

**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: March 16, 2016                      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 7:35 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 Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam and Jourdan

Absent:            Trustee Johnson

Also Present: Director Susan Westgate

**III.        PUBLIC PARTICIPATION**

None

**IV.        ADOPTION OF CONSENT AGENDA**

**Trustee Sheikh moved and Trustee Lynch seconded** the establishment of a consent agenda for the Regular Meeting of March 16, 2016. Motion approved.

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

Nays ..... 0

Absent..... Trustee Johnson

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

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

Nays ..... 0

Absent..... Trustee Johnson

- A. Minutes of Regular Meeting of February 17, 2016
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 29, 2016
- C. Recommendation, Re: Approval of Human Resources Committee recommendation regarding Job Description for Marketing Coordinator
- D. Recommendation, Re: Approval of Human Resources Committee recommendation regarding Job Description for Human Resources Administrator
- E. Recommendation, Re: Approval of Human Resources Committee recommendation regarding addition of a Youth Services Librarian Position for FY 16/17
- F. Recommendation, Re: Approval of Human Resources Committee recommendation regarding staff compensation in Fiscal Year 2016/2017
- G. Recommendation, Re: Approval of Human Resources Committee recommendation regarding Market Benchmarking & Structure Development Project Proposal
- H. Recommendation, Re: Approval of Human Resources Committee recommendation regarding Employee Handbook Benefit Policies #301-313 to go into effect beginning FY 16/17 replacing Policies-VII. B. 1., 2., 3., 4., 5. a-e., 6., 7. a-c., 8.; X.; XIII. C.; XIV.; XX.; 3. H.; 3. I.
- I. Recommendation, Re: Approval of Human Resources Committee recommendation regarding Attendance Policy
- J. Recommendation, Re: Approval of Finance Committee recommendation regarding Working Budget for Fiscal Year 2016/2017
- K. Recommendation, Re: Approval of Copier/Print Management Contract
- L. Recommendation, Re: Approval of Historical Society Raffle Ticket Sales at April 19, 2016 Program
- M. Approval of Disbursements for the Period February 1, 2016 to February 29, 2016, plus the Addendum for the Meeting of March 16, 2016
- N. Report of the Library Director
- O. Monthly Staff Reports
- P. Thank you Letter from DuPage Pads for Staff Donation
- Q. Thank you Letter from Literacy DuPage for Library Donation
- R. Thank you Card from Literacy DuPage Regarding Tutor Training Program
- S. National Library Week Events, April 10-16, 2016
- T. Food for Fines, April 1-15, 2015
- U. Statement of Economic Interests due May 1, 2016

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

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

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

Background Information:

The Human Resources Committee held a special meeting on March 16, 2016 and reviewed and discussed agenda items C.-I. They came to a consensus to recommend approval of the items.

Recommendation, Re: Approval of Finance Committee recommendation regarding Working Budget for Fiscal Year 2016/2017

Background Information:

The Finance Committee held a special meeting on March 16, 2016 and reviewed and discussed the proposed budget for FY 16/17. They came to a consensus to recommend approval of the budget as presented.

Recommendation, Re: Approval of Copier/Print Management Contract

Background Information:

It is recommended that we remain with the current vendor, Impact, who has provided excellent customer service and offers competitive pricing. The new combined contract results in a savings of \$394 each month with an annual savings of \$4728 and a five years savings of \$23,640. The price for the lease and cost of prints/copies is locked for the five years of the contract.

Recommendation, Re: Approval of Historical Society Raffle Ticket Sales at April 19, 2016 Program

Background Information:

The Carol Stream Historical Society requested permission to sell raffle tickets for a quilt that is part of their fund-raising efforts at an evening program on April 19, 2016. The program is co-sponsored by the Friends of the Library and the Carol Stream Woman's Club. All three organizations are non-profit. Board approval is required to allow this exemption from the Library's meeting room policy.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period February 1, 2016 to February 29, 2016, plus the Addendum for the Meeting of March 16, 2016 in the amount of \$154,522.11.

**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.

March Employee Anniversaries:

Richard Karney-3/03/98-Circulation; Amy Teske-3/17/14-Youth Services

**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 DuPage Pads for Staff Donation
- B. Thank you Letter from Literacy DuPage for Library Donation
- C. Thank you Card from Literacy DuPage Regarding Tutor Training Program

Background Information:

The Library received a thank you letter from Literacy DuPage for the book basket donation for an annual fund-raising event. They also sent a thank you card for in appreciation of the Library’s efforts in promoting their tutoring program here at the library. DuPage Pads sent a thank you letter to the Library staff for their monetary donation in February.

**Announcements**

- A. National Library Week Events, April 10-16, 2016

Background Information:

In celebration of National Library Week (April 10-16) the Library is holding two afternoons of family fun. Sunday, April 10 in the afternoon will include crafts, face painting, games, a Magic Show and more. Saturday, April 16 in the afternoon, will include a balloon artist, Dave the Minion character, Ozzie the Cougar, cake (featuring our new logo), a showing of the animated film *Despicable Me*, popcorn and more. On Monday, April 11 a large balloon installation will be located in the main room offering patrons a fun photo opportunity. It is in the form of a hot air balloon and will feature the colors in the Library’s new logo.

- B. Food for Fines, April 1-15, 2016

Background Information:

The Library will be accepting food for fines April 1-April 15. The donated food will be picked up by members of the Carol Stream Rotary on Saturday April 15 and distributed to local food pantries. Patrons receive a reduction of \$1 in fines for each food item donated.

**Regular Meeting**

**I. NEW BUSINESS**

- A. Recommendation, Re: Approval of CCTV Security System Installation Payment

**Trustee Larimer moved and Trustee Bagdonas seconded** that the Board of Library Trustees approve the CCTV Security System Installation payment. Motion approved.

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

Background Information:

Board approval is required for all payments exceeding \$10,000.

B. LACONI Trustee Dinner, May 13, 2016

Background Information:

On Friday, May 13 from 6-9 p.m. LACONI is holding their annual Trustee Banquet. It will take place at Alta Villa Banquets in Addison, IL and the featured speaker is Gene Ambaum, Librarian and co-creator of the comic “Un-shelved,” which is filled with library humor.

**ADJOURNMENT**

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

April 20, 2016

Date approved

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Nadia Sheikh, Secretary  
Board of Library Trustees