

**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: March 18, 2015 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

Non-resident Tom Arends commented on the agenda stating that it was not detailed enough. Non-resident Tom Arends submitted a Freedom of Information Act request for a copy of the intergovernmental agreement with the Carol Stream Park District.

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Jourdan seconded the establishment of a consent agenda for the Regular Meeting of March 18, 2015. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey

Nays 0

Absent..... None

Trustee Jourdan moved and Trustee Berryman-Gilliam 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. Minutes of Regular Meeting of February 18, 2015
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2015
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Human Resources Committee
- F. Old Business-Approval of Library By-Law Revision: Article II-Mission Statement
- G. Approval of Disbursements for the period February 1, 2015 to February 28, 2015, plus the Addendum for the Meeting of March 18, 2015.
- H. Monthly Staff Reports
- I. Other Reports-Friends of the Library
- J. Thank You Letter from Literacy DuPage
- K. 6:00 a.m. Library Opening on Tuesday, April 7, 2015 for Election Day
- L. National Library Week Event, April 18, 2015
- M. LACONI Trustee Dinner, April 17, 2015
- N. Food for Fines, April 6-24, 2015

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 – No Report

Recommendation, Re: Approval of Library By-Law Revision: Article II-Mission Statement

Background Information:

The Library revised their Mission Statement as part of the Strategic Plan. The Strategic Plan was approved in December 2014.

Mission: Carol Stream Public Library provides the community with exceptional services, enrichment opportunities and diverse resources in a welcoming environment.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period February 1, 2015 to February 28, 2015, plus the Addendum for the Meeting of March 18, 2015 in the amount of \$105,893.52.

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-Friends of the Library

Background Information:

The Friends of the Library approved donations of \$2000 to the Library at their March 2015 Board meeting. \$1,000.00 was approved for the Youth Services department to purchase a variety of interactive resources including a Magnetic Design Center, Alphabet and Number carpet squares, a colorful activity mat, rainbow parachute, and a new supply of manipulative toys. These will be used during storytimes and tot play time programs. The Friends also gifted \$1000 in support of adult and teen programs and Library display areas. The Adult Services staff will use this gift to purchase a new podium for the meeting rooms, a hanging system for the display spaces in the main room, and a board game collection for use in the Library. The podium will be on wheels and has slide-out shelves to support equipment for multimedia presentations. The hanging system will allow for easier installation of artwork in the main room. The small board game collection will be used in programming and for general in-house Library use by patrons. The board games will be available at the Reference Desk.

Communications

- A. Thank You letter from Literacy DuPage

Background Information:

The Library received a thank you letter from Literacy DuPage for the donation of a gift basket of books for an annual fund-raising event.

Announcements

- A. 6:00 a.m. Library Opening on Tuesday, April 7, 2015 for Election Day

Background Information:

The Library will be open for services to the public starting at 6 a.m. on Tuesday, April 7 for Election Day. In November, the Library did this as a courtesy to the voters and it was very well received. Coffee and donuts will also be provided in the morning and a table with Library

promotional materials will be set up in the lobby. One member from each department will be working the early hours (6:00-9:00 a.m.) to provide these additional service hours.

B. National Library Week Event, April 18, 2015

Background Information:

In celebration of National Library Week (April 12-18) the Library is holding an afternoon of family fun on Saturday, April 18 from 1-3 p.m. The afternoon will include crafts, face painting, games, balloon artist, SpongeBob Squarepants character, Ozzie the Cougar, movies, popcorn and more. Staff and Friends of the Library volunteers will be working the event.

C. LACONI Trustee Dinner, April 17, 2015

Background Information:

On Friday, April 17 from 6-9 p.m. LACONI is holding their annual Trustee Banquet.

D. Food for Fines, April 6-24, 2015

Background Information:

The Library will be accepting Food for Fines April 6-April 24. The donated food will be picked up by members of the Carol Stream Rotary on Saturday April 25 and distributed to local food pantries. Patrons receive a reduction of \$1 in fines for each qualifying food item donated.

Regular Meeting

I. OLD BUSINESS

A. Recommendation, Re: Approval of Library By-Law Revisions Article X, Section 1

Trustee Jourdan moved and **Trustee DeRango** seconded that the Board of Library Trustees approve the Library By-Law Revisions to Article X, Section 1. Motion approved.

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

B. Recommendation, Re: Approval of Library By-Law Revisions Article XII, Section 1

Trustee Berryman-Gilliam moved and **Trustee Jourdan** seconded that the Board of Library Trustees approve the Library By-Law Revisions to Article XII, Section 1. Motion approved.

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

- C. Recommendation, Re: Approval of Library By-Law Revisions to Article XII, Section 5

Trustee Berryman-Gilliam moved and **Trustee Jourdan** seconded that the Board of Library Trustees approve the Library By-Law Revisions Article XII, Section 5. Motion approved.

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

Background Information:

The revisions to the Library By-Laws have been posted on the Library’s website, www.cslibrary.org.

II. NEW BUSINESS

- A. Recommendation, Re: Approval of Intergovernmental Lease Agreement with Carol Stream Park District

Trustee Bailey moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the Intergovernmental Lease Agreement with the Carol Stream Park District. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Johnson, Jourdan, Sheikh, Bailey
Nays 2 Trustees Jeffrey, DeRango
Absent..... None

Background information:

The Library has entered into an intergovernmental agreement with e Carol Stream Park District for the Library owned property located on Kuhn Rd. The Park District will be using it as a park area for the community. Both parties may dissolve the contract with a three month notice. The agreement preserves one of the few sections of open land available while simultaneously providing the community with an additional recreational opportunity.

- B. Recommendation, Re: Approval of Library By-Law Revisions: Article XI, Section 1 and Section 2

Trustee Jourdan moved and **Trustee Sheikh** seconded that the Board of Library Trustees approve the Library By-Law Revisions: Article XI, Section 1 and Section 2.

Motion denied.

Ayes 5 Trustees Berryman-Gilliam, Johnson, Jourdan, Sheikh, Bailey
Nays 2 Trustees Jeffrey, DeRango
Absent..... None

Background information:

Revisions to Library By-Laws require unanimous approval when first presented. If not first approved unanimously, they may be represented at the next meeting where a two thirds vote is required to pass the revisions.

C. Recommendation, Re: Approval of Revision to 5.L Ereader Circulation Policy

Trustee Johnson moved and **Trustee DeRango** seconded that the Board of Library Trustees approve the Revision to 5.L Ereader Circulation Policy. Motion approved.

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

Background Information:

The Library’s Ereader collection will now be available for check-out to reciprocal patrons.

III. Report of the Library Director

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are apprised of relevant Library business.

Skylight Update:

Two of the Library’s lobby skylights were replaced on March 16th by the Library’s contractor. The skylights were under warranty and the parts and labor were fully covered and there was no cost to the Library for their replacement.

March Employee Anniversaries: Rich Karney-03/03/98-Circulation; Amy Teske-03/17/14-Youth Services.

IV. Executive Session

Trustee DeRango moved and **Trustee Sheikh** seconded that the Board of Library Trustees convene in Executive Session for the discussion of performance and compensation for specific employees under Open Meetings Act 5 ILCS 120/2 (c) (1). 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 8:00 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:32 p.m.

- A. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on March 18, 2015.

Trustee Bailey moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the recommendation for staff compensation of a 6% merit increase for the Director as discussed in Executive Session on March 18, 2015. Motion approved.

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

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Jourdan seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:34 p.m.

April 15, 2015
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee