

**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: July 20, 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 7:53 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, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan

Absent: None

Also Present: Director Susan Westgate

**III. PUBLIC PARTICIPATION**

None

**IV. ADOPTION OF CONSENT AGENDA**

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

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

Nays ..... 0

Absent..... None

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

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

Nays ..... 0

Absent..... None

- A. Minutes of Regular Meeting of June 15, 2016
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2016
- C. Approval of Disbursements for the Period June 1, 2016 to June 30, 2016, plus the Addendum for the Meeting of July 20, 2016
- D. Monthly Staff Reports
- E. Thank You Letter from Carol Stream Park District for JustPlay! Participation
- F. Letter from State Representative Deborah Conroy Regarding State Budget and Libraries
- G. Thank You Letter from Midwest Shelter for Homeless Veterans (MSHV) for Staff Donation
- H. Thank You Letter from Carol Stream Rotary for Parade Cart Sponsorship
- I. Thank You Letter from Carol Stream Chamber of Commerce for Foundation Donation
- J. Invitation from the Roselle Public Library District Board of Trustees for their Open House Reception
- K. Pokémon Go Location-Three Carol Stream Public Library PokeStops
- L. “Go for the Gold” Party, August 7, 2016
- M. Library Closed for Staff In-service, Friday, August 12, 2016
- N. Summer Reading Program continues through August 14, 2016

**Trustee Sheikh moved and Trustee Bagdonas seconded** that the following items be approved by omnibus vote. Motion approved.

Ayes ..... 6 Trustees Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan  
 Nays ..... 0  
 Absent..... None

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

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period June 1, 2016 to June 30, 2016, plus the Addendum for the Meeting of July 20, 2016 in the amount of \$182,115.55.

**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 Carol Stream Park District for JustPlay! Participation
- B. Letter from State Representative Deborah Conroy Regarding State Budget and Libraries
- C. Thank You Letter from Midwest Shelter for Homeless Veterans (MSHV) for Staff Donation
- D. Thank You Letter from Carol Stream Rotary for Parade Cart Sponsorship

- E. Thank You Letter from Carol Stream Chamber of Commerce for Foundation Donation
- F. Invitation from the Roselle Public Library District Board of Trustees for their Open House Reception

Background Information:

The Library received a thank you note from the Carol Stream Park District for the Library’s participation at the JustPlay! event in May; a letter from State Representative Deborah Conroy regarding the Illinois state budget and libraries; a thank you letter from Midwest Shelter for Homeless Veterans (MSHV) for a recent staff donation; a thank you letter from the Carol Stream Rotary for the Library’s sponsorship of a cart for the Fourth of July parade; a thank you letter from the Carol Stream Chamber of Commerce for a \$25 donation to their Foundation that funds local scholarships; and the staff and Board of Trustees received an invitation from the Roselle Public Library District Board of Trustees for their Open House Reception on July 24<sup>th</sup>.

**Announcements**

- A. Pokémon Go Location-Three Carol Stream Public Library PokeStops

Background Information:

The Carol Stream Public Library has been a hub of activity as a part of the popular mobile application game, Pokémon Go. The Library has three PokeStops on the property and has been taking advantage of the new traffic by promoting services and displaying collections.

- B. “Go for the Gold” Party, August 7, 2016

Background Information:

The Library will be hosting a special event on Sunday, August 7 from 1:30-4:30 p.m. in celebration of summer reading and the summer Olympics. The “Go for the Gold” party will have a bouncy house, frozen slushies, indoor and outdoor games, Pokémon character Pikachu and much more. Library Trustees are encouraged to attend.

**Regular Meeting**

**I. New Business**

- A. Recommendation, Re: Approval of Library Board Resolution #275 Commendation for Patricia Johnson for Her Service as Carol Stream Public Library Trustee

**Trustee Sheikh moved and Trustee Lynch seconded** that the Carol Stream Library Board of Trustees approve Library Board Resolution #275 Commendation for Patricia Johnson for Her Service as Carol Stream Public Library Trustee. Motion approved.

Ayes ..... 6 Trustees Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan  
 Nays ..... 0  
 Absent..... None

Background Information:

Board President Jourdan read aloud a Resolution in honor of Trustee Patricia Johnson and her time on the Board. Trustee Johnson served from April 2013-June 2016. A book will be selected and added to the Library collection in her honor.

B. Recommendation, Re: Approval of Candidate for Library Trustee Vacancy

**Trustee Sheikh moved and Trustee Berryman-Gilliam seconded** that the Carol Stream Library Board of Trustees approve the appointment of Mansi Patel to fulfill the current vacant Library Trustee position. Motion approved.

Ayes ..... 6 Trustees Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan  
Nays ..... 0  
Absent..... None

Background Information:

The Library Board of Trustees interviewed four qualified candidates in Executive Session during a Special Board Meeting held on July 20, 2016. The candidates had submitted letters of interest and resumes that were reviewed by the Trustees prior to the interviews. Following the interviews, the Board held a discussion and reached a consensus to select Mansi Patel to fulfill the current Trustee vacancy.

**II. 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.

The Library is launching a Blu-ray Collection of feature films in the Adult collection on July 22, 2016. The check-out periods will be the same as the regular DVD collection, 3 days for items marked NEW and one week for other titles.

July Employee Anniversaries: Ron Anderson, Maintenance – 7/17/16 (10 year Anniversary); Kathie Menzer, Circulation – 7/25/08; Omar Kushad, Adult Services – 7/11/11 (5 year Anniversary); Cheryl Walek, Circulation – 7/18/11 (5 year Anniversary).

**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 8:03 p.m.

August 17, 2016  
Date approved

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Nadia Sheikh, Secretary  
Board of Library Trustees