

**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: April 20, 2016 TIME: 7:30 p.m. PLACE: Horizon Room

I. CALL TO ORDER

Trustee Berryman-Gilliam called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

PLEDGE TO THE FLAG

Trustee Berryman-Gilliam 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, and Berryman-Gilliam

Absent: Trustees Johnson, Bagdonas and Jourdan

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Larimer seconded the establishment of a consent agenda for the Regular Meeting of April 20, 2016. Motion approved.

Ayes 4 Trustees Larimer, Lynch, Sheikh, and Berryman-Gilliam

Nays 0

Absent..... 3 Trustees Johnson, Bagdonas and Jourdan

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

Ayes 4 Trustees Larimer, Lynch, Sheikh, and Berryman-Gilliam

Nays 0

Absent..... 3 Trustees Johnson, Bagdonas and Jourdan

- A. Minutes of Human Resources Committee Meeting of March 16, 2016
- B. Minutes of Finance Committee Meeting of March 16, 2016
- C. Minutes of Regular Meeting of March 16, 2016

- D. Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2016
- E. Recommendation, Re: Approval of Non-Resident Library card fee effective May 1, 2016
- F. Approval of Disbursements for the Period March 1, 2016 to March 31, 2016, plus the Addendum for the Meeting of April 20, 2016
- G. Report of the Library Director
- H. Thank you Letter from DuPage Organic Garden Club
- I. Thank you Card from Carol Stream Chamber of Commerce
- J. Thank you Letter from Outreach Community Center
- K. *Examiner* photo, March 16, 2016
- L. *Daily Herald* Article on April 3, 2016
- M. National Library Week Honorary Certificate and Book Donation from DuPage County Farm Bureau
- N. Statement of Economic Interests due May 1, 2016
- O. Carol Stream Chamber-State of the Village Luncheon, May 11, 2016
- P. LACONI Trustee Dinner, May 13, 2016

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

Ayes 4 Trustees Larimer, Lynch, Sheikh, and Berryman-Gilliam
 Nays 0
 Absent..... 3 Trustees Johnson, Bagdonas and Jourdan

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

Recommendation, Re: Approval of Non-Resident Library card fee effective May 1, 2016

Background Information:

The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant’s property – the same as the calculation for a resident. The fee for non-resident renters is equal to 15% of the average monthly rent. Public Law 92-0166 requires annual Board action and notification to the Library’s regional library system, RAILS by May 1, 2016.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1, 2016 to March 30, 2016, plus the Addendum for the Meeting of April 20, 2016 in the amount of \$161,422.48.

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.

April Employee Anniversaries:

Victoria Turner – 4/30/15 (Technical Services)

Communications

- A. Thank you Letter from DuPage Organic Garden Club
- B. Thank you Card from Carol Stream Chamber of Commerce
- C. Thank you Letter from Outreach Community Center

Background Information:

The Library received a thank you letter from the Outreach Community Center for the table sponsorship for their April 29 fund raising event. The Carol Stream Chamber sent a thank you note for the basket donation for their silent auction at their March event. The DuPage Organic Gardening Club sent a thank you note for the Library's support and partnership for the success of the Garden Resource Fair that took place at the Library in March.

Announcements

- A. *Examiner* photo, March 16, 2016
- B. *Daily Herald* Article on April 3, 2016

Background Information:

On March 16, 2016 the *Examiner* featured a photo of the Library's table at the Nutrition Expo at Fountain view that took place on March 12. The *Daily Herald* featured the Carol Stream Public Library in their article regarding the Fittest Loser Work Challenge that a team of five Library staff members are participating in.

- C. National Library Week Honorary Certificate and Book Donation from DuPage County Farm Bureau

Background Information:

The DuPage County Farm Bureau's Women's Committee awarded the Library with a National Library Week Honorary Certificate and the donation of the book *Thomas Jefferson Grows a Nation*, by Peggy Thomas and thanked us for our efforts to stimulate reading in the youth community.

Regular Meeting

V. NEW BUSINESS

- A. Recommendation, Re: Approval of Transfer of \$1,200,000 to Capital Reserve Fund

Trustee Larimer moved and Trustee Lynch seconded that the Board of Library Trustees approve the transfer of \$1,200,000 from the General Reserve Fund to the Capital Maintenance & Repair Fund. Motion approved.

Ayes 4 Trustees Larimer, Lynch, Sheikh, and Berryman-Gilliam
Nays 0
Absent..... 3 Trustees Johnson, Bagdonas and Jourdan

Background Information:

To adequately fund the capital needs of the Library a transfer to the CM & R Fund is recommended. The Library has an aging building and many large systems have passed or are near their end of expected life. In addition there are Capital IT (Information Technology) costs and Strategic Plan projects planned for the near future.

B. FY2016 Illinois Public Library Per Capita Grant Awarded

Background Information:

The Library received a confirmation letter from the Illinois State Library awarding the FY2016 Illinois Public Library Per Capita Grant in the amount of \$30,611.22. These funds will be used for database subscriptions in the upcoming 2016/2017 fiscal year. Due to state budget cuts, there was a reduction in the Per Capita Grant award from \$1.25 per resident to \$0.77085 per resident. The letter stated that the Library can expect a significant delay in receiving the funds from the state.

C. Board/Administrative Task Function Calendar for FY 2016/2017

Background Information:

The Director prepared a Task/Function Calendar for the new fiscal year outlining significant tasks that need to be accomplished each month and who is responsible for them.

D. Monthly Staff Reports

Background Information:

Reports of the monthly activities and accomplishments in each department prepared by the Department Head. Of special note this month was the Snack Extravaganza program for middle schoolers that featured no-bake pizza and other easy to prepare snacks. The Adult Services department focused on the importance of the Graphic Novel collection and its role for patrons with learning disabilities.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved** that the meeting be adjourned, seconded by **Trustee Larimer**. Motion approved.
Meeting adjourned at 7:52 p.m.

May 18, 2016
Date approved

Nadia Sheikh, Secretary
Board of Library Trustees