

**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: June 20, 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, Lynch, Patel, Sheikh and Jourdan
Absent: Trustee Bagdonas
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of June 20, 2018. Motion approved.

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

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

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

- A. Minutes of Special Meeting of May 30, 2018
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2018

- C. Recommendation, Re: Approval of the Illinois Public Library Annual Report (IPLAR)
- D. Approval of Disbursements for the Period May 1, 2018 to May 31, 2018, plus the Addendum for the Meeting of June 20, 2018
- E. Report of the Library Director
- F. FY 2018 Auditor Correspondence to Trustees
- G. 2018 Fourth of July Parade
- H. Fairytale Faire Friday, July 20, 5:30-7:30 p.m.
- I. Summer Reading Program continues through August, 12, 2018
- J. Library Closed to the Public for Staff In-service, Friday, August 24, 2018

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

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

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

Recommendation, Re: Approval of the Illinois Public Library Annual Report (IPLAR)

Background Information:

The Library is required to file an annual report with the Illinois State Library at the end of every fiscal year. (The Library’s fiscal year is May 1-April 30.) The report is comprised of factual information about the Library’s Board, staff, services and finances. In addition, it contains statistical information about the collection, circulation and technology. Completion of the IPLAR is also a requirement of the Library’s annual Per Capita Grant application. Following approval by the Board, it is submitted to the State Library.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period May 1, 2018 to May 31, 2018, plus the Addendum for the Meeting of June 20, 2018 in the amount of \$146,014.04.

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.

June Employee Anniversaries: Mary Clemens-Assistant Director, 6/6/94; John Steadman-Circulation, 6/14/06; Dani Masnovi-Youth Services, 6/10/94; Joseph Geshkewich II-Circulation, 6/12/14; Maryanne Kyle-Dipietropaolo-Circulation, 6/12/14; Mary Pellico-Administration, 6/19/15.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Recommendation, Re: Minutes of Regular Meeting of May 16, 2018

Trustee Berryman-Gilliam moved and Trustee Sheikh seconded that the Carol Stream Library Board of Trustees approve the Minutes of the Regular Meeting of May 16, 2018 as corrected. Motion approved.

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

B. Recommendation, Re: Approval of Library Board Resolution #284 Prevailing Wage Act Determination

Trustee Lynch moved and Trustee Patel seconded that the Carol Stream Library Board of Trustees approve Library Board Resolution #284 Prevailing Wage Act Determination. Motion approved.

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

Background Information:

Every June the Library is required to pass a Resolution stating that they will comply with the Prevailing Wage Act. Tax-supported bodies are required to pay the prevailing wage for specific types of construction and service work that they may contract for. The Resolution is mailed to the Department of Labor in Springfield and it will be posted on the Library’s website with a hyperlink to the Illinois Department of Labor’s website page of the current prevailing wage for DuPage County.

C. Recommendation, Re: Approval of the Payments to Product Architect & Design for the Duration of the Renovation Project, Not to Exceed Contract

Trustee Lynch moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve the payments to Product Architect & Design for the duration of the renovation project, not to exceed contract. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Sheikh and Jourdan

Nays 0
Absent..... Trustee Bagdonas

Background Information:

Board approval is required for payments exceeding \$10,000.

- D. Recommendation, Re: Approval of Amendment to FY19 Capital Maintenance & Repair Budget-Addition of Budget Line 70-7508 Library Renovation Project in the amount of \$500,000

Trustee Lynch moved and Trustee Sheikh seconded that the Carol Stream Library Board of Trustees approve Amendment to FY19 Capital Maintenance & Repair Budget-Addition of Budget Line 70-7508 Library Renovation Project in the amount of \$500,000. Motion approved.

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

Background Information:

The amendment to CM&R is to add an additional budget line for the Library Renovation Project with a budget in the amount of \$500,000 for this current fiscal year. This budget will cover 80% of the architect fees, land survey fees, associated legal fees, initial construction management fees and any other fees related to the project that may occur in FY19. The majority of the cost of the project will occur during FY20.

- E. Discussion: Trustee Update of Library Renovation Project

Background Information:

The Director presented the PowerPoint from the recent architect meeting showing the beginning design concepts for the renovation project.

MONTHLY STAFF REPORTS

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

Director Westgate shared information on the recent addition of two environmental air treatment systems that were installed in the two air handlers in the building. They are advanced oxidation systems using a UV light that help eliminate sick building syndrome risks by reducing odors bacteria and cold and virus germs through a Photohydroionization process. When the HVAC system is operating this reduces airborne contaminants in the building. Trustee Larimer inquired if the addition of more security cameras was being accounted for in the renovation project. Director Westgate assured him that it is being taken into account. The intergovernmental agreement for IT services began on June 1 and is going well. Director Westgate and Teen Librarian Nate Wagner attended the Challenge Day program on May 18 that was organized by Village Trustee David Hennessey as a first step in the community looking at how to address opioids use.

VIII. EXECUTIVE SESSION

Trustee Lynch moved and Trustee Sheikh 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 Illinois Open Meetings Act 5 ILCS 120/2 (c)(1) for the discussion of performance and compensation for specific employees and nothing else. Motion approved.

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

Accordingly the Meeting was closed to the public at 8:20p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:43 p.m.

Secretary Patel called the roll.

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

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

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

Trustee Lynch moved and Trustee Patel seconded that the Executive Session minutes of September 20, 2017 be open to the public and that all other Executive Session minutes which are closed to the public remain so at this time. Motion approved.

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

Background Information:

The Board reviewed all closed Executive Session minutes. The Library Board is required by Illinois Statute (5 ILCS 120/2(c)(21)) 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.

Trustee Berryman-Gilliam moved and Trustee Sheikh seconded that the Board of Library Trustees approve the staff compensation as discussed in Executive Session on June 20, 2018. Motion approved.

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

IX. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:45 p.m.

July 18, 2018
Date approved

Mansi Patel, Secretary
Board of Library Trustees