

**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: May 16, 2018                      TIME: 7:00 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 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, Lynch, Bagdonas, Patel, Sheikh and Jourdan

Absent:            None

Also Present: Director Susan Westgate

**III.        PUBLIC PARTICIPATION**

None

**IV.        ADOPTION OF CONSENT AGENDA**

**Trustee Lynch moved and Trustee Bagdonas seconded** the establishment of a consent agenda for the Regular Meeting of May 16, 2018. Motion approved.

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

Nays ..... 0

Absent..... None

**Trustee Berryman-Gilliam moved and Trustee Sheikh 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 Regular Meeting of April 18, 2018
- B. Minutes of Special Meeting of April 24, 2018
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2018
- D. Recommendation, Re: Approval of the Annual Report to the Village for FY2018
- E. Board/Administrative Task Function Calendar for FY 2018/2019
- F. Approval of Disbursements for the Period April 1, 2018 to April 30, 2018, plus the Addendum for the Meeting of May 18, 2018
- G. Report of the Library Director
- H. Thank you letter from Outreach Community Center
- I. Thank you letter from Ronald McDonald House
- J. Thank you letter from WAYS
- K. Thank you card from Rotary Club of Carol Stream
- L. Thank you card from Retired Staff Member Sue McCallum
- M. Summer Reading Program Registration Begins Friday, June 1

**Trustee Lynch moved and Trustee Sheikh 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 the Annual Report to the Village for FY2018

Background Information:

The Annual Report for the Village is required by state law. It includes an overview of the Library’s past year’s finances and services.

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.

May Employee Anniversaries: Ellen Pancoe – 5/18/15 (Adult Services)

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period April 1, 2018 to April 30, 2018, plus the Addendum for the Meeting of May 16, 2018 in the amount of \$106,269.45.

## Regular Meeting

### V. BOARD AND COMMITTEE REPORTS

None

### VI. MONTHLY STAFF REPORTS

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

The Library will be conducting sexual harassment training and change management at their staff development day on August 24. The HR Manager is investigating additional vendors for the Library's background check services. A file within the Library's webpage was hacked early in the morning of April 27. The Village's IT Manager assisted Adult Services Manager Laura Hays with restoring the file and updating the Library's Drupal software. The Library has transferred money from their West Suburban Money Market Account to the Library's Illinois Funds Account now that Illinois Funds is experiencing improved interest rates. Two separate Illinois Fund accounts were merged as having two accounts was not necessary.

### VII. ANNOUNCEMENTS

#### A. 2018 Fourth of July Parade

#### Background Information:

The Library has reserved a float for the event. Trustees and their friends and family members are encouraged to participate. We will be decorating the float and will have some costumed characters to promote our Summer Reading theme-Camp Hiawatha: Once Upon a Time and to promote the Library's special event the Fairy Tale Faire. The float space is limited so the majority of participants must walk for the parade.

#### B. Fairytale Faire Friday, July 20, 5:30-7:30 p.m.

#### Background Information:

The Library will be holding a special event on Friday, July 20<sup>th</sup> from 5:30-7:30 p.m. in the evening. The event will feature a variety of games and activities, an outdoor inflatable Dragon Slide and Beauty and the Beast meet and great costumed characters. Trustees are encouraged to attend and or be helpers for the event.

### VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:23 p.m.

June 20, 2018  
Date approved

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Mansi Patel, Secretary  
Board of Library Trustees