

**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: July 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, Johnson, Jourdan, Sheikh, Bailey
Absent: Trustees Jeffrey and DeRango
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Bailey moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of July 16, 2014. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Johnson, Jourdan, Sheikh, Bailey
Nays 0
Absent..... Trustees Jeffrey and DeRango

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

Ayes 5 Trustees Berryman-Gilliam, Johnson, Jourdan, Sheikh, Bailey
Nays 0
Absent..... Trustees Jeffrey and DeRango

- A. Minutes of Human Resources Committee meeting of June 18, 2014
- B. Minutes of Regular Meeting of June 18, 2014
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2014

- D. Facilities Committee Report
- E. Finance Committee Report
- F. Human resources Committee
- G. Recommendation, Re: Approval of the MAGIC Quarterly Invoices for Fiscal Year 14/15
- H. Review of Chapter 7 Collection Management and Resource Sharing from *Serving our Public 3.0: Standards for Illinois Public Libraries*
- I. Report from Trustee Berryman-Gilliam
- J. Approval of Disbursements for the period June 1, 2014 to June 30, 2014, plus the Addendum for the Meeting of July 16, 2014
- K. Report of the Library Director
- L. Monthly Staff Reports
- M. RAILS Library System Report
- N. MAGIC Consortium Report
- O. Friends of the Carol Stream Public Library
- P. Communications-Thank You Letter from Park District for Participation at JustPlay! Event
- Q. Communications-Thank you card from Staff member Pat Roche
- R. Communications-Thank you card from Staff member Mary Clemens
- S. Announcements-June 25, 2014 *Examiner* article highlighting the Library’s Summer Reading Program “Fizz Boom Read!”
- T. Announcements-July 9, 2014 *Examiner* article featuring picture of Library float.
- U. Announcements-Summer Reading Program ends on Saturday, August 9.
- V. Announcements-Library closed to the public on Friday, August 15 for staff in service.

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

Ayes 5 Trustees Berryman-Gilliam, Johnson, Jourdan, Sheikh, Bailey
 Nays 0
 Absent..... Trustees Jeffrey and DeRango

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 MAGIC Quarterly Invoices for Fiscal Year 14/15

Background information:

MAGIC (Multitype Automation Group in Cooperation) Contract. The contract for the new fiscal year for the Library’s consortium cost is \$5941 per month. This is paid on a quarterly basis. Board approval is required for all checks exceeding \$10,000. MAGIC is the consortium that the

library is a member of that provides them with their integrated library system (ILS) through SirsiDynix. The ILS provides the Library with their online catalog, technical services, circulation services, and integration with our online databases and downloadable services.

Review of Chapter 7 Collection Management and Resource Sharing from *Serving our Public 3.0: Standards for Illinois Public Libraries*

Background Information:

A requirement of the 2015 Per Capita Grant is review of Chapter 7 Collection Management and Resource Sharing from *Serving our Public 3.0: Standards for Illinois Public Libraries, 2014*. Library staff have reviewed the chapter and the Library is following all of the recommendations on the checklist. The Board members reviewed the chapter and check list which was included in their Board packets for the July 16, 2014 meeting.

Report from Trustee Berryman-Gilliam

Background Information:

Trustee Berryman-Gilliam prepared a report of her Trustee-related activities over the past six months and it was included in the Trustee Board packets for their review. She emphasized the importance of the Library's continued efforts to work with other organizations in the community. President Bailey and Trustee Johnson commended her for her time and commitment.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period June 1, 2014 to June 30, 2014, plus the Addendum for the Meeting of July 16, 2014, in the amount of \$119,472.94.

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.

Employees celebrating anniversaries in June and July:

June: **Mary Clemens, Assistant Director/head of Youth Services – 6/06/94 (20th Anniversary)**; John Steadman, Circulation – 6/14/06; Shilpa Shah, Adult Services – 6/17/08.
July: Ellen Marchessault, Tech Services – 7/1/81; Ron Anderson, Maintenance – 7/17/16; Catherine Medearis, Circulation – 7/15/08; Kathie Menzer, Circulation – 7/25/08; Omar Kushad, Adult Services – 7/11/11; Cheryl Walek, Circulation – 7/18/11; Terry Hycner, Circulation – 7/30/12; Sarah Cole, Circulation – 7/8/13.

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

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 JustPlay! event in May.

B. Thank you card from Staff member Pat Roche

Background Information:

The Library received a thank you card from staff member Pat Roche for her retirement luncheon.

C. Thank you card from Staff member Mary Clemens

Background Information:

The Library received a thank you card from staff member Mary Clemens for her 20 year employment acknowledgment.

Regular Meeting

V. ANNOUNCEMENTS

A. Library Awarded “Best in Parade” at Carol Stream 4th of July Parade

President Bailey thanked the staff for their participation in the Carol Stream Fourth of July Parade and for being awarded “Best in Parade.”

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Sheikh moved and Trustee Jourdan seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:40 p.m.

August 20, 2014
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee