

**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 21, 2015 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 7:31 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 Sheikh moved and Trustee DeRango seconded the establishment of a consent agenda for the Regular Meeting of January 21, 2015. Motion approved.

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

Nays 0

Absent..... None

Trustee Berryman-Gilliam moved and Trustee DeRango 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 December 17, 2014

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 31, 2014
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Human Resources Committee
- F. Elected Officials Email(s) Requirement for Local Government Websites
- G. Approval of Disbursements for the period December 1, 2014 to December 31, 2014, plus the Addendum for the Meeting of January 21, 2015.
- H. Monthly Staff Reports
- I. RAILS Library System Report
- J. MAGIC Consortium Report
- K. Friends of the Carol Stream Public Library
- L. Thank You card from WDSRA (Western DuPage Special Recreation Association)
- M. Thank you Letter from Northern Illinois Food Bank
- N. December 17th, 2014 *Examiner* Article and Photos regarding the Lego Builders Club

Trustee Sheikh 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

Elected Officials Email(s) Requirement for Local Government Websites

Background Information:

Last year, the Illinois General Assembly enacted P.A. 98-0930 amending the Local Records Act. The new law requires all local governments and school districts to post on their websites a mechanism for members of the public to electronically communicate with elected officials. To comply with the Act, a public body can post either a "uniform single email address" or the individual email addresses of the elected officials. A "hyperlink" to the email address or addresses must be posted on the home page of the government body's website. The law becomes effective January 1, 2015, but governments have 90 days to comply with the email posting requirement. The Library will be creating a hyperlink to an on-line form on the homepage that an individual can fill out and is then forwarded to the Trustees' and the Library Director.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period December 1, 2014 to December 31, 2014, plus the Addendum for the Meeting of January 21, 2015 in the amount of \$135,695.86.

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 WDSRA (Western DuPage Special Recreation Association)
- B. Thank you Letter from Northern Illinois Food Bank

Background Information:

Laura Hays, Head of Adult Services, received a holiday thank you card from WDSRA (Western DuPage Special Recreation Association) for facilitating and approving the art displays of their clients throughout the year. The Library also received a thank you letter from the Northern Illinois Food Bank for staff donations.

Announcements

- A. December 17th, 2014 *Examiner* Article and Photos regarding the Lego Builders Club

Background Information:

The Library's monthly Lego Builder's Club was featured in an *Examiner* article. It included a color photo on the front page directing readers to further color photos and a brief article about the monthly program.

Regular Meeting

V. New Business

FY2015 Illinois Public Library Per Capita Grant Awarded

Background Information:

The Library received a confirmation letter from the Illinois State Library awarding the FY2015 Illinois Public Library Per Capita Grant in the amount of \$49,638.75. These funds will be used for database subscriptions in the upcoming 2015/2016 fiscal year.

VI. Report of the Library Director

Trustee DeRango has been monitoring the status of the Library's leaking skylight and other building issues over the past several months since they were first documented in the November 19, 2014 Director's Report.

A. Valve Repair and Late Opening on January 16th, 2015

Background Information:

On Friday, Jan. 16th the Library opened late (noon) in order to accommodate some essential building repairs. The replacement of the flow valve for the fire sprinkler system was successfully completed. The water to the building was turned back on in a timely manner and the Library opened to the public promptly at noon. New door tracks to the interior automatic doors were also installed successfully while the Library was closed to the public.

B. Update of Leaking Skylight

Background Information:

Facilities Committee Chair Ed Jourdan came to the Library on January 16th to check on the progress of the scheduled work. While at the Library, Trustee Jourdan also examined the situation with the leaking skylights. Trustee Jourdan examined the skylights from the inside and then Maintenance staff took him up to the roof to see the sections that were experiencing condensation between the two skylight panels which are not visible from inside. Maintenance staff explained that staff are monitoring their status daily and are not experiencing any evident leakage at this time. Camosy (the lobby remodel contractor) is currently in contact with the manufacturer (Velux) and trying to negotiate repair on the Library's behalf. Trustee Berryman-Gilliam commended Trustee Jourdan for his efforts and thoroughness.

C. Strategic Plan Update

Background Information:

At the staff in-service on Dec. 12th, each staff member selected two of the four goals that they would be most interested in working towards. Staff unable to attend, selected their goals during their next scheduled shift. At the Dec. 12th in-service, Director Westgate reviewed the mission and vision statements with the staff as well as the plan itself. In addition staff participated in personality and team building exercises and started the groundwork for creating institutional values for the Library that will be used to guide behavior and decision making. Management team members have been selected to be the goal owners. As the goal owner, they will select an objective leader for each of their objectives and the team members for that objective. Goal planning implementation forms and project planning worksheets will be used to assist each objective team to accomplish their tasks. Objective team leaders for some of the goals have been selected and will be meeting with their teams before the end of the month. President Bailey and

Director Westgate will periodically meet with the goal owners and objective leaders to access their progress and provide assistance and guidance if necessary to help them achieve their objectives as the Library goes forward with the three-year strategic plan. A “Staff Idea Box” has been placed in the staff room so that staff members can share any idea for the Library that they may have, even if it is not in the goal areas that they have selected. Staff is being encouraged to think outside the box and outside their departments.

January Employee Anniversaries: Kathy Kalvig – 1/7/87- Circulation; **Barbra Boucher-1/31/00-Technical Services, Fifteen Years**; Laura Hays-1/7/02-Adult Services; **Jennifer Woods -1/26/10- Circulation, Five Years**; Bindhya Patel-1/4/12-Circulation; Susan Westgate-1/28/13, Administration.

VII. Announcements

- A. ILA Legislative Luncheon in Oakbrook on February 13, 2015
- B. ILA Trustee Workshop in Oakbrook on February 14, 2015

Background Information:

The ILA (Illinois Library Association) has scheduled their Legislative Luncheon-West Suburban for Friday, Feb. 13th from 11:30-2:30 p.m. at the Chicago Marriot in Oak Brook. Library staff and Trustees are encouraged to attend and network with their local legislators and share the importance of the library in the community. On Saturday, Feb. 14th ILA will be holding their annual Trustee Workshop at the same location from 8:00 a.m. - 3:30 p.m. Interested Trustees are to inform Director Westgate by January 29th and she will register them. Trustee Jourdan asked Director Westgate to please register him for the Feb. 13th workshop.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan moved and Trustee Berryman-Gilliam seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:43 p.m.

February 18, 2015
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee