

**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: September 16, 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 7:30 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 Johnson, Larimer, Lynch, Sheikh, Berryman-Gilliam, Jourdan

Absent: Trustee Bagdonas

Also Present: Director Susan Westgate

**III. PUBLIC PARTICIPATION**

None

**IV. ADOPTION OF CONSENT AGENDA**

**Trustee Lynch moved and Trustee Sheikh seconded** the establishment of a consent agenda for the Regular Meeting of September 16, 2015. Motion approved.

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

Nays ..... 0

Absent..... Trustee Bagdonas

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

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

Nays ..... 0

Absent..... Trustee Bagdonas

A. Minutes of Regular Meeting of August 19, 2015

B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2015

- C. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- D. Review Statement of Cash Receipts and Disbursements May 1, 2014-April 30, 2015
- E. Approval of Disbursements for the Period August 1, 2015 to August 31, 2015, plus the Addendum for the Meeting of September 16, 2015
- F. Report of the Library Director
- G. Thank You Letter from Humanitarian Service Project
- H. Thank You Letter from Literacy DuPage
- I. *Daily Herald* Article on August 21, 2015 and note from State Senator Michael Connelly
- J. *Examiner* Articles on Sept. 2 and Sept. 9, 2015
- K. September is National Library Card Sign-Up Month

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

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

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

**Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals**

Background Information:

The Library’s current insurance policies are up for renewal in October. Approval for the insurance renewal is included as an action item for the Board to approve as required by Library policy for expenditures exceeding \$10,000. The annual insurance costs increased by \$604 (2.3%).

**Review Statement of Cash Receipts and Disbursements May 1, 2014-April 30, 2015**

Background Information:

It is a requirement of state law for municipalities to prepare and publically publish this statement. It includes a review of General Fund balances for the year, a list of vendors that were paid \$2500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2015 is also included. It is published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer. The statement will be posted on the Library’s website.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period August 1, 2015 to August 31, 2015, plus the Addendum for the Meeting of September 16, 2015 in the amount of

\$101,918.01.

## **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.

September Employee Anniversaries: **Donna Donchenko-9/17/90-Circulation (25<sup>th</sup> Anniversary)**; Robin Harwood-9/07/93-Youth Services; **Mary Magnus-9/25/95-Circulation (20<sup>th</sup> Anniversary)**; Sue McCullum-9/16/97-Reference, Heidi Krueger-9/7/04-Reference; Stephanie DeYoung-9/2/08-Circulation; Sarah Kovac-9/3/08-Reference.

### **Communications**

- A. Thank You Letter from Humanitarian Service Project
- B. Thank You Letter from Literacy DuPage

### Background Information:

Staff received a thank you letter from the Humanitarian Services Project for their donation of \$113. Literacy DuPage thanked the Library for promoting Literacy Awareness Day and Month in September.

### **Announcements**

- A. *Daily Herald* Article on August 21, 2015 and note from State Senator Michael Connelly

### Background Information:

State Senator Michael Connelly sent a nice note regarding the Horizon Park article in the *Daily Herald* on August 21, 2015.

- B. *Examiner* Articles on Sept. 2 and Sept. 9, 2015

### Background Information:

The *Examiner* featured an article on the Library's audit and General Fund transfer on Sept. 2 and an article on the Horizon Park Grand Opening on Sept. 9, 2015.

## **Regular Meeting**

### **I. NEW BUSINESS**

- A. Recommendation, Re: Approval of Resolution #272 Re: FY2016 Working and Appropriation Budgets/Request for Tax Levy

**Trustee Lynch moved and Trustee Larimer seconded** that the Carol Stream

Library Board of Trustees approve Resolution #272 Re: FY2016 Working and Appropriation Budgets/Request for Tax Levy. Motion approved.

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

**Background information:**

In August and September data was gathered to determine the Library’s financial needs for FY 16/17. From these figures and knowing some of the Library’s current fixed costs (contracts, etc.), future financial needs were determined. The funding needs for FY15/16 was determined to be \$4,012,500. Of that amount \$162,000 will come from other sources and \$3,444,000 will be generated from taxes. The remainder will come from reserve funds. The following steps are taken as part of this process:

- Review all funds and their reserves.
- Make an educated estimate of the Library’s financial costs for the upcoming year in the operating and special funds.
- Review the audit and compare last year’s operating budget to actual amounts spent.
- Compare the above figures to year-to-date figures for the current budget.
- Compare current costs to the estimated budget for the year to see if there are any budget lines that may be under budgeted or over budgeted. Make adjustments accordingly for the 16/17 fiscal year.
- Complete a final review of all funds and their reserves to ensure an adequate fund balance is maintained as specified in the Library’s Financial Policy.

B. Recommendation, Re: Approval of Marketing Coordinator Position

**Trustee Berryman-Gilliam moved and Trustee Sheikh seconded** that the Carol Stream Library Board of Trustees approve the Marketing Coordinator position. Motion approved.

**Background Information:**

This position is a part-time nonexempt, non-benefit eligible position of 18 hours per week. The position has been included in the Marketing Plan that is currently under development as part of the Strategic Plan.

C. Recommendation, Re: Approval of Library Early Closing for Staff In-Service on December 11, 2015

**Trustee Sheikh moved and Trustee Larimer seconded** that the Carol Stream Library Board of Trustees approve an early closing of the Library for a Staff In-Service on December 11, 2015 at 1:00 p.m. Motion approved.

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

**Background Information:**

As part of the Strategic Plan, the Customer Service objective team will provide a half day workshop and the management team will review the status of the objectives of the Library’s Strategic Plan and any needed adjustments to the proposed time line.

D. Recommendation, Re: Approval of Staff Holiday Dinner Expense

**Trustee Larimer moved and Trustee Lynch** seconded that the Carol Stream Library Board of Trustees approve the staff holiday party dinner expense, not to exceed \$20.00/person. Motion approved.

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

**Background Information:**

There will be a staff after-hours holiday dinner following the half day staff in-service on Friday, Dec. 11<sup>th</sup> at 6:00 p.m.

E. MONTHLY STAFF REPORTS: Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head.

Trustee Lynch commented on the great statistics that the Youth Services department experienced for their Summer Reading Program and the success of the 1000 Books Before Kindergarten early literacy program. He commented on the planned staff Intranet that will enhance the employee communication structure. Trustee Berryman-Gilliam commented on the September newsletter article regarding the updated Technology Resources Policy. She stated that it clearly explained the changes and the reasons behind those changes.

**ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:48 p.m.

October 21, 2015  
Date approved

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Nadia Sheikh, Secretary  
Board of Library Trustees