

**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: June 18, 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 arrived at 7:52 p.m.

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

Carol Stream resident Barry Gram shared his concerns regarding a display on the public exhibit board from the gainpeace.org organization.

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of June 18, 2014. Motion approved.

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

- A. Approval of Minutes of the Regular Meeting of May 21, 2014
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2014

- C. Facilities Committee Report
- D. Finance Committee Report
- E. Revision to 2. E. 4 Fiscal Responsibility: Fixed Asset/Capitalization Policy to include annual Appraisal of Library Property-Attorney/Auditor Response
- F. Approval of the Library Board Resolution 266 Prevailing Wage Act Determination
- G. Approval of the Illinois Public Library Annual Report (IPLAR)
- H. Approval of Library Director Authority to Renew or Reassign a Certificate of Deposit (CD) that Matures on 7/5/14 at a Competitive Interest Rate
- I. Approval of Correction to February 10, 2011 Facilities Committee Minutes
- J. Approval of Part-Time Youth Services Librarian Position
- K. Approval of Recommended Hires for the Exempt Adult Services and Youth Services Librarian Position Vacancies
- L. Approval of Change of a Part-Time Position to Full Time
- M. Approval of Disbursements for the period May 1, 2014 to May 31, 2014, plus the Addendum for the Meeting of June 18, 2014
- N. Report of the Library Director
- O. RAILS Library System Report
- P. MAGIC Consortium Report
- Q. Friends of the Carol Stream Public Library
- R. Communications-Thank You letter form Park District
- S. Announcements- Carol Stream Annual Fourth of July Parade on Friday, July 4th at 10:00 a.m.

Trustee Sheikh moved and Trustee Jourdan 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..... Trustee Johnson

The following is a detailed description of various items placed on the Consent Agenda:

Facilities Committee – No Report

Finance Committee – No Report

Revision to 2. E. 4 Fiscal Responsibility: Fixed Asset/Capitalization Policy to include annual Appraisal of Library Property-Attorney/Auditor Response

Background Information:

Yearly Property Appraisal Inquiry (Attorney and Auditor Response)

Director Westgate spoke with the Library attorney regarding adding a yearly property appraisal to the Capitalization Policy. He stated that the Capitalization Policy is specific to the Library’s audit and to speak with our auditors regarding including it on our Capitalization Policy. She spoke with Dan Berg, a partner from the Library’s auditing firm Sikich, on the phone regarding this matter. He stated that appraisals are only done at the time of selling property and they are not part of the auditing process. The auditors receive the monetary value of Library property

from the Library's insurance carrier. A yearly appraisal would not be included in the Library's Capitalization Policy as this information would not be used as part of the auditing process and the Library's financial statements.

Approval of the Library Board Resolution 266 Prevailing Wage Act Determination

Background information:

Every June the Library is required to pass a Resolution stating that they will comply with the Prevailing Wage Act. Tax-supported bodies are required to pay the prevailing wage for specific types of construction and service work that they may contract for.

Approval of the Illinois Public Library Annual Report (IPLAR)

Background Information:

The Library is required to file an annual report with the Illinois State Library at the end of every fiscal year. (The Library's fiscal year is May 1-April 30.) The report is comprised of factual information about the Library's Board, staff, services and finances. In addition, it contains statistical information about the collection, circulation and technology. Completion of the IPLAR is also a requirement of the Library's annual Per Capita Grant application which is submitted in the fall.

Approval of Library Director Authority to Renew or Reassign a Certificate of Deposit (CD) that Matures on 7/5/14 at a Competitive Interest Rate

Background Information:

The Library's CD is up for renewal on July 5, 2014. The Board approves giving the Library Director the authority for the CD renewal at Community Bank or another banking facility, dependent upon who will offer the best rate. By investing in a variety of accounts, the Library satisfies the Fiscal Responsibility Investment Policy (2.E.5) of diversification of investments.

Approval of Correction to February 10, 2011 Facilities Committee Minutes

Background Information:

Original minutes of 2/10/11:

Trustee Hudspeath asked the other trustees what they could foresee as uses of the land. Trustees Douglas and Arends stated that they would like to see a new library there.

Corrected minutes of 2/10/11:

Trustee Hudspeath asked the other trustees what they could foresee as uses of the land. Trustee Douglas stated that personally he would like to see a new library there. Trustee Arends said he could see the land possibly being used as a library.

Approval of Part-Time Youth Services Librarian Position

Background Information:

The Youth Services Department had an increase of over 50 additional programs this past fiscal year. In addition, they had a large increase in outreach activities both in-house and off-site. To continue to facilitate their efforts to the community and increased customer service, an additional part-time Youth Services Librarian position at 16 hours per week is recommended. This is a non-benefit position. A vacant part-time position in another department of 18 hours per week is not being replaced. The change of moving those allocated hours to the Youth Services Department would not have an impact on the Library's budget.

Approval of Recommended Hires for the Exempt Adult Services and Youth Services Librarian Position Vacancies

Background Information:

Board approval is required for the hiring of all exempt personnel (Library By-Laws Article X-Library Director).

Approval of Change of a Part-Time Position to Full Time

Background Information:

A recent vacant full-time position is not being replaced and there would not be an impact on the Library's budget in allocating additional hours and benefits to the recommended full time position.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period May 1, 2014 to May 31, 2014, plus the Addendum for the Meeting of June 18, 2014, in the amount of \$112,066.63.

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 Letter from the Park District

Background Information:

The Library received a thank you letter from the Park District for their participation at the Earth Day event in April.

Announcements

A. Carol Stream Annual Fourth of July Parade on Friday, July 4th at 10 a.m.

Background Information:

The Library will be participating in the annual Fourth of July Parade. A float and driver have been hired and the float will be decorated to promote the summer reading program “Fizz! Boom! Read!” Candy and bookmarks will be distributed to the crowds. Trustees are invited to participate.

Regular Meeting

V. COMMITTEE REPORTS

Human Resources Committee Report

Trustee Berryman-Gilliam reported that the Human Resources Committee had come to a consensus on the three recommendations presented to the committee: approval of a part-time Youth Services position, approval of hiring the recommended candidates for two vacant exempt positions and the change of a part-time position to full-time.

VI. MONTHLY STAFF REPORTS

Presentation by Assistant Director/Head of Youth Services Mary Clemens on the 2014 Summer Reading programs.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee DeRango moved and Trustee Bailey seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:58 p.m.

July 16, 2014
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee