

**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: January 17, 2018 **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 7:00 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 (arrived at 7:03 p.m.), Lynch, Bagdonas, Patel, Sheikh and Jourdan

Absent: None

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Larimer seconded the establishment of a consent agenda for the Regular Meeting of January 17, 2018. Motion approved.

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

Nays 0

Absent..... None

Trustee Sheikh moved and Trustee Larimer 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 December 20, 2017
- B. Minutes of Regular Meeting of December 20, 2017
- C. Minutes of Committee of the Whole Meeting of January 10, 2018
- D. Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 31, 2017
- E. Friends of the Carol Stream Public Library 2017 in Review
- F. Approval of Disbursements for the Period December 1, 2017 to December 31, 2017, plus the Addendum for the Meeting of January 17, 2018
- G. Report of the Library Director
- H. Thank You Letter from Northern Illinois Food Bank
- I. Library Closing at 12:00 p.m. on Friday, February 2, 2018 for Staff Development
- J. Library Legislative Luncheon: Friday, February 16, 2018, Chicago Marriot in Oak Brook, IL

Trustee Lynch moved and Trustee Bagdonas 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:

Friends of the Carol Stream Public Library 2017 in Review

Background Information:

Library staff Friends Liaison Mary Clemens prepared a report of the Friends of the Library 2017 activities. It included the programs they sponsored, donations to the library for programs and the Online High School scholarship, and their volunteering activities during the year.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period December 1, 2017 to December 31, 2017, plus the Addendum for the Meeting of January 17, 2018 in the amount of \$121,050.03.

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.

January Employee Anniversaries: Barbra Boucher-1/31/00-Technical Services; Laura Hays-1/7/02-Adult Services; Bindiya Patel-1/4/12-Circulation; Susan Westgate-1/28/13-Administration (**5 Year Anniversary**); Jessica Elder-1/18/16-Adult Services.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

The Board discussed the outcomes from the joint workshop with the Mayor and Village Trustees on January 16, 2018. Director Westgate will work with the Village staff to coordinate an agreeable funding option for the needed funding for the Library's proposed renovation project.

VI. NEW BUSINESS

- A. Recommendation, Re: Approval of Revision to 2.E.6 Fiscal Responsibility Fund Balance Policy, General Fund

Following discussion, the Library Board requested additional information on General Fund Policy balances and will review and reconsider this agenda item at the February 21, 2018 Library Board meeting.

Background Information:

The recommended revision is to change the fund balance of the General Fund to six-to eight months of operating costs from ten to fourteen months of operating costs. This revision was recommended by the consultants from Ehlers Inc. and will still provide the Library with adequate reserves to be fiscally responsible. The goal is to maintain an average of seven months.

- B. Discussion of Trustee Information Display Options

Following discussion of various options, the Board determined to have pictures of the Trustees taken in-house and to produce an in-house framed print of the Trustees pictures, titles and terms to be displayed in the Library lobby. Following a possible renovation of the building, a bronze plaque would be installed with the Board and Architect names.

Background Information:

To provide the community the opportunity to recognize the Library Trustees that represent them, a variety of options were explored by Director Westgate for a lobby display. She investigated what the Village and the Park District do to recognize their sitting Boards and the associated costs and provided the library Board with a report of her findings.

MONTHLY STAFF REPORTS

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

Trustee Lynch commented on the Adult Services December winter centerpiece program and the Youth Services Extreme Gingerbread and Sign Language programs. He stated they all looked very fun and were great programs to provide to our community. Trustee Larimer requested staff

provide him with the excel documents of past Librarian Reports so that he could analyze some of the data and put them in graph form for a visual comparison.

ANNOUNCEMENTS

Illinois Library Trustee Forum Workshop, Saturday, February 17, 2018, Chicago Marriot in Oak Brook, IL

Trustees Sheikh, Lynch and Patel stated that they plan to attend the Trustee Forum Workshop on February 17, 2018. Director Westgate will register them.

VII. 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 8:06 p.m.

February 21, 2018

Date approved

Mansi Patel, Secretary
Board of Library Trustees