

**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 17, 2014 TIME: 7:30 p.m. PLACE: Horizon Room

I. CALL TO ORDER

President Bailey called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

PLEDGE TO THE FLAG

President Bailey led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Sheikh called the roll.

Present: Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey,
Bailey

Absent: none

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Jourdan moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of December 17, 2014. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey

Nays 0

Absent..... None

Trustee Berryman-Gilliam moved and Trustee Jourdan seconded that the following items be included on the Consent Agenda. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey

Nays 0

Absent..... None

A. Minutes of Regular Meeting of November 19, 2014

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2014
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Human Resources Committee
- F. Approval of Carol Stream Public Library Strategic Plan: January 2015 to December 2017
- G. Report from Trustee Berryman-Gilliam
- H. Approval of Disbursements for the period November 1, 2014 to November 30, 2014, plus the Addendum for the Meeting of December 17, 2014.
- I. Monthly Staff Reports
- J. RAILS Library System Report
- K. MAGIC Consortium Report
- L. Friends of the Carol Stream Public Library
- M. Thank You card from Carol Stream Chamber of Commerce
- N. Thank You letter from Salvation Army
- O. Thank You letter from Carol Stream Christmas Sharing program
- P. Late Opening for Library on Friday, January 16, 2015 for building maintenance
- Q. November 26, 2014 *Examiner* article on new Hoopla online service for patrons
- R. November 26, 2014 *Examiner* article on the Library Strategic Plan update
- S. December 3, 2014 *Examiner* article on the upcoming Holiday Open House
- T. December 10, *Examiner* article and photos of the December 7th Holiday Open House

Trustee Bailey moved and Trustee DeRango seconded that the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
 Nays 0
 Absent..... None

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

- Facilities Committee** – No Report
- Finance Committee** – No Report
- Human Resources Committee** – No Report

Approval of Carol Stream Public Library Strategic Plan: January 2015 to December 2017

Background Information:

The Library has completed the final draft of the three-year strategic plan for the Library’s future. It was approximately a six-month process from start to completion. Four goals and fifteen objectives were identified. The completed plan will be posted on the Library’s website. President Bailey noted that the cost of the consultant came in \$1,224 under budget.

Report from Trustee Berryman-Gilliam

Background Information:

Trustee Berryman-Gilliam provided the Board with a report on her attendance to the ILA (Illinois Library Association) Conference in October. She was especially interested in the Libraries that were working with other charitable agencies to further their causes and their work with military families.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1, 2014 to November 30, 2014, plus the Addendum for the Meeting of December 17, 2014 in the amount of \$88,577.42.

Monthly Staff Reports

Background Information:

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

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Library - No Report

Communications

- A. Thank You card from Carol Stream Chamber of Commerce
- B. Thank You letter from Salvation Army
- C. Thank You letter from Carol Stream Christmas Sharing program

Background Information:

The Library received a thank you card from the Carol Stream Chamber of Commerce for a donation basket of holiday books and also also received thank you letters from the Salvation Army and the Carol Stream Christmas Sharing program for staff donations.

Announcements

- A. Late Opening for Library on Friday, January 16, 2015 for building maintenance

Background Information:

A late opening for the Library has been scheduled for Friday, January 16th for building maintenance issues. A flow valve in the Library's wet sprinkler system needs to be replaced. This requires the village to shut down all the water to the building and the Library cannot be open to the public. This time of the day and the week were selected as it is the least busy time and will have the least amount of impact on Library patrons. Maintenance staff and the Library

Director will be at the Library to facilitate the work that will begin at 7 a.m. and should be completed by 11:00 a.m. or so. The village will then be re-contacted and the water will be turned back on. Staff is scheduled to arrive at 11:30 a.m. While closed that morning, the Library has also scheduled additional maintenance requirements for replacement of the worn door track of the interior sliding glass doors in the lobby. The Library does not anticipate opening later than noon that day. Notification of the closing is in the January 2015 newsletter.

- B. November 26, 2014 *Examiner* article on new Hoopla online service for patrons
- C. November 26, 2014 *Examiner* article on the Library Strategic Plan update
- D. December 3, 2014 *Examiner* article on the upcoming Holiday Open House
- E. December 10, *Examiner* article and photos of the December 7th Holiday Open House

Background Information:

The Library was featured in several newspaper articles in the past month regarding the new online downloadable service Hoopla (video, music, audiobooks), strategic plan update and highlights of the Library's annual Holiday Open House.

Regular Meeting

V. Old Business

Strategic Plan-financial implications for plan implementation

Background Information:

Page nine of the Strategic Plan includes an overview of the implementation process. In regards to the cost of the implementation of the plan, the majority of the identified objectives can be accomplished within the Library's operating budget. They include organizational strategies (programming, customer service, communication, policies, etc.) that will have little to no impact on existing financial outlays. Objectives that will require financial outlay will follow existing practice, i.e. obtaining Board approval for any expenditure exceeding \$10,000.

VI. Report of the Library Director

A. Update of Leaking Skylights

Background Information:

The Director prepares a monthly report highlighting the facility, customer service, outreach, operations and other projects to ensure that the Board members are apprised of relevant Library business. Camosy (lobby remodel contractor) sent a representative to the Library to access the skylights. They contacted the retailer they had purchased the skylights from. The retailer denied responsibility and referred them to contact the manufacturer Velux. They are currently in contact with them and are in the process to negotiate repair on our behalf. Currently we are not experiencing any noticeable leakage. Maintenance staff is monitoring this daily.

December Employee Anniversaries: Lynn Bierman – 12/01/03-Techincal Services; Kimberly Link-12/27/05-Circulation; Marlys Smith-12/09/11-Circulation; Calvin Boyd-12/09/13-Maintenance; Cathy Celiberti-12/10/13-Circulation.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:51 p.m.

January 21, 2015
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee