

**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: February 15, 2017                      TIME: 7:00 p.m.                      PLACE: Discovery Room**

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**I.            CALL TO ORDER**

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:05 p.m.

**PLEDGE TO THE FLAG**

Trustee Jourdan led those in attendance in the Pledge of Allegiance to the Flag.

**II.           ROLL CALL**

Director Westgate called the roll.

Present:            Trustees Patel, Larimer, Lynch, Sheikh, Berryman-Gilliam and Jourdan.  
Absent:             Trustee Bagdonas  
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 February 15, 2017. Motion approved.

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

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

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

- A. Minutes of Regular Board Meeting of January 18, 2017
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2017

- C. Recommendation, Re: Approval of Human Resources Committee Recommendation Regarding Change of the Part-time Youth Services Associate Position to a Part-time Youth Services Librarian Position
- D. Recommendation, Re: Approval of Human Resources Committee Recommendation Regarding Staff Compensation for FY 17/18
- E. Recommendation, Re: Approval of Human Resources Committee Recommendation Regarding Salary Adjustments
- F. Approval of Disbursements for the Period January 1, 2017 to January 31, 2017, plus the Addendum for the Meeting of February 15, 2017
- G. Report of the Library Director
- H. Thank You Letter from St. Isidore School
- I. National Library Week Family Event-Suessapalooza! on April 12, 2017

**Trustee Sheikh moved and Trustee Berryman-Gilliam seconded** that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

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

***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 January 1, 2017 to January 31, 2017, plus the Addendum for the Meeting of February 15, 2017 in the amount of \$108,236.51.

Recommendation, Re: Approval of Human Resources Committee Recommendation Regarding Change of the Part-time Youth Services Associate Position to a Part-time Youth Services Librarian Position

Background Information:

The Human Resources Committee discussed this at their meeting of February 15, 2017 and recommend approval of this change. A qualified Librarian can be given more responsibilities within the department. Examples would be outreach, collection development and programming. The position is for 16 hours a week. The budget has adequate funds to accommodate the change.

Recommendation, Re: Approval of Human Resources Committee Recommendation Regarding Staff Compensation for FY 17/18

Background Information:

The Human Resources Committee discussed this at their meeting of February 15, 2017 and recommend approval of this compensation. The employees of the Carol Stream Library have demonstrated an unprecedented enthusiasm and energy for the goals and objectives in the Library’s Strategic Plan. They have embraced the future of change that is bringing the CSPL into the forefront of community library services. Employees are taking on new roles and

responsibilities that are outside the scope of their normal daily activities and taking leading roles on objective and goal teams as well as additional Library committees (social media, web page, marketing, etc.). They exhibit commitment and dedication to our organization's success on a daily basis. They have risen to the challenge of high expectations of customer service, community and library program involvement, and increased outreach. Staff receives an annual evaluation each spring. Merit raises are awarded at the beginning of the new fiscal year, May 1, 2017. These increases would be awarded between zero and 6%, dependent upon performance. The budget will accommodate these increases.

#### Recommendation, Re: Approval of Human Resources Committee Recommendation Regarding Salary Adjustments

##### Background Information:

Following discussion in Executive Session at the Human Resources Committee meeting the committee came to a consensus to recommend salary adjustments for specific employees in relation to current salary grades, tenure, position and performance.

#### **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.

February Employee Anniversaries: Susan Grude-2/01/95-Technical Services; Regina Boe-2/09/09-Technical Services; **Clare Meehan-2/11/97-Youth Services (20 Year Anniversary)**; Adriana Albers-2/14/00-Youth Services.

#### **COMMUNICATIONS**

Thank You Letter from St. Isidore School

##### Background Information:

St. Isidore School sent a thank you letter for the Library's gift basket donation of books for their fund raising event in February.

#### **ANNOUNCEMENTS**

National Library Week Family Event-Suessapalooza! on April 12, 2017

##### Background Information:

Plans are underway for an evening of family fun during National Library Week on Wednesday, April 12 from 5:30-8 p.m. The event is called Seussapalooza! and will feature activities based upon a variety of Dr. Seuss books. The Cat in the Hat character will also be there to meet and greet with patrons. Trustees are welcome to volunteer to assist at this event.

### **Regular Meeting**

#### **V. Committee Reports**

A. Human Resources Committee Meeting of February 15, 2017

Background information:

Committee Chair Trustee Berryman-Gilliam reported that following discussion the committee come to a consensus to recommend approval of changing the current vacant part-time Youth Services position to a part-time Librarian position and to recommend approval of a merit based increase for staff from 0-6% based upon their performance to be in effect in the new fiscal year. Following discussion in Executive Session the committee came to a consensus to recommend salary adjustments for specific employees in relation to current salary grades, tenure, position and performance.

**VI. New Business**

- A. Recommendation, Re: Revision to By-Laws of the Carol Stream Public Library, Article IV-Board Meetings, Section 2, Changing Meeting Time and Approval of Calendar Practice

**Trustee Sheikh** moved and **Trustee Lynch** seconded that the Board of Library Trustees approve the revision to By-Laws of the Carol Stream Public Library, Article IV-Board Meetings, Section 2, changing the meeting time of the regular Board meetings to 7:00 p.m. and shall at the conclusion of the calendar year approve a schedule of regular monthly meetings for the succeeding calendar year specifying the time, place and date. Motion approved.

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

Background Information:

In order to reflect the change in the start time of the Library’s monthly Regular Board meeting to 7:00 p.m., it needed to be revised in the Library’s By-Laws. In addition, the process by which the Board approves the yearly calendar also needed to be revised to reflect current practices. Changes to the By-Laws require a roll call vote.

- B. Recommendation, Re: Approval of Trustee Travel Expenses for Mileage to Attend Legislative Luncheon on February 13 and Trustee Workshop on February 18, 2017

**Trustee Lynch** moved and **Trustee Sheikh** seconded that the Board of Library Trustees approve the Trustee travel expenses for mileage to attend the Legislative Luncheon on February 13 and the Trustee Workshop on February 18, 2017

Background Information:

The Board passed Resolution #279 in December 2016 to comply with the Government Travel Expense Control Act, Public Act 990604, a new change in Illinois law. Approval of Trustees travel expenses require a roll call vote.

### C. Summary of February 13, 2017 Legislative Luncheon

#### Background Information:

Trustees Patel, Lynch, Bagdonas and Sheikh attend the ILA Legislative Luncheon. The ILA lobbyist reviewed current legislation that effect libraries. James LaRue, the ALA Director for the Office for Intellectual Freedom & Freedom to Read Foundation was a special speaker and shared interesting statistics regarding literacy and libraries. Local legislators were all given the opportunity to speak to the attendees and share their thoughts regarding libraries.

#### D. Monthly Staff Reports

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

Trustees commented on the new bilingual storytimes that are now being offered once a month on Saturday mornings and how nice that is for the patrons. Positive comments were also made about the recent “Better than TV Magic Show” program and how good it was. Director Westgate responded to questions regarding the IT Administrator’s report. She has him researching providers to find an affordable way to provide Wi-Fi hotspots for checkout.

### **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 Larimer**. Motion approved. Meeting adjourned at 7:25 p.m.

March 15, 2017

Date approved

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Nadia Sheikh, Secretary  
Board of Library Trustees