

**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: November 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 8:20 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 Lynch seconded** the establishment of a consent agenda for the Regular Meeting of November 16, 2016. Motion approved.

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

Nays ..... 0

Absent..... None

**Trustee Bagdonas 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 Regular Board Meeting of October 19, 2016
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2016
- C. Review of Chapter 6, “Access,” of *Serving Our Public 3.0: Standards for Public Libraries*
- D. Approval of Disbursements for the Period October 1, 2016 to October 31, 2016, plus the Addendum for the Meeting of November 16, 2016
- E. Donation Letter and Check from Parents and Teens Together (PATT)

**Trustee Lynch moved and Trustee Bagdonas seconded** that the items on the Consent Agenda 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 of Chapter 6, “Access,” of *Serving Our Public 3.0: Standards for Public Libraries*

**Background Information:**

As part of the FY 2017 Per Capita Grant Application requirements, Trustees and Library Management staff are required to review Chapter 6 “Access” from *Standards for Illinois Public Libraries*. The Trustees and Management staff had received the required chapter via email two weeks prior to the Board meeting to review. The completed grant application will be presented for approval at the December Board meeting.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period October 1, 2016 to October 31, 2016, plus the Addendum for the Meeting of November 16, 2016 in the amount of \$157,476.35.

**COMMUNICATIONS**

- A. Donation Letter and Check from Parents and Teens Together (PATT)

**Background Information:**

In recognition of the Library making a difference in the community by promoting positive alternatives for teens, the Library received a \$250 donation from PATT that will be used for teen programming at the Library.

**Regular Meeting**

**V. COMMITTEE REPORTS**

A. Human Resources Committee

Human Resources Committee Chair Trustee Berryman-Gilliam reported that at the Human Resources Committee meeting of November 16, 2016 the Committee reviewed the new Employee Handbook and also reviewed the compensation study prepared by outside consultants. She stated that the Committee had come to a consensus to recommend approval of the Handbook and the pay grade structure and assignments.

**VI. New Business**

A. Recommendation, Re: Approval of 2017 Library Calendar

**Trustee Lynch moved and Trustee Larimer seconded** that the Carol Stream Library Board of Trustees approves the 2017 Library Calendar with the amended change that the Trustee Board meetings will begin at 7:00 p.m. beginning in 2017. Motion approved.

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

Background Information:

The 2017 Calendar of Library Closings and Board meetings were presented to the Board. Following approval, the calendar is sent to the Village and local press publications and posted on the kiosk in the lobby.

B. Recommendation, Re: Approval of Pay Grade Structure and Assignments

**Trustee Sheikh moved and Trustee Lynch seconded** that the Carol Stream Library Board of Trustees approves the pay grade structure and job assignments as outlined in the compensation study to be effective January 1, 2017. Motion approved.

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

Background Information:

The Human Resources Committee met prior to the Board Meeting to review the updated pay grade structure and assignments. This project was done by outside consultants to compare the Library’s updated job descriptions to like positions in the current job market.

C. Recommendation, Re: Approval of Employee Handbook

**Trustee Berryman-Gilliam moved and Trustee Patel seconded** that the Carol Stream Library Board of Trustees approve the Employee Handbook as presented to be effective

January 1, 2017, which replaces the current Background Check and Attendance Policies and rescinds and replaces Policies 3A-G, excluding Benefit Policies from section 3A that were previously rescinded and replaced as of May 1, 2016. Motion approved.

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

**Background Information:**

The Human Resources Committee met prior to the Board Meeting to review the Employee Handbook. The Administrative staff worked on a comprehensive Employee Handbook project for over a year. It was vetted by an employment law attorney and contains employee policies and practices in a user friendly format for Library staff.

**D. 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.

Trustee Larimer noted the great program attendance statistics for the month of October, despite the Library’s parking lot project. Director Westgate had included in her report that she and other staff members had attended a demonstration of an interactive electronic board product called Mondopad that she was recommending the Library purchase. The Trustees requested that the Director and IT staff look into similar products that may be available and their pricing before making a decision.

**November Employee Anniversaries**

Karen Sego – 11/25/97-Youth Services; Joyce Farrell-11/04/09- Administration; Janet Berger-11/19/13-Adult Services; John Driscoll – 11/4/15-Adult Services; Allison Porch – 11/16/15-Administration.

**E. Monthly Staff Reports**

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

Adult Service Manager Laura Hays reviewed the deselection process of Library materials and shared how individual libraries’ collections are determined by each community’s needs and wants.

**F. Announcements**

Library Holiday Open House Sunday, Dec. 4, 2016

Trustees Jourdan, Sheikh, Berryman-Gilliam, Lynch, Patel and Bagdonas will be attending and volunteering at the annual Holiday Open House.

## **ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** that the meeting be adjourned, **seconded by Trustee Bagdonas**. Motion approved.  
Meeting adjourned at 8:50 p.m.

December 21, 2016

Date approved

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Nadia Sheikh, Secretary  
Board of Library Trustees