

**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: May 18, 2016 **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 Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan

Absent: Trustees Johnson and Larimer

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of May 18, 2016. Motion approved.

Ayes 5 Trustees Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan

Nays 0

Absent..... 2 Trustees Johnson and Larimer

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

Ayes 5 Trustees Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan

Nays 0

Absent..... 2 Trustees Johnson and Larimer

- A. Minutes of Regular Meeting of April 20, 2016
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2016

- A. Recommendation, Re: Approval of the Annual Report to the Village for FY2016
- B. Recommendation, Re: Approval of Library Closing for Staff In-Service on Friday, August 12, 2016
- C. Approval of Disbursements for the Period April 1, 2016 to April 30, 2016, plus the Addendum for the Meeting of May 18, 2016
- D. Report of the Library Director
- E. Thank You Note from Leigh S. Bailey
- F. Thank You Letter from Ronald McDonald House
- G. JustPlay! Park District event participation on May 21, 2016
- H. Summer Reading Program Registration Begins Monday, June 1
- I. Friends Donation

Trustee Berryman-Gilliam moved and Trustee Bagdonas seconded that the following items be approved by omnibus vote. Motion approved.

Ayes 5 Trustees Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan
 Nays 0
 Absent..... 2 Trustees Johnson and Larimer

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

Recommendation, Re: Approval of the Annual Report to the Village for FY2016

Background Information:

The Annual Report for the Village is required by state law. It includes an overview of the Library’s past years’ finances and services. It also includes a statement of an estimate of the Library’s levy requirements for the Tax Levy 2017. The 2017 Levy is for the taxes the Library will receive in Fiscal Year May 1, 2017-April 30, 2018. There is no increase in the tax levy amount.

Recommendation, Re: Approval of Library Closing for Staff In-Service on Friday, August 12, 2016

Background Information:

The Library will close to the public on Friday, August 12th to hold an in-service day for staff. Fridays are the least busy days, as is mid-to late August. A day is selected that will 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 the Library with the unique opportunity to have full-time, part-time, weekend and evening staff all together.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1, 2016 to April 30, 2016, plus the Addendum for the Meeting of May 18, 2016 in the amount of \$116,322.39.

Report of the Library Director

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

May Employee Anniversaries:

Ellen Pancoe – 5/18/15 (Adult Services)

Communications

- A. Thank You Note from Leigh S. Bailey
- B. Thank You Letter from Ronald McDonald House

Background Information:

Leigh Bailey sent a thank you note for the flowers at Jim Bailey's Memorial Service. The Library received a thank you letter from Ronald McDonald House for the recent staff donation of \$90.

Announcements

- C. Summer Reading Program Registration Begins Monday, June 1

Background Information:

Registration for the Library summer reading programs will begin on Monday, June 1. This year's theme is "Read to Win!" a sports related theme.

- D. Friends Donation

Background Information:

The Friends of the Library donated \$1959.94 for the purchase of a large laminator, rolling table, and laminator supplies. Their generous donation is greatly appreciated.

Regular Meeting

V. Monthly Staff Reports

Background Information:

Reports of the monthly activities and accomplishments in each department prepared by the Department Head. The Adult Services department has canceled the subscription to General One File and Select Reads due to the drop in usage.

VI. ANNOUNCEMENTS

- A. Pond & Stream Sweep Library Team for May 21, 2016

Background Information:

A volunteer Library team of nine participants (Trustees, family members and Library staff) will be participating in the May 21, 2016 Pond & Stream Sweep clean up that is organized by the

Village of Carol Stream. Trustee Jourdan put together the team as it presented an opportunity for the Library to give back to the community.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Bagdonas moved** that the meeting be adjourned, seconded by **Trustee Lynch**. Motion approved. Meeting adjourned at 7:50 p.m.

May 18, 2016
Date approved

Nadia Sheikh, Secretary
Board of Library Trustees