

**AGENDA 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 21, 2017

TIME: 7:00 p.m.

PLACE: Horizon Room

All matters on the Agenda may be discussed, amended, and acted upon.

In accordance with requirements of the Illinois Open Meetings Act #5ILCS 120/2.06, portions of this meeting may be conducted in closed session.

- I. CALL TO ORDER
 - PLEDGE TO THE FLAG
- II. ROLL CALL
- III. PUBLIC PARTICIPATION
 - ADOPTION OF CONSENT AGENDA*
- IV. APPROVAL OF MINUTES
 - A. Minutes of Regular Meeting of May 17, 2017
 - B. Minutes of Special Meeting of May 24, 2017
- V. MONTHLY REPORT OF THE TREASURER
 - A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2017
- VI. BOARD AND COMMITTEE REPORTS
- VII. OLD BUSINESS
 - None
- VIII. NEW BUSINESS
 - A. Recommendation, Re: Approval of Library Board Resolution #280 Prevailing Wage Act Determination
 - B. Recommendation, Re: Approval of the Illinois Public Library Annual Report (IPLAR)
 - C. Recommendation, Re: Approval of the MAGIC Quarterly Invoices for Fiscal Year 17/18
 - D. Recommendation, Re: Approval of Tutor.com Online Tutoring Service Renewal
 - E. Recommendation, Re: Approval of Revision of Policy No. 408 Personal & Work Area Appearance

- F. Recommendation, Re: Approval of Trustee Travel Expenses for Mileage to Attend Trustee Workshop on June 3, 2017
- G. Recommendation, Re: Approval of Revision of Policy 6.A Purchasing and Contracting, Credit Cards
- H. Recommendation, Re: Approval of New Job Description for Cataloging & Acquisitions Associate
- I. Recommendation, Re: Approval of Purge of Patron Records from Patron Database that Expired Prior to January 1, 2010 and Have Less than \$500 in Fines or Fees and Forgive the Fines and Fees; Expired 2012-2014 Patron Records with Overdue Fines and Forgive the Fines; Unexpired Accounts with Overdue Fines that are Three Years or Older and Forgive the Fines; Adoption of this Practice on an Annual Basis
- J. Recommendation, Re: Approval of Revision in Borrowing Policy (Fines and Fees) to Refer Library Accounts with Charges in Excess of \$25 for Unreturned or Damaged Materials to the Collection Services Agency and Not for Overdue Fines
- K. Recommendation, Re: Approval of Revision in Borrowing Policy (Theft, Damage, or Failure to Return Library Materials) to Reflect Current Law-Illinois Compiled Statutes 720 ILCS 5/16-1 (b) (4.1)
- L. Review of Recommended Procedure Regarding the Elimination of Processing Fees for Unreturned/damaged Items and Change of Initial Referral of Juvenile Accounts to be in the Name of the Responsible Party
- M. Acknowledgment of Friends of the Carol Stream Public Library Donation
- N. Recommendation, Re: Approval of Board President Committee Appointments

IX. DISBURSEMENTS

- A. Approval of Disbursements for the Period May 1, 2017 to May 31, 2017, plus the Addendum for the Meeting of June 21, 2017

X. REPORT OF THE LIBRARY DIRECTOR

(The Library Director submits a report to the Board members containing information pertaining to the items on the meeting agenda for their review prior to the meeting.)

XI. MONTHLY STAFF REPORTS

XII. COMMUNICATIONS

None

XIII. ANNOUNCEMENTS

- A. FY 2017 Auditor Correspondence to Trustees
- B. WiFi Hotspots Now Available for Check Out
- C. ALA (American Library Association) Conference: June 22-27, 2017 in Chicago
- D. 2017 Fourth of July Parade
- E. Library Closed for Staff In-service, Friday, August 11, 2017
- F. Summer Reading Program continues through August 13, 2017
- G. Last Day of Camp Jamboree Library Event, Sunday, August 13, 2017

XIV. EXECUTIVE SESSION: *As permitted under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21)*

- A. Recommendation, Re: Approval of Minutes of the Executive Session of Dec. 21, 2016
- B. Recommendation, Re: Approval of Minutes of the Executive Session of Feb. 15, 2017
- C. Recommendation, Re: Approval of Minutes of the Executive Session of May 24, 2017
- D. Recommendation, Re: Semi-Annual Review of the Minutes of Executive Sessions

XV. ADJOURNMENT

Next Resolution: #281

Mansi Patel, Secretary
Board of Library Trustees

**A consent agenda allows Board members to vote on a group of items en bloc (as a group) not requiring discussion. This practice can save meeting time by allowing the Board to approve the group of items together in one motion. Items they wish to discuss are declared "off" by a Board member during the establishment of the consent agenda.*