

**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 15, 2015 **TIME: 7:30 p.m.** **PLACE: Horizon Room**

I. CALL TO ORDER

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:30 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 Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan
Absent: Trustee Johnson
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

Non-resident Thomas F. Arends stated that the Library was not required to delete meeting recordings and that they should continue to store them. He stated that the recordings for deletion should be listed individually and were not listed that way on the agenda. He stated concerns that the Board had not reassessed the value of the Kuhn Rd. property. President Jourdan stated that they would do so in the next twelve months.

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of July 15, 2015. Motion approved.

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

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

Ayes 6 Trustees Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan

Nays 0
Absent..... Trustee Johnson

- A. Minutes of Regular Meeting of May 20, 2015 as corrected
- B. Minutes of Regular Meeting of June 17, 2015
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2015
- D. Approval of Disbursements for the Period June 1, 2015 to June 30, 2015, plus the Addendum for the Meeting of July 15, 2015
- E. Report of the Library Director
- F. Thank you Letter to Staff from Midwest Shelter for Homeless Veterans
- G. *Examiner* Photo on July 8, 2015
- H. Library Closed for Staff In-service, Friday, August 14th
- I. Summer Reading Program Continues through August 15
- J. Open Meeting Act Training Requirement Deadline for New Trustees, August 18, 2015

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

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

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period June 1, 2015 to June 30, 2015, plus the Addendum for the Meeting of July 15, 2015 in the amount of \$124,890.38.

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.

Communications

- A. Thank you Letter to Staff from Midwest Shelter for Homeless Veterans

Background Information:

Staff received a thank you letter from the Midwest Home for Homeless Veterans for their June donation of \$70.

Announcements

- A. *Examiner* Photo on July 8, 2015

Background Information:

The *Examiner* featured a photo on July 8 of the staff decorating the 4th of July float for the parade.

- B. Library Closed for Staff In-service, Friday, August 14th
- C. Summer Reading Program Continues through August 15
- D. Open Meeting Act Training Requirement Deadline for New Trustees, August 18, 2015

Background Information:

New Trustees are required by state law to complete the online OMA training within 90 days after being sworn into office. Certificates of completions are maintained at the Library.

Regular Meeting

I. OLD BUSINESS

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

Trustee Jourdan moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve the adoption of the Goal 4, Objective 4.2 of the Strategic Plan Organizational Values: Integrity, Community, Customer Focus, and Innovation. Motion approved.

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

Background Information:

The Goal 4-Objective 4.2 Team, led by Circulation Supervisor Stephanie DeYoung, did a great job identifying the Library’s core values and the corresponding statements that further define the values that guide the Library. All Library staff members had the opportunity to provide input to the objective team through surveys and/or individual interviews conducted by the team members. The team gathered information on potential core values that would best reflect the Carol Stream Public Library. A list was generated; team members reviewed the list and through several meetings with thoughtful discussion selected the four core values most inherent to the organization. These 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. NEW BUSINESS

- A. Recommendation, Re: Approval of the Policy for Computer and Internet Access, Replacing Policy 5.E. and 5.H.

Trustee Bagdonas moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve the Policy for Computer and Internet Access, which replaces Policy 5.E. and 5.H. Motion approved.

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

Background Information:

The management team reviewed and updated the Internet and Computer policies. The new Policy for Computer and Internet Access replaces policy 5.E. Public Use of the Internet and policy 5.H. Public Computer Policy. The new policy removes procedures from the document. The policy has been reviewed and approved by the Library’s attorney to ensure that it is legally compliant. The biggest change is to Access by Minors, which places the responsibility of monitoring Internet Resources on parents and legal guardians and not Library staff. With the use of smart phones, laptops, and tablets, the staff is unable to monitor the access to the Library’s Wi-Fi by minors.

- B. Recommendation, Re: Approval of Deletion of the Audio File Recordings and Destruction of the Cassette Recordings of Regular Library Board and Committee Meetings that are 18 Months or older pending approval of the Local Records Commission.

Trustee Lynch moved and Trustee Sheikh seconded that the Carol Stream Library Board of Trustees approve the deletion of the audio file recordings and destruction of the cassette recordings of regular Library Board and Committee meetings that are 18 months or older pending approval of the Local Records Commission. Motion approved.

Ayes 5 Trustees Larimer, Lynch, Bagdonas, Sheikh, Jourdan
Nays 0
Abstain 1 Trustee Berryman-Gilliam
Absent..... Trustee Johnson

Background Information:

The Library is cleaning up the computer files and storage areas and will be making a request to the Local Records Commission for permission to delete the recordings of the Regular and Committee Board meetings.

- C. Recommendation, Re: Approval of Deletion of the Audio File Recordings and Cassette Recordings of Closed Session Minutes that are 18 Months or Older as Permitted by Illinois Library Law 5 ILCS 120/2.06 (c)(1)(2)

Trustee Sheikh moved and Trustee Bagdonas seconded that the Carol Stream Library Board of Trustees approve the deletion of the audio file recordings and cassette recordings of closed session minutes that are 18 months or older as permitted by Illinois Library Law 5 ILCS 120/2.06 (c)(1)(2), pending attorney approval. Motion approved.

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

Background Information:

Library law permits the deletion/destruction of Closed Session (Executive Committee/Session) meeting recordings once they are 18 months or older and written approved minutes have been documented. Prior to deletion, Director Westgate will verify with the Library’s attorney whether the motion as it stands is legally compliant or if the Library is required to list each meeting date separately in the motion.

- D. Recommendation, Re: Approval of the Gale Virtual Reference Library Online Resource Renewal

Trustee Jourdan moved and Trustee Berryman-Gilliam seconded that the Carol Stream Library Board of Trustees approve the Gale Virtual Reference Library Online Resource Renewal. Motion approved.

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

Background Information:

Board approval is required for all purchases over \$10,000. Gale Virtual Reference Library is a collection of reference eBooks that cover a wide range of subjects including health and medicine,

business plans, biographical information, and literature. Available remotely 24/7, patrons especially students can access information that historically they had to visit the library building to use and can occupy large ranges of shelving. This purchase includes 2014-2015 updates on many of the Library's ongoing series including *Novels for Students* and *Business Plans Handbook*. New editions of some multi-volume sets are also included, such as *American Men and Women of Science* and the *Gale Encyclopedia of Medicine*. The Library received a 20% discount. The invoice is in the amount of \$11,224.52.

III. MONTHLY STAFF REPORTS

Trustee Lynch acknowledged the Youth Services Department for their increase of 935 patron interactions in June 2015 over last year. In June 2014 Youth Services had 1544 patron interactions and in June 2015, 2479 patron interactions. He commended them for their services and good work.

Trustee Jourdan commended all of the Library staff for the fine job that they are doing for the community, the outstanding programs being offered, and their dedicated work on the objectives in the Strategic Plan. All of the Trustees in attendance concurred and additionally thanked the staff.

Background Information:

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head. The Assistant Director compiles monthly statistics for the circulation of materials, programs and other library activities and services.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:00 p.m.

Pending Approval

Nadia Sheikh, Secretary
Board of Library Trustees