

**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: December 20, 2017 TIME: 7:00 p.m. PLACE: Horizon Room

I. CALL TO ORDER

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:35 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee Larimer seconded the establishment of a consent agenda for the Regular Meeting of December 20, 2017. Motion approved.

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

Nays 0

Absent..... None

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

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

Nays 0

Absent..... None

- A. Minutes of Finance Committee Meeting of November 15, 2017
- B. Minutes of Regular Meeting of November 15, 2017
- C. Minutes of Committee of the Whole Meeting of December 6, 2017
- D. Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2017
- E. Recommendation, Re: Approval of FY 2018 Per Capita Grant Application
- F. Recommendation, Re: Approval of Updated/Revised Meeting Room Policy
- G. Recommendation, Re: Approval of Early Closing on Friday, February 2, 2018 at 12:00 p.m. for Joint Staff In-service
- H. Approval of Disbursements for the Period November 1, 2017 to November 30, 2017, plus the Addendum for the Meeting of December 20, 2017
- I. Report of the Library Director
- J. Monthly Staff Reports
- K. Donation Letter from Parent and Teens Together (PATT)
- L. Thank You Letter from SWAN Library Services Board
- M. Library Closed Dec. 24, 25, 31 and Jan. 1 for the Holidays
- N. Received a Poinsettia for the Library from Mayor Saverino

Trustee Bagdonas moved and Trustee Larimer seconded that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

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

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

Recommendation, Re: Approval of Updated/Revised Meeting Room Policy

Background Information:

The meeting room policy was revised to remove redundancy and implement best practices that better serve the Library and patrons. The policy was reviewed by the Library’s attorney.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1, 2017 to November 30, 2017, plus the Addendum for the Meeting of December 20, 2017 in the amount of \$124,582.04.

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.

December Employee Anniversaries: Lynn Bierman – 12/01/03-Technical Services; Marlys Smith-12/09/11-Circulation; Calvin Boyd-12/09/13-Maintenance

MONTHLY STAFF REPORTS

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

COMMUNICATIONS

- A. Donation Letter from Parent and Teens Together (PATT)
- B. Thank You Letter from SWAN Library Services Board

Background Information:

The Library received a donation of \$250 from Parent and Teens Together (PATT). The donation will be used for teen programming and materials. Director Westgate received a thank you letter from the SWAN (System Wide Automated Network) Board for her participation on the SWAN Fees Committee for the past 18 months. The Committee developed the new fee structure that SWAN will now be using when the nineteen new libraries are added to the consortium.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

None

VI. NEW BUSINESS

- A. Recommendation, Re: Approval of Resolution #282 Resolution to Comply With an Act Concerning Government, Public Act 100-0554

Trustee Lynch moved and Trustee Sheikh seconded that the Board of Library Trustees approve Resolution #282, Resolution to comply with an Act Concerning Government, Public Act 100-0554. Motion approved.

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

Background Information:

Senate Bill 402, as enrolled as Public Act 100-0554, requires every governmental unit to adopt either an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. The new law requires four items to be contained within a sexual harassment policy: 1) a prohibition on sexual harassment; 2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; 3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and 4) the

consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. If a unit of local government does not have a policy against sexual harassment, it needs to formally adopt one, either by resolution or ordinance, by January 15, 2018 and it must contain the four pieces of information found in the above paragraph. If a unit of local government currently has a policy against harassment, but for whatever reason, it does not contain some of the mandated information, it must change its harassment policy to include all four information prongs by January 15, 2018. If a change to a current policy is made, formal board action must be taken to adopt the new policy or ordinance. The Library's existing policy was updated to contain the required information listed above and reviewed by an attorney.

B. Recommendation, Re: Approval of Master Space Plan from Product Architecture and Design

Trustee Larimer moved and Trustee Bagdonas seconded that the Board of Library Trustees approve the Master Space Plan from Product Architecture and Design. Motion approved.

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

Background Information:

The Library Board of Trustees held a Committee of the Whole meeting on Dec. 6, 2017. They came to a consensus at the meeting to approve the Master Space Plan.

C. Recommendation, Re: Approval to Meet with Village of Carol Stream Board Regarding Library Renovation and Funding Options

Trustee Berryman-Gilliam moved and Trustee Bagdonas seconded that the Board of Library Trustees approve to meet with the Village of Carol Stream Board regarding a Library renovation and funding options on January 16, 2017 at 6 p.m. Motion approved.

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

D. Recommendation, Re: Approval of Exploring Land Sale as Part of a Possible Library Renovation Funding Source

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Board of Library Trustees approve exploring land sale as part of a possible Library renovation funding source. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel,
and Jourdan
Nays 1 Trustee Sheikh
Absent..... None

E. Recommendation, Re: Approval of Amendment to Library By-Law Article
VII, Section 3

Trustee Lynch moved and Trustee Bagdonas seconded that the Board of Library Trustees
approve the Amendment to Library By-Law Article VII, Section 3. Motion approved.

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

Background Information:

The amendment to Library By-Law Article VII, Section 3 clarifies the procedure for filling
officer vacancies.

Section 3. Officers shall take office immediately and hold office until the next election and until
their successor is chosen and has qualified according to the law. (~~A vacancy in any office shall
be filled by the Board for the unexpired term.~~) Has been replaced with this new text - If a
vacancy of an officer position occurs due to an officer resigning from the Board or stepping
down from their officer position, the Board will nominate and vote to fill the vacant officer
position for the unexpired term at the next meeting following the vacancy.

VII. EXECUTIVE SESSION

Trustee Lynch moved and Trustee Bagdonas seconded that the Board of Library Trustees
convene in Executive Session for the discussion of previous Executive Session Minutes under
Illinois Open Meetings Act, 5 ILCS 120/2(c)(21) and for the discussion of performance and
compensation for specific employees as permitted under Illinois Open Meetings Act 5 ILCS
120/2 (c) (1). Motion approved.

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

Accordingly the Meeting was closed to the public at 8:15 p.m. The Board discussed the
aforesaid matters and no other matters in closed session. The Board returned to regular session at
9:10 p.m.

Secretary Patel called the roll.

Present: 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh

and Jourdan
Absent: None
Also Present: Director Susan Westgate

A. Recommendation, Re: Approval of Minutes of the Executive Session of September 20, 2017

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Board of Library Trustees approve the minutes of the Executive Session of September 20, 2017 and that they remain closed at this time. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Lynch, Patel, Bagdonas, Sheikh and Jourdan
Nays 0
Abstain 2 Trustees Larimer and Jourdan
Absent..... None

B. Recommendation, Re: Semi-Annual Review of the Minutes of Executive Sessions

Trustee Larimer moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve to release the minutes of February 15, 2017, June 21, 2017 and that a portion of the minutes of the Executive Session of December 21, 2016 be released and that all other minutes which are closed to the public remain so at this time. Motion approved.

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

Background Information:

The Board reviewed the Executive minutes and approved the release of the above closed minutes. The Library Board is required by Illinois Statute (5 ILCS 120/2.06 (d)) to review no less than semi-annually all minutes of closed sessions. The purpose of the review is to determine if the Minutes may be released to the public or if the need for confidentiality still exists.

C. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on December 20, 2017

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Board of Library Trustees approve the staff compensation as discussed in Executive Session on December 21, 2016. Motion approved.

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

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 9:45 p.m.

January 17, 2018

Date approved

Mansi Patel, Secretary
Board of Library Trustees