

- A. Minutes of Regular Meeting of November 18, 2015
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2015
- C. Review of Chapter 5, “Technology,” of *Serving Our Public 3.0: Standards for Public Libraries*
- D. Recommendation, Re: Approval of Collection Development Policy, Replacing 4.A. Collection Development and 4.B. Material Selection
- E. Approval of Disbursements for the Period November 1, 2015 to November 30, 2015, plus the Addendum for the Meeting of December 16, 2015
- F. Monthly Staff Reports
- G. Thank You Letter from Giving DuPage
- H. Thank You Note from Pact Humane Society
- I. Thank you Letter from Literacy DuPage
- J. *Examiner* Article on Dec. 9, 2015
- K. Library Legislative Luncheon: Friday, February 12, 2016, Chicago Marriot in Oak Brook, IL

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

Ayes 7 Trustees Larimer, Lynch, Johnson, Sheikh, Bagdonas, Berryman
 Gilliam, Jourdan
 Nays 0
 Absent..... None

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

Review of Chapter 5, “Technology,” of *Serving Our Public 3.0: Standards for Public Libraries*

Background Information:

As part of the Per Capita grant requirements, Trustees were required to review Chapter 5 “Technology” from *Standards for Illinois Public Libraries*. Trustees were emailed the Chapter on Dec. 3 with the Director’s notes to give Trustees time to review it prior to the meeting.

Recommendation, Re: Approval of Collection Development Policy, Replacing 4.A. Collection Development and 4.B. Material Selection

Background Information:

This new policy replaces 4.A. Collection Development and 4.B. Material Selection Policy. This new policy is part of the Library’s Strategic Plan Goal 1, Objective 1.5 (Implement a comprehensive collection development plan for digital and physical materials).

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1, 2015 to

November 30, 2015, plus the Addendum for the Meeting of December 16, 2015 in the amount of \$93,440.75.

Monthly Staff Reports

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Head.

Communications

- A. Thank You Letter from Giving DuPage
- B. Thank You Note from Pact Humane Society
- C. Thank you Letter from Literacy DuPage

Background Information:

Staff received a thank you letter from the Pact Humane society for their staff donation for the month of October. Giving DuPage sent the Library a thank you letter for the Library ad in their publication which helped to support their organization. Literacy DuPage sent a thank you letter in appreciation of our support of their organization and providing a location for their literacy tutor training.

Announcements

- A. *Examiner* Article on Dec. 9, 2015

Background Information:

The *Examiner* featured photos and a nice article on the Library's Holiday Open House in their December 9, 2015 paper. The article emphasized how the event is becoming a community tradition for local families.

- A. Library Legislative Luncheon: Friday, February 12, 2016, Chicago Marriot in Oak Brook, IL

Background Information:

The Illinois Library Association hosts several legislative events in February in the state of Illinois. Trustees interested in attending the local Legislative Luncheon in February were asked to inform the Director by January 30, 2016.

Regular Meeting

I. NEW BUSINESS

- A. Recommendation, Re: Approval of FY 2016 Per Capita Grant Application

Trustee Bagdonas moved and Trustee Berryman-Gilliam seconded that the Library Board of Trustees approve the FY 2016 Per Capita Grant Application. Motion approved.

Ayes 7 Trustees Larimer, Lynch, Johnson, Sheikh, Bagdonas, Berryman
Gilliam, Jourdan
Nays 0
Absent..... None

Background Information:

The Library's receives approximately \$49,000 from the annual Per Capita grant that is used to purchase online databases.

B. Recommendation, Re: Approval of CCTV Surveillance System Proposal

Trustee Berryman-Gilliam moved and Trustee Larimer seconded that the Library Board of Trustees approve the CCTV Surveillance System proposal from HTS. Motion approved.

Ayes 7 Trustees Larimer, Lynch, Johnson, Sheikh, Bagdonas, Berryman
Gilliam, Jourdan
Nays 0
Absent..... None

Background Information:

The Library received two proposals for the CCTV Surveillance project. Trustee Larimer presented a brief PowerPoint on the project and the Library's IT Coordinator Chris Brien was in attendance to answer any technical questions that the Board had regarding the project and proposal.

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.

Trustee Lynch inquired about the Library mobile application project and if the app would cover a variety of platforms (Apple, Android, etc.). Director Westgate assured him that it did and that the design of the app would begin towards the end of the Web Page Redesign project so that the app would have the same look as the Library's web page.

December Employee Anniversaries: Lynn Bierman – 12/01/03-Technical Services; Chris Brien – 12/08/14 – IT/Administration; **Kimberly Link-12/27/05-Circulation (10 year Anniversary)**; Marlys Smith-12/09/11-Circulation; Calvin Boyd-12/09/13-Maintenance; Cathy Celiberti-12/10/13-Circulation.

II. EXECUTIVE SESSION

Trustee Lynch moved and **Trustee Bagdonas** seconded that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session

Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) and for the discussion of performance and compensation for specific employees as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (1). Motion approved.

Ayes 7 Trustees Larimer, Lynch, Johnson, Sheikh, Bagdonas, Berryman-Gilliam, Jourdan
Nays 0
Absent..... None

Accordingly the Meeting was closed to the public at 8:07 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:52 p.m.

Secretary Sheikh called the roll.

Present: Trustees Larimer, Lynch, Johnson, Sheikh, Bagdonas, Berryman-Gilliam, Jourdan
Absent: 0
Also Present: Director Susan Westgate

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Board of Library Trustees approve the minutes of the Executive Sessions of June 17, 2015 and that they remain closed at this time. Motion approved.

Ayes 7 Trustees Johnson, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan
Nays 0
Absent..... None

Trustee Bagdonas moved and Trustee Berryman-Gilliam seconded that the Executive Session minutes which are closed to the public remain so at this time. Motion approved.

Ayes 7 Trustees Johnson, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam, Jourdan
Nays 0
Absent..... None

Background Information:

The Board reviewed all closed Executive Session minutes. The Library Board is required by Illinois Statute (5 ILCS 120/2.06 (d)) to review no less than semi-annually all minutes of closed sessions. The purpose of the review is to determine if the Minutes may be released to the public or if the need for confidentiality still exists.

Trustee Berryman-Gilliam moved and Trustee Larimer seconded that the Board of Library Trustees approve the staff compensation as discussed in Executive Session on December 16, 2015. Motion approved.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Bagdonas moved and Trustee Berryman-Gilliam seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:55 p.m.

January 20, 2016
Date approved

Nadia Sheikh, Secretary
Board of Library Trustees