

**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 15, 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 7:33 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, DeRango, Sheikh, Jeffrey, Bailey
Absent: Trustee Jourdan
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

Resident Barb Siegman thanked President Bailey for his years of service as a Library Trustee. Resident Mary Hudspeath thanked President Bailey for his ten years of service and for restoring the Boards relationship to the community. Non-resident Tom Arends acknowledged all three of the outgoing Trustees. He thanked President Bailey for his service as a veteran and to the Carol Stream Public Library. He thanked Trustees DeRango and Jeffrey for serving with honor and diligence.

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Johnson seconded the establishment of a consent agenda for the Regular Meeting of April 15, 2015. Motion approved.

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

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

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

Nays 0
Absent..... Trustee Jourdan

- A. Minutes of Human Resources Committee Meeting of February 18, 2015
- B. Minutes of Finance Committee Meeting of February 18, 2015
- C. Minutes of Facilities Committee Meeting of March 18, 2015
- D. Minutes of Regular Meeting of March 18, 2015
- E. Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2015
- F. Recommendation, Re: Approval of four book dedications in honor of Trustees DeRango, Jeffrey, and Bailey to be added to the Library collection.
- G. Recommendation, Re: Approval of Expenditures over \$10,000 for Database-Gale General One File
- H. Approval of Disbursements for the period March 1, 2015 to March 31, 2015, plus the Addendum for the Meeting of April 15, 2015.
- I. Monthly Staff Reports
- J. Thank You note from Carol Stream Chamber of Commerce
- K. Thank you letter from Ronald McDonald House
- L. Thank you letter from DuPage County Health Department
- M. *Examiner* Articles on March 25, 2015
- N. *Suburban Life* Article on April 3, 2015
- O. National Library Week Event, April 18, 2015
- P. Food for Fines, April 6-24, 2015

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

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

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

Recommendation, Re: Approval of four book dedications in honor of Trustees DeRango, Jeffrey, and Bailey to be added to the Library collection.

Background Information:

It is the practice of the Library to acknowledge outgoing Library Trustees with book dedications that are added to the Library collection, Policy 2.H.2 TRUSTEES: RECOGNITION OF SERVICE. Appropriate titles will be ordered and a book plate placed inside their covers acknowledging each Trustee.

Recommendation, Re: Approval of Expenditures over \$10,000 for Database-Gale General One File

Background Information:

The Library's Fiscal Policy requires Board approval for all expenditures exceeding \$10,000. General OneFile is a one-stop source for news, magazine, and periodical articles across a wide range of general interest topics and academic disciplines. With millions of articles available in both PDF and HTML full-text, patrons can Discover information on a wide range of subjects, including business, computers, current events, economics, education, environmental issues, health care, and consumer information. Patrons are also able to cross-search General OneFile with all of the Library's reference eBooks in the Gale Virtual Reference Library.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1, 2015 to March 31, 2015, plus the Addendum for the Meeting of April 15, 2015 in the amount of \$136,443.81.

Monthly Staff Reports

Background Information:

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head

Communications

- A. Thank You note from Carol Stream Chamber of Commerce
- B. Thank you letter from Ronald McDonald House
- C. Thank you letter from DuPage County Health Department

Background Information:

The Library received a thank you letter from the DuPage County Health Department for promoting their services through our programs and other offerings. Carol Stream Chamber of Commerce sent a thank you note for the basket donation of books for their March annual fund-raising event. Ronald McDonald House sent a thank you letter to Library staff for their contribution in March of \$105.

Announcements

- A. *Examiner* Articles on March 25, 2015
- B. *Suburban Life* Article on April 3, 2015

Background Information:

The March 25 *Examiner* featured articles on the Library's IGA (intergovernmental agreement) with the Park District, By-Law revisions and an art display at the Library. The April 3 *Suburban Life* article featured National Library Week.

- C. 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.

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 food item donated.

Regular Meeting

I. OLD BUSINESS

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

Trustee Bailey 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 4 Trustees Berryman-Gilliam, Johnson, Sheikh, Bailey
Nays 2 Trustees DeRango, Jeffrey
Absent..... Trustee Jourdan

Background information:

President Bailey recommended a revision to this By-Law regarding contacting legal consul that was presented at the March 18, 2015 Regular meeting. Revisions to the By-Laws have been posted on the Library’s website www.cslibrary.org.

II. NEW BUSINESS

- A. Recommendation, Re; Approval of Resolution #268 Commendation of David DeRango for his service as Carol Stream Public Library Trustee

Trustee Bailey moved and Trustee Johnson seconded that the Board of Library Trustees approve Resolution #268 Commendation of David DeRango for his service as Carol Stream Public Library Trustee. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Johnson, DeRango, Jeffrey, Bailey
Nays 0
Abstain..... 1 Trustee Sheikh
Absent..... Trustee Jourdan

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #268
RE: COMMENDATION OF DAVID DERANGO FOR HIS SERVICE AS A
CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, David DeRango was elected as Library Trustee in April 2011 to a four-year term; and,

WHEREAS, during his term of office he served the Library whenever called upon and in a variety of ways; and,

WHEREAS, during his tenure on the Board he served on the Finance Committee, Facilities Committee, Human Resources Committee, By-Laws Committee and Anniversary Committee; and,

WHEREAS, during his tenure on the Board he served as Chair of the 2012 Anniversary Committee and Chair of the Finance Committee from 2012-2015; and,

WHEREAS, during his tenure on the Board he served as Treasurer from 2012 to 2015 giving wise advice and guidance to the Board and the Library; and,

WHEREAS, he helped the Library celebrate its 50th Anniversary in the fall of 2012; and

WHEREAS, he represented the Library at the Holiday Open House and other Library special events; and,

WHEREAS, during his time on the Board the Library increased service to the people of Carol Stream with increased collection development, enhanced wireless access for the public, expanded technology, and enhanced public programming; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks David DeRango on behalf of the citizens of Carol Stream and library users everywhere for his public service.

Passed this Fifteenth day of April 2015 by a vote of
Ayes: 5; Nays: ; Absent or not voting: 2.

B. Recommendation, Re; Approval of Resolution #269 Commendation of Dominick Jeffrey for his service as Carol Stream Public Library Trustee

Trustee DeRango moved and Trustee Johnson seconded that the Board of Library Trustees approve Resolution #269 Commendation of Dominick Jeffrey for his service as Carol Stream Public Library Trustee. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Johnson, DeRango, Jeffrey, Bailey

Nays 0
Abstain..... 1 Trustee Sheikh
Absent..... Trustee Jourdan

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #269
RE: COMMENDATION OF DOMINICK JEFFREY FOR HIS SERVICE AS A
CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Dominick Jeffrey was elected as Library Trustee in April 2011 to a four-year term; and,

WHEREAS, during his term of office he served the Library whenever called upon and in a variety of ways; and,

WHEREAS, during his tenure on the Board he served on the Facilities Committee and the By-Laws Committee; and,

WHEREAS, during his tenure on the Board he served as Chair of the Facilities Committee from 2012-2013; and,

WHEREAS, during his tenure on the Board he served as Vice President from 2013 to 2015 giving wise advice and guidance to the Board and the Library; and,

WHEREAS, he helped the Library celebrate its 50th Anniversary in the fall of 2012; and

WHEREAS, he represented the Library at the Holiday Open House and other Library special events; and,

WHEREAS, during his time on the Board the Library increased service to the people of Carol Stream with increased collection development, enhanced wireless access for the public, expanded technology, and enhanced public programming; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Dominick Jeffrey on behalf of the citizens of Carol Stream and library users everywhere for his public service.

Passed this Fifteenth day of April 2015 by a vote of
Ayes: 5; Nays: ; Absent or not voting: 2.

- C. Recommendation, Re; Approval of Resolution #270 Commendation James F. Bailey for his service as Carol Stream Public Library Trustee

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve Resolution #270 Commendation of James F. Bailey for his service as Carol Stream Public Library Trustee. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Johnson, DeRango, Sheikh, Jeffrey
Nays 0
Abstain..... 1 Trustee Bailey
Absent..... Trustee Jourdan

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #270
RE: COMMENDATION OF JAMES F. BAILEY FOR HIS SERVICE AS A CAROL
STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, James F. Bailey was elected as Library Trustee in April 2005 to a four-year term; and,

WHEREAS, he was re-elected to office in April 2009, reelected in April 2011, and reelected in April 2013 for three consecutive two-year terms; and,

WHEREAS, during his terms of office he served the Library whenever called upon and in a variety of ways; and,

WHEREAS, during his tenure on the Board he served on the Anniversary Committee, the Materials Selection Policy Review Committee, the Facilities Committee, the Finance Committee, the Human Resources Committee, the Bylaws Committee, the Strategic Planning Committee, and served as Chair of the Human Resources Committee from 2007-2012 and Chair of the By-Laws Committee from 2013-2015; and,

WHEREAS, during his tenure on the Board he served as Vice-President from 2012 to 2013, and as President from 2013 to 2015, giving wise advice and guidance to the Board and the Library; and,

WHEREAS, he represented the Library at Community events such as the Shape of Carol Stream telecast, Citizen of the Year Dinner, Library 50th Anniversary celebration, and Library Holiday Open House; and,

WHEREAS, he is a member of the Carol Stream Historical Society, Friends of the Carol Stream Library, Citizen of the Year Committee, retired member of the Carol Stream Rotary Club, and recipient of the 2005 Citizen of the Year Award; and,

WHEREAS, during his time on the Board the Library increased service to the people of Carol Stream with increased collection development, expanded technology, enhanced public programming, and virtual library services; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks James F. Bailey on behalf of the citizens of Carol Stream and library users everywhere for his public service.

Passed this Fifteenth day of April 2015 by a vote of
Ayes: 5; Nays: ; Absent or not voting: 2.

E. Recommendation, Re: Approval of Non-Resident Library card fee effective May 1, 2015

Trustee Bailey moved and Trustee Jeffrey seconded that the Board of Library Trustees approve Carol Stream Public Library participating in the State of Illinois non-resident library card program from May 1, 2015 through April 30, 2016 and that the fees be determined according to Library Board Policy 4.F.5 LIBRARY CARDS: NON-RESIDENTS.

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

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 annual 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.

Library Policy 4.F.5 is available for viewing on the Library’s website www.cslibrary.org.

G. Recommendation, Re: Approval of Market Analysis of Library Director’s Equitable Peers at the Six Month Phase of the Strategic Plan-July, 2015

Trustee Bailey moved and Trustee Jeffrey seconded that the Board of Library Trustees approve a Market Analysis of Library Director’s Equitable Peers at the Six Month Phase of the Strategic Plan-July, 2015

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

Background Information:

President Bailey has recommended that a market analysis of equitable library director peers be done at the six-month phase of the Strategic Plan. Several local organizations prepare comprehensive annual surveys: Management Association of Illinois and LACONI (Library Administrators Conference of Northern Illinois). The recommended comparisons are by population served, budget size and number of employees.

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.

Strategic Plan Report:

The Director prepared a quarterly report of the Strategic Plan for the Board of Trustees. Some notable accomplishments are the addition of a Twitter feed and Instagram account, improved in-house digital signage, creating organizational core values, and creating a marketing plan for the Library.

April Employee Anniversaries: Amanda Gardner – 4/12/10, Adult Services, Five Year Anniversary

IV. Announcements

E. Statement of Economic Interest filing Deadline, May 1, 2015

V. Executive Session

Trustee Bailey moved and Trustee DeRango seconded that the Board of Library Trustees convene in Executive Session for the review of Executive Session minutes *as permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21)*

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

Accordingly the Meeting was closed to the public at 8:09 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:10 p.m.

A. Recommendation, Re: Approval of Minutes of the Executive Sessions of November 19, 2014 and March 18, 2015

Trustee DeRango moved and Trustee Jeffrey seconded that the Board of Library Trustees approve the minutes of the Executive Sessions of November 19, 2014 and March 18, 2015 and that they remain closed at this time. Motion approved.

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

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee DeRango moved and Trustee Johnson seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:13 p.m.

May 20, 2015
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee