

**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: August 17, 2016                      TIME: 7:30 p.m.                      PLACE: Horizon Room**

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Library Director and Illinois Notary Susan Westgate administered the Oath of Office to newly appointed Trustee Mansi Patel.

**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 Patel, 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 Berryman-Gilliam moved and Trustee Sheikh seconded** the establishment of a consent agenda for the Regular Meeting of August 17, 2016. Motion approved.

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

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

Ayes ..... 7 Trustees Patel, Larimer, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan

Nays ..... 0  
Absent..... None

- A. Minutes of Special Meeting of July 20, 2016
- B. Minutes of Regular Board Meeting of July 20, 2016
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2016
- D. Review Statement of Cash Receipts and Disbursements May 1, 2015-April 30, 2016
- E. Approval of Library Early Closing for Staff In-Service on December 9, 2016
- F. Approval of Disbursements for the Period July 1, 2016 to July 31, 2016, plus the Addendum for the Meeting of August 17, 2016
- G. Thank You Note from Carol Stream Chamber of Commerce for Raffle Item Donation
- H. Thank You Letter from the American Cancer Society for Staff Donation
- I. September is National Library Card Sign-Up Month
- J. RAILS Trustee Workshop Sept. 17 or Oct. 1, 2016
- K. Library closed to the public on Sunday, September 4 and Monday, September 5 for the Labor Day Holiday

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

Ayes ..... 7 Trustees Patel, 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:***

Review Statement of Cash Receipts and Disbursements May 1, 2015-April 30, 2016

**Background Information:**

It is a requirement of state law for municipalities to prepare and publically publish this statement. It includes a review of the General Fund balances for the year, a list of vendors that were paid \$2500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2016 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

Approval of Library Early Closing for Staff In-Service on December 9, 2016

**Background Information:**

The Library would close to the public at 1:00 p.m. on Friday, Dec. 9. That afternoon the staff will undergo additional training on a determined topic and the Management Team will review with staff the status of the objectives of the Library’s Strategic Plan and any adjustments to the proposed time line.

## **Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period July 1, 2016 to July 31, 2016, plus the Addendum for the Meeting of August 17, 2016 in the amount of \$123,654.05.

## **Communications**

- A. Thank You Note from Carol Stream Chamber of Commerce for Raffle Item Donation
- B. Thank You Letter from the American Cancer Society for Staff Donation

## **Background Information:**

The Library received a thank you note from the Carol Stream Chamber of Commerce for the recent donation of a raffle item for their July golf outing event. The Library staff received a thank you letter from the American Cancer Society for their recent staff donation of \$102.37.

## **Announcements**

- A. September is National Library Card Sign-Up Month
- B. RAILS Trustee Workshop Sept. 17 or Oct. 1, 2016

## **Background Information:**

RAILS (Reaching Across Illinois Library System) is offering a free Trustee Workshop at two different locations and at two different times. One is on Sept. 17 at the ELA Area Public Library located in Lake Zurich. A repeat of the workshop will take place on Oct. 1 at the Lisle Public Library District. Director Westgate will register any Trustees that are interested in attending.

## **Regular Meeting**

### **I. New Business**

#### **A. 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.

August Employee Anniversaries: Carol Hayes, Circulation – 8/2/11, (5 year Anniversary); Krista Kellner, Youth Services – 8/11/14; Carol McFarland, Youth Services – 8/11/14; Vera Olekanma, Adult Services – 8/11/14; Catherine Shaw, Circulation – 8/11/14; Sufia Haque – 8/26/15.

Trustee Lynch stated that the Library staff did a great job for the Go for the Gold Party! He said that it was well organized and everyone had a great time. The other Trustees concurred. The launch of the Library's new website has been delayed as the Library had to find an alternate website hosting service.

#### **B. Monthly Staff Reports**

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

The Adult Services Department is launching a new 50 States Book Club that begins alphabetically in September with Alabama. The title is Go Set a Watchman by Harper Lee. Refreshments will be served each month at the Club that coincide with the theme of the book. The Library is using Collection HQ to analyze the collection and assist in the selection and deselection of materials.

## **ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Sheikh moved** that the meeting be adjourned, seconded by **Trustee Berryman-Gilliam**. Motion approved. Meeting adjourned at 7:55 p.m.

September 21, 2016

Date approved

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Nadia Sheikh, Secretary  
Board of Library Trustees