions of March 20, 2013 be released and that all other minutes which are closed to the public remain so at this time. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Bailey
Nays 0
Abstain..... 1 Trustee Jeffrey
Absent..... none

Background Information:

The Board reviewed the Executive minutes and approved the release of the above closed minutes. The Library Board is required by Illinois Statutes (5 ILCS 120/2.06 (d)) to review no less than semi-annually all minutes of closed sessions. The purpose of the review is to determine if the Minutes may be released to the public or if the need for confidentiality still exists.

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 8:38 p.m.

June 18, 2014
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee