

**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 19, 2013                      TIME: 7:30 p.m.                      PLACE: Horizon Room**

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**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, Assistant Director Mary Clemens, Attorney  
Robert McNees, and visitors.

**III.        PUBLIC PARTICIPATION**

Patron Nancy Bolton stated her concerns regarding statements she overheard in a conversation of two trustees while in the Library, talking about libraries being obsolete. She stated that she had been coming to board meetings for two years and was concerned that several board members did not have the Library's or the community's best interests in mind. Trustees DeRango and Jeffrey responded that the comments overheard were taken out of context.

There was no other public participation.

**IV.        ADOPTION OF CONSENT AGENDA**

**Trustee Sheikh moved and Trustee Jourdan seconded** the establishment of a consent agenda for the Regular Meeting of June 19, 2013. Motion carried.

Ayes ..... 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,  
Bailey

Nays ..... Trustee DeRango

Absent..... None

**Trustee Jourdan moved and Trustee Sheikh seconded** that the following items be included on the Consent Agenda. Motion carried.

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

- A. Approval of Minutes of the Regular Meeting of May 15, 2013.
- B. Approval of Minutes of the Facilities Committee Meeting of June 17, 2013.
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2013
- D. Facilities Committee Report
- E. Finance Committee Report
- F. Recommendation, Re: Approval of Resolution 264, Prevailing Wage Act Determination
- G. Recommendation, Re: Approval of Closing of the Library on Friday, August 16, 2013 for Staff In-Service Day
- H. Recommendation, Re: Approval of the Illinois Public Library Annual Report (IPLAR)
- I. Recommendation, Re: Approval of Expenses over \$10,000 for renewal of CVI (Computer View Inc.) Contract
- J. Approval of Disbursements for the period May 1, 2013 to May 31, 2013, plus the Addendum for the Meeting of June 19, 2013
- K. Report of the Library Director
- L. Monthly Staff Reports
- M. RAILS Library System Report
- N. MAGIC Consortium Report
- O. Friends of the Carol Stream Public Library Report
- P. Communications

**Trustee Berryman-Gilliam moved and Trustee Jourdan seconded** that the Consent Agenda be approved by omnibus vote. Motion carried.

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

**Approval of Resolution 264, Prevailing Wage Act Determination**

The Board of Library Trustees approves Resolution 264, Prevailing Wage Act Determination.

Background Information:

The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers and mechanics employed on public works projects no less than the general prevailing rate of wages for work of similar character in the locality where the work is performed. In order to be in compliance with Illinois Statute 820 ILCS 130/9, the Library Board must adopt this resolution annually. Certified copies of the Resolution must be filed with the Secretary of State and the Department of Labor by July 15.

VILLAGE OF CAROL STREAM, ILLINOIS  
LIBRARY BOARD RESOLUTION # 264  
RE: PREVAILING WAGE ACT DETERMINATION

WHEREAS, THE State of Illinois has enacted the Prevailing Wage Act approved June 26, 1941, codified as amended, being 820 ILCS 130.1 et seq (the "Act"); and

WHEREAS, the aforesaid Act requires that during the month of June of each calendar year the Board of Library Trustees of the Village of Carol Stream investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of DuPage County employed in performing construction of public works for said Library;

NOW THEREFORE, be it resolved by the Board of Library Trustees of the Village of Carol Stream as follows:

1. To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of this public library is hereby ascertained to be the same as the prevailing rate of wages for construction work in DuPage County as determined by the Department of Labor of the State of Illinois (the "Department") as of June 1, 2013, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction undertaken by this Library. The definitions of any terms appearing in this resolution are also used in the aforesaid Act shall be the same as in said Act.
2. Nothing herein contained is intended to apply or shall be construed to apply said general prevailing rate of wages as herein ascertained in any work or employment performed on behalf of this Library except public works construction to the extent required by the Act.
3. The Library Director shall publicly post or keep available for inspection by any interested party in the main office of the Library this determination or any revisions of such prevailing rate of wages. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.
4. The Library Director shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees

who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workmen whose wages will be affected by such rates.

5. By July 15<sup>th</sup>, the Library Director shall file a certified copy of this resolution with the Illinois Secretary of State and with the Illinois Department of Labor.
6. Within thirty (30) days after filing a certified copy of this Resolution with the Illinois Secretary of State, the Library Director shall cause to be published in a newspaper of general circulation within the area a notice that this determination is effective and constitutes the determination of this public body.
7. If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution.
8. All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
9. This Resolution shall be in full force and effect upon its passage, approval, and publication as provided by law.

**Approval of Closing of the Library to the Public on Friday, August 16, 2013 for Staff In-service Day**

The Board of Library Trustees approves closing of the Library to the public on Friday, August 16, 2013 for staff in-service day.

Background information:

To ensure that the Library staff continues to provide quality services, it is recommended that an in-service day be scheduled for continuing education purposes of the staff. Consideration for minimal impact on library services was used to determine the date of August 16<sup>th</sup>. This day is after the summer reading program has ended and prior to the start of school.

**Approval of the Illinois Public Library Annual Report (IPLAR)**

The Board of Library Trustees approves the Illinois Public Library Annual Report.

Background information:

This is the Annual report that public libraries are required to file with the State Library within 60 days of the end of their fiscal year (ours is April 30). It contains statistics and facts about the Library.

**Approval of Expenses over \$10,000 for renewal of CVI (Computer View Inc.) Contract**

The Board of Library Trustees approves the expense of over \$10,000 for the renewal of CVI (Computer View Inc.) contract.

Background Information:

The Library contracts with CVI to manage all 97 of the library's staff and public computers and five servers. They use proprietary software to manage the Library's network and coordinate with our service vendors. They are on call and monitor all of our software updates, e-mail server, etc. They are paid a quarterly amount of \$8445. They are not increasing our fees in the new contract, and are maintaining their current rate in the FY 13/14 contract. The contract has been modified to include a clause that gives us the option of cancelling the contract after six months, with a 30 day notice.

### **Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period May 1, 2013 to May 31, 2013, plus the Addendum for the Meeting of June 19, 2013, in the amount of \$369,909.41.

### **Report of the Library Director**

Staff members celebrating employment anniversaries this month are:

Mary Clemens – 6/6/94 – Assistant Director/Head of Youth Services

Margo Quaintance – 6/5/06 – Youth Services

John Steadman – 6/14/06 – Circulation

**\*Shilpa Shah – 6/17/08 – Circulation (5 Year Anniversary)**

### **Monthly Staff Reports**

Managers prepared monthly reports for the Board to review with details and highlights of the activities in each department.

### **Other Reports**

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Carol Stream Public Library - No Report

### **Communications**

A. Thank you note from patron Maria J. Soler to the Library staff for all of their help with her family story project.

Background Information:

Maria worked on a family history book for a year and was a frequent visitor of the Library for her research. She has completed the project and wanted to congratulate and thank the staff for all of their help.

B. Thank you note from the Park District for participating in their Earth Day event on April 20<sup>th</sup>.

C. Note from patron Suzanne Hlotke with an article from the May 14, 2013 *Wall Street Journal* on the future of libraries, that she wanted to share with the Board and staff.

Background Information:

Suzanne sent a copy of an interesting article she saw in the *Wall Street Journal* about how libraries are repurposing their spaces.

- D. Email from local tutor Kimberly Osgood, thanking us for the genealogy information on our website.

Background Information:

Kimberly used our website resources for her student genealogy projects and found them very helpful and recommended additional helpful sites that we have added to the Genealogy page on our website.

- E. Letter from the ILA Executive Director regarding the restored funding for Libraries in Illinois through the State Library.

Background Information:

The Illinois legislature, both the House and Senate, have approved increased funding for annual equalization grants, per capita and area grants, and per capita grants for Illinois public libraries. ILA is very active in promoting and lobbying for legislature that affects Illinois libraries. House Bill (HB) 3637 was also defeated that would have diverted funds from the Personal Property Replacement (PPR) Tax that public libraries receive. These two bills taken together amount to more than \$7 million dollars saved or restored in Illinois library funding. The Carol Stream Public Library received \$39,757 in PPR taxes and a per capita grant in the amount of \$40,723 in fiscal year 2012/201. Both of these items are revenue lines in the Library's operating budget.

**Regular Meeting**

**V. COMMITTEE REPORTS**

**A. Human Resources Committee**

No Report

**VI. UNFINISHED BUSINESS**

**A. Status of Kuhn Road Property**

Facilities Committee chair Trustee Jourdan gave a summary of the Facilities Committee meeting of June 17, 2013. He stated that the new board was interested in investigating all aspects of the Kuhn Rd. property from its current offer and purchase agreement, to an inter-governmental agreement (IGA) with the park district, and receiving input from the community regarding use of the property. Director Westgate will contact the park district and ask them to come to the next board meeting and share their proposed use of the property. She will also schedule a town meeting for input from the community. Trustees then interviewed local real estate attorney Robert McNees. Director Westgate had sent out letters of inquiry to local area attorney's regarding representing the Library in their Kuhn Rd. property sale. Attorney McNees was the only respondent and stated that he would represent the library at the current municipal rate that they receive from Ancel Glink of \$190 per hour.

**VI. NEW BUSINESS**

**A. Recommendation, Re: Approval of the Engagement of McNees & Associates Attorneys at Law as the Library’s Commercial Real Estate Attorney in Regards to the Kuhn Rd. Property**

**Trustee Bailey moved and Trustee Sheikh seconded** that the Carol Stream Library Board of Trustees approve the engagement of McNees & Associates Attorneys at Law as the Library’s commercial real estate attorney in regards to the Kuhn Rd. property for an initial period of 90 days.

Ayes ..... 5 Trustees Berryman-Gilliam, Johnson, Jourdan, Sheikh, Bailey  
Nays ..... 2 Trustees Jeffrey, DeRango  
Absent ..... None

Background Information:

The Library Board came to a consensus at the Facilities Committee meeting that they would like to have a second attorney look at the purchase agreement for the Kuhn Rd. property and advise the Board regarding the sale of the property going forward. McNees & Associates stated in a letter to the Library Director that they would lower their hourly rate to match the rate the Library pays to Ancel Glink, which is \$190/hour. The Library did not receive a response from the other two local law firms that were contacted.

**B. Recommendation, Re: Approval of Renewal of Certificate of Deposit (CD) with Community Bank that Matures on 7/5/13**

**Trustee Bailey moved and Trustee Berryman-Gilliam seconded** that the Carol Stream Library Board of Trustees Approve the renewal of the certificate of deposit (CD) with Community Bank that matures on 7/5/13.

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

Background Information:

The Library has a 12 month CD at Community Bank that will mature on July 5, 2013. The Assistant Director and I have checked the current CD rates at local banks. Community Bank has agreed to give us a rate of .45% for twelve months. This is much higher than other local banks that had 12 month CD rates of .20 % - .25 %. The Library will have another CD mature in October 2013. Renewing the CD will ensure that the Library is meeting its Fiscal Responsibility Investment Policy (2.E.5) of diversification of investments.

**VII. ANNOUNCEMENTS**

**A. Carol Stream Annual Fourth of July Parade on Thursday, July 4<sup>th</sup> at 10:00 a.m.,  
“Hats Off to America”**

Background Information:

The Library has signed up to participate in the Fourth of July parade. We will have a float and distribute candy and patriotic bookmarks.

**B. Dig Into Reading!-PowerPoint Presentation from Assistant Director/Head  
of Youth Services Mary Clemens**

Background Information:

Assistant Director/Head of Youth Services Mary Clemens presented a short PowerPoint highlighting the Summer Reading Program “Dig into Reading.” It contained statistics, preparation for the program, school visits, and more.

**C. Open Meetings Act (OMA) Training Deadline for New Trustees is July 30,  
2013**

Background Information:

New Trustees need to take the Open Meetings Act (OMA) online training which is found at <http://foia.ilattorneygeneral.net/> . Trustees will need to register as OMA Public Body Members. The oath of office was taken on May 1 so they need to complete the training by July 30, 2013 (within 90 days of taking office).

**ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Bailey asked for a motion to adjourn. **Trustee Jourdan moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:36 p.m.

June 19, 2013  
Date Approved

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Nadia Sheikh, Secretary  
Board of Library Trustee