

**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 17, 2015                      TIME: 7:30 p.m.                      PLACE: Horizon Room**

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**I.            CALL TO ORDER**

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:34 p.m.

**PLEDGE TO THE FLAG**

Trustee Jourdan led those in attendance in the Pledge of Allegiance to the Flag.

**II.          ROLL CALL**

Secretary Sheikh called the roll.

Present:            Trustees Johnson, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan.  
Trustee Larimer arrived at 7:39 p.m.

Absent:            0

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 June 17, 2015. Motion approved.

Ayes ..... 6 Trustees Johnson, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan

Nays ..... 0

Absent..... Trustee Larimer

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

Ayes ..... 6 Trustees Johnson, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan

Nays ..... 0

Absent..... Trustee Larimer

- A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2015
- B. Recommendation, Re: Approval of the Library Board Resolution 271 Prevailing Wage Act Determination
- C. Recommendation, Re: Recommendation, Re: Approval of the Illinois Public Library Annual Report (IPLAR)
- D. Recommendation, Re: Approval of Committee Appointments
- E. Recommendation, Re: Approval of Library Closing on Friday, August 14, 2015 for Staff In-Service
- F. Recommendation, Re: Approval of Tutor.com Online Tutoring Service Renewal
- G. Approval of Disbursements for the Period May 1, 2015 to May 31, 2015, plus the Addendum for the Meeting of June 17, 2015
- H. Report of the Library Director
- I. Monthly Staff Reports
- J. Thank you Email from Garden Club
- K. Thank you Note from Patron
- L. Thank you Note from Outreach Community Center
- M. Thank you Letter to Staff from Salvation Army
- N. Thank you Letter from the Carol Stream Park District
- O. *Examiner* Photos on May 22, 2015
- P. *Examiner* Article on May 27, 2015
- Q. Summer Reading Program, June 1-August 15
- R. Open Meeting Act Training Requirement Deadline for New Trustees, August 18, 2015

**Trustee Sheikh moved and Trustee Berryman-Gilliam seconded** that the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes ..... 6 Trustees Johnson, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan  
 Nays ..... 0  
 Absent..... Trustee Larimer

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

**Recommendation, Re: Approval of the Library Board Resolution 271 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. The Resolution is mailed to the Department of Labor in Springfield and published in a local newspaper.

**Recommendation, Re: 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. (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. Following Board approval, it is submitted to the State Library.

**Recommendation, Re: Approval of Committee Appointments**

Background Information:

President Jourdan has assigned the members of the Library Board to various chair and committee positions for the next two years.

**Recommendation, Re: Approval of Library Closing on Friday, August 14, 2015 for Staff In-Service**

Background Information:

The Library will be closed to the public on Friday, August 14<sup>th</sup> to hold an in-service day for staff. Fridays are the least busy days, as is mid-to late August. The Library selects a day that would have the least impact on Library patrons. The in-service is a continuing education opportunity for staff. In addition to providing staff with relevant information and training, it is also a time for team development and communication. It presents a unique opportunity to have full-time, part-time, weekend and evening staff all together.

**Recommendation, Re: Approval of Tutor.com Online Tutoring Service Renewal**

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.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period May 1, 2015 to May 31, 2015, plus the Addendum for the Meeting of June 17, 2015 in the amount of \$89,100.47.

**Report of the Library Director**

Background Information:

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

**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 Email from Garden Club
- B. Thank you Note from Patron
- C. Thank you Note from Outreach Community Center
- D. Thank you Letter to Staff from Salvation Army
- E. Thank you Letter from the Carol Stream Park District

### Background Information:

Staff received a thank you letter from the Salvation Army for their \$120 donation for the Illinois tornado victims. The Carol stream Park District sent a thank you letter to the Library for our participation at the Just Play! event on May 16<sup>th</sup>. The Library received an additional thank you note from the Outreach Community Center for sponsoring a table at their annual fund raising event in support of their Carol Stream location and services to the Carol Stream community. A Homebound Services patron sent a nice thank you card to Adult services in appreciation of their services. A local Garden Club thanked the Library for assisting them in the success of their plant sale by putting their flyers in the kiosk.

### **Announcements**

- A. *Examiner* Photos on May 22, 2015
- B. *Examiner* Article on May 27, 2015

### Background Information:

The *Examiner* featured photos on May 22<sup>nd</sup> highlighting the Mother's Day Tea Party on May 10<sup>th</sup>. The May 27<sup>th</sup> *Examiner* article featured the swearing in of the new Trustees, election of officers, summer reading program and the Youth Services STREAM (Science, Technology, Reading, Engineering, Arts, Mathematics) programs.

- C. Summer Reading Program, June 1-August 15

### Background Information:

Registration for the Library summer reading programs began on Monday, June 1. This year's theme is "Be a Reading Superhero!"

## **Regular Meeting**

Minutes of Regular Meeting of May 20, 2015

Trustee Bagdonas stated that Trustee Sheikh's name was listed in the minutes as present, when she was absent. She also stated that it listed President Johnson, instead of Trustee Johnson in a motion. Director Westgate stated that she would review the minutes and make all of the necessary amendments.

**I. NEW BUSINESS**

A. Recommendation, Re: Adoption of Goal 4, Objective 4.2 of the Strategic Plan- Organizational Values

President Jourdan inquired if the Strategic Plan Objectives were on track with the current timeline. Director Westgate stated that the Organizational Values objective took slightly longer than anticipated in order to provide a more thorough and thoughtful result to the process and that the Objective team had done a very excellent job. The other objectives are all on track with the current timeline.

These organizational values will be used as the gauge for evaluating Library services and practices.

Integrity:

We are accountable for our actions and for the community’s resources and trust. Our actions reflect honesty, respect, and responsibility.

Community:

We actively build relationships with our community by sharing ideas, resources, and enrichment opportunities.

Customer Focus:

We are committed to excellence in service delivery. Our customers’ needs and input act as our guide.

Innovation:

We seek new ideas and implement creative methods to enhance our services and provide positive outcomes.

**II. Announcements**

A. 2015 Fourth of July Parade

Background Information:

The Library will have a float in the Carol Stream annual Fourth of July Parade. Trustees and their family members are welcome to participate. Spiderman and Batman costumed characters will be part of the Library’s parade presentation to the community.

**III. EXECUTIVE SESSION**

**Trustee Berryman-Gilliam moved and Trustee Bagdonas 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 Johnson, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan
Nays .....	0
Absent.....	0

Accordingly the Meeting was closed to the public at 7:42 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:56 p.m.

Secretary Sheikh called the roll.

Present: Trustees Johnson, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan

Absent: 0

Also Present: Director Susan Westgate

**Trustee Jourdan moved and Trustee Bagdonas seconded** that the Board of Library Trustees approves that the minutes of the Executive Sessions of May 21, 2014, June 18, 2014, November 19, 2014 and the Executive Session minutes of the Facilities Committee Meeting of March 18, 2015 be released and that all other minutes which are closed to the public remain so at this time. Motion approved.

Ayes ..... 7 Trustees Johnson, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan  
Nays ..... 0  
Absent..... 0

Background Information:

The Board reviewed the Executive minutes and approved the release of the above closed minutes. The Library Board is required by Illinois Statute (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 Lynch moved and Trustee Larimer seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:00 p.m.

Approved July 15, 2015

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Nadia Sheikh, Secretary  
Board of Library Trustees