

**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: July 17, 2013 **TIME: 7:30 p.m.** **PLACE: Discovery 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, Carol Stream Park District Commissioners Wynn Ullman and Brenda Gramann, and Carol Stream Park District staff members Julie Vogel and Bill Rosenthal.

III. PUBLIC PARTICIPATION

Patron Sue Carlstedt stated that since the Kuhn Rd. property is off the tax rolls that there is no urgency to sell the property and that she is in favor of an agreement between the Library and Park District. She stated that a branch library rather than a new library would be a better solution.

Patron Gordon Ledford stated that since the property had been purchased for the purpose of a new library and a referendum had failed three times that the Library should sell the property to keep their decision making consistent.

Patron Kathy Carrier asked when the land was purchased and for what amount (about ten years ago for \$750,000). She would like the library to look into creative ways to use the land (lease to Park District, community garden plots). She stated that though the referendums had not passed in the past, there is always a new voting body coming into play and if in the future the community did want a new library there would not be land available and if so at a much higher price. She encouraged the Board to not be hasty in their decision.

Patron Justin Moran stated that the library was not a real estate agent and that the land should be sold.

Patron Maxine Ledford stated that the Library has not been hasty and has been tying up the land with additional costs for taxes, architects and other expenses with no benefits. There is no need for a new library and the Board needs to be mindful of the voters who did not pass the referendum three times. The Board would be irresponsible to keep the land and it is time to get rid of the property. President Bailey responded that there is no plan for a new library and that the Board was looking at every possible way to best use the land for the benefit of the community.

There was no other public participation.

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee DeRango seconded the establishment of a consent agenda for the Regular Meeting of July 17, 2013. Motion carried.

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 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 June 19, 2013.
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending June 30, 2013
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Human Resources Report
- F. Recommendation, Re: Approval of adjusting the approved full-time IT Manager position to a part-time IT Coordinator position and two part-time Computer Assistant positions
- G. Recommendation, Re: Approval of installation, wiring, and privacy partition costs for Youth Services computer desks
- H. Trustee SWOT (strengths, weaknesses, opportunities, threats) Analysis of the Library and Community that may influence the Library’s current and future plans and goals. (Requirement of the 2014 Per Capita Grant application.)
- I. Approval of Disbursements for the period June 1, 2013 to June 30, 2013, plus the Addendum for the Meeting of July 17, 2013
- J. Report of the Library Director

- K. Monthly Staff Reports
- L. RAILS Library System Report
- M. MAGIC Consortium Report
- N. Friends of the Carol Stream Public Library Report
- O. Communications
- P. Announcements

Trustee Sheikh moved and Trustee DeRango 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
- Human Resources Committee** – No Report

Approval of adjusting the approved full-time IT Manager position to a part-time IT Coordinator position and two part-time Computer Assistant positions.

The Board of Library Trustees approves adjusting the approved full-time IT Manager position to a part-time IT Coordinator position and two part-time Computer Assistant positions.

Background Information:

It is the recommendation of the Library Director and management team that these three part-time positions would be the best solution to the Library’s current Technology needs.

Approval of installation, wiring, and privacy partition costs for Youth Services computer desks.

The Board of Library Trustees approves installation, wiring, and privacy partition costs for Youth Services computer desks.

Background Information:

In February 2013, the Board approved the purchase of computer desks and chairs for the Youth Services department. The quote did not include the partitions, wiring & networking, and installation. To complete the project these additional funds are required.

Trustee SWOT (strengths, weaknesses, opportunities, threats) Analysis of the Library and Community that may influence the Library’s current and future plans and goals. (Requirement of the 2014 Per Capita Grant application.)

Background Information:

Every year the Per Capita Grant has specific requirements of the Board of Trustees. For the 2014 Per Capita Grant, the Library Board of Trustees is required to do a SWOT Analysis of the Library. This can be done individually and reported to the Library Director, or done at a regular or special board meeting as a group.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period June 1, 2013 to June 30, 2013, plus the Addendum for the Meeting of July 17, 2013, in the amount of \$84,650.12.

Report of the Library Director

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.

Staff members celebrating employment anniversaries this month are:

Ellen Marchessault – 7/01/81 –Head of Technical Services

Pat Roche – 7/22/91 – Assistant Department Head of Youth Services

Ron Anderson – 7/17/06 – Maintenance

Catherine Medearis – 7/15/08 – Circulation (5 Year Anniversary)

Kathie Menzer – 7/25/08 – Circulation (5 Year Anniversary)

Omar Kushad – 7/11/11 – Adult Services

Cheryl Walek – 7/18/11 – Circulation

Shweta Kurman – 7/02/12 – Circulation

Terry Hycner – 7/30/12 – Circulation

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 email from patron Hazel Stevens thanking staff member Omar Kushad for his assistance.

Background Information:

Library Director received an email from patron Hazel Stevens commending Adult Services Librarian Omar Kushad for his assistance in completing an online job application that was very problematic.

- B. Thank you note from the Park District for participating in their JustPlay! event on May 19th.

Background Information:

The Library received a thank you letter from the Park District for our participation in the JustPlay! event. There is a nice photo from the event showing the children playing with the Library's giant chess set.

Announcements

- A. June 26, 2013 *Examiner* article highlighting the Library's Summer Reading Program "Dig into Reading."

Background Information:

The *Examiner* featured a very nice article containing all of the details and highlights of the summer reading program that were featured at the June Board meeting presentation.

- B. Reminder: Open Meetings Act (OMA) Training Deadline for New Trustees is July 30, 2013.
- C. 2013 Per Capita Grant funds received (\$40,809.01).
- D. Summer Reading Program ends on Saturday, August 10.
- E. Library closed to the public on Friday, August 16 for staff in-service.
- F. Dominican University Trustee Orientation at Gail Borden Library on August 3.

Background Information:

Dominican University is holding a one day Trustee Orientation at the Gail Borden Library on Saturday, August 3. Any interested Trustees can contact the Library Director and she will register you. The cost is \$130 for the first Trustee and \$100 for each additional Trustee.

Regular Meeting

VI. UNFINISHED BUSINESS

- A. Status of the Kuhn Road Property**
 - a. Carol Stream Park District Proposed Use of Property**

Representatives from the Park District Board, Vice President Wynn Ullman and Commissioner Brenda Gramann, discussed with the Library Board proposed use of the Kuhn Rd. property by the Park District if the Library and Park District entered into an IGA (intergovernmental agreement). They propose making it an open land park with walking paths, picnic tables, play areas, and community gardening plots. Commissioner Gramann mentioned that the Kuhn Rd. property was the location of the Kuhn Farm as well as the property of the Kammes family which both have historical significance in Carol Stream. The Park District would assume maintenance of the land in the agreement. The agreement would contain cancellation clauses for both parties to terminate the agreement. President Bailey thanked them for coming and speaking to the Library Board.

- b. Attorney Opinion Regarding State Law and Sale of Property.**

Director Westgate contacted Library Attorney Britt Islay regarding the Library being in violation of any state statute regarding the sale of the Kuhn Rd. property. She asked him to please clarify for the Board, one way or the other, if the Library was violating any existing law by not having sold the property in a two-year period. Below is his email response that was read aloud:

“A governmental body has absolute discretion as to whether to declare property surplus. Currently, the library board has not approved a contract for sale of the property. So there is no statute or contract requiring the library to sell the land. The residents of Carol Stream could file a petition for an advisory referendum as to whether property should or should not be declared surplus and be sold. But such a referendum requires a petition with several hundreds of signatures to have a vote put on the ballot.”

c. Update on the Purchase Agreement from Attorney McNees

Commercial Real Estate Attorney Robert McNees has made significant changes to the purchase agreement that was presented to the Library from Manor Care. The changes he made were to protect the Library from liability issues and to ensure that the property is sold “as is.” Trustee DeRango asked Director Westgate for the current fees to be paid to Attorney McNees and what was spent by the Library’s Attorney regarding the real estate transaction. She stated that she would look up the figures for the Board and send it to them. Trustee Jeffrey stated that the Library should not have changed attorneys and that Ancel Glink has always done a good job for the Library. Trustee Sheikh stated, “That is your opinion. That is one person’s opinion.” Trustee Bailey stated that the reason we went to another attorney is that we are not satisfied with the work of Ancel Glink. Trustee Jeffrey stated that he would like Ancel Glink to look at it (the contract), since they have done well for us in the past. Trustee Bailey stated, “No they have not. If he would like to meet somewhere and have a discussion of the Board’s dissatisfaction with Ancel Glink that is another topic and will not be discussed at this meeting tonight.” Director Westgate stated that Ancel Glink is still the Library’s attorney regarding all other matters, and that Attorney McNees has been hired specifically for the commercial real estate transaction of the Kuhn Rd. property as approved at the June Board meeting.

VI. NEW BUSINESS

A. Recommendation, Re: Approval of encouraging Community input regarding the use of the Kuhn Rd. property.

Trustee Jourdan moved and Trustee Sheikh seconded that the Carol Stream Library Board of Trustees approve seeking community input regarding the use of the Kuhn Rd. property.

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

Comment from Trustee Jourdan:

“I would like to suggest that this is something that we can put out as a simple survey on our website, a couple of questions that be put out there for the public. I don’t care about the past. I have heard a lot of discussions here. I have been very quiet about listening to everyone’s comments here and let me just put it this way for everyone to understand this is myself speaking,

but I am no one's rubber stamp. The only people I respond to are the people that elected me to sit here. And with that responsibility I am looking to decide what is not best for you, myself, I am looking at what is best for this library. And what I need to understand is too see facts presented to me, not hearsay, not statements. I need to see that and I would like to see input from the village in terms of what they feel. As was said before, people move out, people move on. There is a different base of people living in this town right now. We need to get feedback of what everyone feels. We are not in a position that this property needs to be sold tomorrow, but I am not saying we don't need to sell it. We may need to sell it. But at this point in the game, thirty days difference is not going to make a whole lot of extra effort in making an intelligent decision, not a decision based on an agenda. And based on that, I would like to see us put an advisory statement on the website asking a couple of questions to be determined for that function. We need to get some consensus and give the town a chance to respond to us and tell us what they feel the best option is. We are here to represent them. The bottom line here is that we need to get feedback from the town to what they feel. Because as far as my concern right now, I'll make it clear. I was one of the people that voted vehemently against having a new library built. I did not want it. But, do I feel I want to see the property sold tomorrow, no. But, do I want to say that is my final decision, no. I want to see what the best options are. I need evidence, facts, to prove to me what the best route to go is, and that's where my vote will go."

Director Westgate will put together a short online and written survey to post on the website and have available in house. It will be publicized in the Library newsletter and *Examiner* column. A date for a Town Hall session may also be scheduled sometime in the near future.

Background Information:

At the Facilities Committee Meeting on June 17, 2013, the Board came to a consensus to seek input from the community regarding the use of the Kuhn Rd. property. A variety of means were identified: online survey, Facebook inquiry, in-house paper survey, and/or town hall meeting.

B. Recommendation, Re: Call for scheduling a By-Laws Committee meeting to review recent revisions.

Trustee Bailey moved and Trustee Sheikh seconded that the Board of Library Trustees call a special meeting of the By-Laws Committee for the purpose of reviewing recent revisions.

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

Background Information:

Recent changes to the Library's By-Laws took place on September 19, 2012: Article VIII Officers and Their Duties, Sections 4 & 5; Article X – Library Director; and Article XII Committees, Section 1 & 5.

C. Recommendation, Re: Call for scheduling a Human Resource Committee meeting for Library Director's six-month review.

Trustee Bailey moved and Trustees DeRango and Berryman-Gilliam seconded that the Board of Library Trustees call a special meeting of the Human resources Committee for the purpose of the Library Director's six-month review.

Background Information:

The Library Director began working at the Carol Stream Public Library on January 28, 2013. July 28, 2013 is her six-month anniversary. As outlined in her letter of employment, she is to be reviewed at six-months and if found to be satisfactory will receive an increase in salary at her six-month anniversary date.

D. Report from Trustee Berryman-Gilliam on her attendance at the ALA Conference

Trustee Berryman-Gilliam shared highlights from her attendance at the ALA Conference. Specific programs that she mentioned were ideas for low-cost programming for libraries and programming that targeted people in their middle-ages.

Background Information:

Trustee Berryman-Gilliam attended the ALA (American Library Association) Conference when it was in Chicago at the end of June. She prepared a written summary of the programs and events that she attended to share with her fellow Trustees and it was included in the Board packet.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Bailey asked for a motion to adjourn. **Trustee DeRango moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:39 p.m.

August 21, 2013
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee