

**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: August 19, 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

Director Westgate called the roll.

Present: Trustees Johnson, Larimer, Lynch, Bagdonas, Berryman-Gilliam, Jourdan
Absent: Trustee Sheikh
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

Non-resident Thomas F. Arends commented on revenues being transferred into Capital Maintenance and Repair and the attorney being consulted regarding Board meeting recordings.

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Larimer seconded the establishment of a consent agenda for the Regular Meeting of August 19, 2015. Motion approved.

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

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

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

- A. Minutes of Regular Meeting of July 15, 2015
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2015
- C. Recommendation, Re: Approval of the Policy for Technology Resources Replacing the Policy for Computer and Internet Access
- D. Recommendation, Re: Approval of the MAGIC Quarterly Invoices for Fiscal Year 15/16
- E. Approval of Disbursements for the Period July 1, 2015 to July 31, 2015, plus the Addendum for the Meeting of August 19, 2015
- F. Report of the Library Director
- G. Monthly Staff Reports
- H. Thank You Note from the Carol Stream Chamber of Commerce
- I. Thank You Letter from American Cancer Society
- J. Thank You Letter from Cards for Hospitalized Kids
- K. Thank You Note from Outreach Community Center
- L. *Examiner* Article on July 22, 2015
- M. Beta Testing of Material Auto Renewals
- N. Library closed to the public on Sunday, September 6 and Monday, September 7 for the Labor Day Holiday
- O. September is National Library Card Sign-Up Month

Trustee Lynch moved and Trustee Larimer seconded that the Consent Agenda be approved by omnibus vote. Motion approved.

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

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

Recommendation, Re: Approval of the Policy for Technology Resources Replacing the Policy for Computer and Internet Access

Background Information:

The Internet and Computer Policy that was presented and approved last month was not the final draft and needed to be reviewed and reapproved. During the final review it was determined it would be more accurate to rename the policy to Technology Resources to encompass both computers and the internet. Portions of the policy were also restructured into a more logical order. It will be posted on the Library’s website and in-house following approval.

Recommendation, Re: Approval of the MAGIC Quarterly Invoices for Fiscal Year 15/16

Background Information:

MAGIC is the consortium that the library is a member of that provides the Library’s integrated library system (ILS) through SirsiDynix. The ILS provides the library’s online catalog, technical

services, circulation services, and the integration with online databases and downloadable services. The contract for the new fiscal year is \$4887.90 per month (a 17.7% decrease from last year's fees). It is paid on a quarterly basis. Board approval is required for all checks exceeding \$10,000.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period July 1, 2015 to July 31, 2015, plus the Addendum for the Meeting of August 19, 2015 in the amount of \$159,416.27.

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.

August Employee Anniversaries: Carol Hayes, Circulation – 8/2/11; Grace Dwyer, Adult Services – 8/16/13; Aimee Marx, Adult Services – 8/16/13.

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 the Carol Stream Chamber of Commerce
- B. Thank You Letter from American Cancer Society
- C. Thank You Letter from Cards for Hospitalized Kids
- D. Thank You Note from Outreach Community Center

Background Information:

Library staff received a thank you letter from the American Cancer Society for their July donation of \$75. The Library received a thank you letter from Cards for Hospitalized Kids for the home-made cards that were made at a library program for teens. The Library received a thank you note from the Outreach Community Center for supporting their services and a thank you note from the Chamber of Commerce for the Library donation of bags and a silent auction item for their July golf outing event.

Announcements

- A. *Examiner* Article on July 22, 2015

Background Information:

The *Examiner* featured an article on the computer policy change on July 22nd.

B. Beta Testing of Material Auto Renewals

Background Information:

As a member of MAGIC, the Carol Stream Public Library and four other public library MAGIC members are beta testing the auto renewal of items. This new service will begin on Monday, August 24. Items that are available for renewal will be automatically renewed two days prior to their due date. Items on hold for other patrons, interlibrary loans (ILLs), and items exceeding the renewal limit will not be auto-renewed. This service will assist patrons in returning their items to the library fine free when they may be unable to visit the library in a timely manner to return their materials due to illness, weather, schedules, transportation issues, etc. Patrons will receive email notification of items that were not available for renewal.

Regular Meeting

I. NEW BUSINESS

- A. Recommendation, Re: Approval of Interfund Transfer of \$783,487 from the General Fund to the Capital Maintenance and Repair Fund, which represents \$483,487 of FY 2015 Budget Excess Revenues and Working Cash Fund Interest and \$300,000 of FY 2014 Budget Excess Revenues

Trustee Jourdan moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve the interfund transfer of \$783,487 from the General Fund to the Capital Maintenance and Repair Fund, which represents \$483,487 of FY 2015 Budget excess revenues and Working Cash Fund interest and \$300,000 of FY 2014 Budget excess revenues. Motion approved.

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

Background Information:

Traditionally, the Library has transferred all or a portion of excess revenues at the end of the year to the Library’s Capital and Maintenance Repair Fund. The Library facility is an aging building and this will help ensure that adequate funds are available to address future Capital Maintenance and Repair projects.

- B. Review of Fiscal Year 2015 Audit by Sikich Representative Dan Berg

Background Information:

Auditor Dan Berg of Sikich reviewed the FY2015 Annual Financial Report (Audit) and Auditor’s Communication to the Board. It represents the FY 2015 financial activities of the Library.

C. Acceptance of FY 2015 Audit as Presented

Trustee Jourdan moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees accept the FY 2015 Audit as presented. Motion approved.

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

D. Recommendation, Re: Approval of Revision to 2.E.6 Fiscal Responsibility Fund Balance Policy, General Fund

Trustee Jourdan moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve the revision to 2.E.6 Fiscal Responsibility Fund Balance Policy, General Fund. Motion approved.

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

Background Information:

It is recommended that the General Fund balance be increased to a more conservative target balance of ten to fourteen months. This will ensure that the Library is in a sound financial position to meet operating expenses should there be a disruption in funding. Discussion with the Library's auditor has verified that this revision to the balance fund policy is in keeping with other public libraries and is a sound financial practice.

E. Recommendation, Re: Approval of Library Account Policy Replacing Policies 4.D, 4.E. and 4.E. 2 and 3, 4.F.1a and 1b, 4.F.2, 4.F.3; 4.F.4a and 4b, 4.F.5; 4.F.6a and 6b, and 4.F.7

Trustee Jourdan moved and Trustee Bagdonas seconded that the Carol Stream Library Board of Trustees approve the Library Account Policy replacing Policies 4.D, 4.E. and 4.E. 2 and 3, 4.F.1a and 1b, 4.F.2, 4.F.3; 4.F.4a and 4b, 4.F.5; 4.F.6a and 6b, and 4.F.7. Motion approved.

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

F. Recommendation, Re: Approval of Borrowing Policy Replacing Policies 2.C, 4.3, 4.E.1, and 5.J

Trustee Jourdan moved and Trustee Berryman-Gilliam seconded that the Carol Stream Library Board of Trustees approve the Borrowing Policy replacing Policies 2.C, 4.3, 4.E.1, and 5.J. Motion approved.

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

Background Information:

The new policies consolidate related policies into single policies and remove procedures and forms. The policies were reviewed and approved by the Library attorney to ensure they are legally compliant. Notable changes in the policies are patrons with expiring cards will receive mail notification that their cards are being renewed. In addition, patrons applying for Library cards will only be required to show one photo ID with a valid incorporated Carol Stream address to register for a Library card. Copies of the revised policies will be posted on the Library’s website.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan moved and Trustee Larimer seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:15 p.m.

September 16, 2015
Date approved

Nadia Sheikh, Secretary
Board of Library Trustees