

**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: February 19, 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 Sheikh moved and Trustee DeRango seconded the establishment of a consent agenda for the Regular Meeting of February 19, 2014. Motion approved.

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

Nays 0

Absent..... none

Trustee Sheikh moved and Trustee Berryman-Gilliam 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. Approval of Minutes of the Regular Meeting of January 15, 2014

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2014
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Recommendation, Re: Approval of Human Resources Committee recommendation regarding staff compensation in Fiscal Year 2014/2015
- F. Recommendation, Re: Approval of Human Resources Committee recommendation regarding revision of Job Description for Assistant Library Director
- G. Recommendation, Re: Approval of Human Resources Committee recommendation regarding revision of Job Description for Human Resources Business Manager
- H. Recommendation, Re: Approval of Human Resources Committee recommendation regarding revision of Job Description for Circulation Clerk
- I. Recommendation, Re: Approval of Human Resources Committee recommendation regarding Job Description for Material Handler
- J. Recommendation, Re: Approval of Human Resources Committee recommendation regarding the change of non-exempt salary to non-exempt hourly in Fiscal Year 2014/2015
- K. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on February 19, 2014
- L. Recommendation, Re: Approval of Expenses over \$10,000 for December/January ComEd Bill
- M. Recommendation, Re.: Approval of installation of Proxy Door System for Non public Areas
- N. Scheduling of Library Operation Support Our Troops (OSOT) Drive in May/June 2014
- O. Approval of Disbursements for the period January 1, 2014 to January 31, 2014, plus the Addendum for the Meeting of February 19, 2014
- P. Monthly Staff Reports
- Q. RAILS Library System Report
- R. MAGIC Consortium Report
- S. Communications
- T. Announcements-General Primary Location March 18, 2014

Trustee Sheikh moved and Trustee Jourdan 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

Approval of Human Resources Committee recommendation regarding staff compensation in Fiscal Year 2014/2015.

Background Information:

The Human Resources Committee reviewed the recommended merit increases for staff from a pool of 4.5% based upon performance.

Approval of Human Resources Committee recommendation regarding revision of Job Description for Assistant Library Director

Background Information:

At the February 20, 2013 Board meeting, the Board approved the new job of Assistant Library Director/Head of Youth Services. The Assistant Library Director job description has been revised to reflect the current duties that are being performed for this position.

Approval of Human Resources Committee recommendation regarding revision of Job Description for Human Resources Business Manager.

Background Information:

In the Library's continuing efforts to optimize the workflow and management of the Library, the Human Resources Administrator position has been revised to include the management of the Business Office. This change was listed as part of the Library's 2013-2014 Goals. This position is also a member of the Library's management team, participating in all meetings.

Approval of Human Resources Committee recommendation regarding revision of Job Description for Circulation Clerk.

Background Information:

Circulation Clerk I and II positions have been revised to the title of Circulation Clerk. Circulation Clerk I had been written as a job-training type of position, where a successful employee would be promoted to level II once they were competent in the position. Clerks are trained and are independent within weeks of their hire. If an employee is not being successful in meeting the job standards, proper actions would be taken to address the situation.

Approval of Human Resources Committee recommendation regarding Job Description for Material Handler.

Background Information:

To improve work flow, efficiency and productivity a new job description for a Material Handler has been created for the Circulation Department. This new position would combine the duties of Library Page with the handling of library materials. The employee would work in the Circulation workroom, emptying book drops, checking in materials, evaluating their condition, and sorting them onto a cart. The shelving and shelf-reading of library materials would also be a function of this position. This employee would provide the Circulation Clerks relief from

material handling, especially at busy times, so that they can better serve our patrons at the front desk.

Approval of Human Resources Committee recommendation regarding the change of non-exempt salary to non-exempt hourly in Fiscal Year 2014/2015.

Background Information:

Since non-exempt employees are paid for hours worked, it is more accurate for the payroll system to calculate the hours paid on an hourly basis. This would not have an impact on wages as employees would be working the same schedule. This distinction would begin in the new fiscal year, starting in fiscal year 14/15.

Approval of the recommendation for staff compensation as discussed in Executive Session on February 19, 2014.

Approval of Expenses over \$10,000 for December/January ComEd Bill.

Background Information:

Board approval is required for expenses over \$10,000. The bills were excessively higher this month as ComEd charges premium rates at certain peak hours and days. The February bill for December and January combined is \$11,240.64.

Approval of installation of Proxy Door System for Non Public Areas.

Background Information:

Board approval is required for expenses over \$10,000. The Library has been reviewing proposals for a proxy door system. We would be installing the proxy system on eight doors in the building to non-public areas: employee entrance; mechanical room; staff hallway (across from the check-out desk); Administration hallway, receiving room, workroom entrances on main floor for Adult Services, Circulation/Tech Services and Youth Services.

Scheduling of Library Operation Support Our Troops (OSOT) Drive in May/June 2014.

Background Information:

Trustee Berryman-Gilliam has suggested that the Board work together on a project to collect items for the Troops. The organization she has suggested to work with is OSOT. She has proposed that we do this in conjunction with Memorial Day.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1, 2014 to January 31, 2014, plus the Addendum for the Meeting of February 19, 2014, in the amount of \$190,290.47.

Staff Monthly Reports

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

Communications

- A. Thank you letter from Carol Stream Christmas Sharing Program for our participation.
- B. Thank you letter from Carol Stream Christmas Sharing Program for staff monetary donation.

Background Information:

Each month staff members have an opportunity to make a donation to a worthy cause. On the day the Library has their monthly All Staff meeting, staff can wear jeans to work and make a donation. In December staff donated \$257 to the Christmas Sharing Program.

- B. Thank you from Literacy DuPage for donation
- C. Thank you from staff member Kathy Kalvig

Background Information:

Staff member Kathy Kalvig thanked the Board and staff for the retirement luncheon and gift. Kathy has worked at the Library for 27 years.

- D. Thank you from staff member Karen Segó
- E. Thank you letter from patron Jo Marie Bordis regarding AARP program
- F. Thank you letter from patron Betty Tolosko regarding AARP program

Background Information:

Several patrons wrote thank-you notes for the well-attended two-day AARP Senior Driving class that the library hosted.

- F. Thank you email from patron Debbie Johnson regarding Interviewing and Resume Programs

Background Information:

Patron email thanking staff for the excellent job-related programs we held on resumes and interviewing.

Announcements

- A. General Primary Election Location March 18, 2014

Background Information:

The Library is a location for the upcoming General Election to be held on March 18, 2014.

Regular Meeting

V. Committee Reports

- A. Human Resources-Committee Chair Berryman-Gilliam stated that the committee had reached a consensus recommending the new and revised job descriptions and staff compensation.

VI. New Business

- A. Report from trustees attending the Trustee Forum on February 15, 2014 and other events.

Trustees Jourdan and Johnson reported on the Trustee Forum Workshop they attended February 15 in Oakbrook. They both found it very informative. A mock Board meeting was held to demonstrate various aspects that were covered. Trustee Johnson stated how important advocacy for libraries was for Trustees and that they should be contacting politicians to support legislature that helps libraries and to ask them to oppose legislature that would be detrimental to libraries. She had attended the Legislative Luncheon on February 14 where proposed legislation that could have an impact on libraries was reviewed.

- B. FY2014 Illinois Public Library Per Capita Grant

Director Westgate stated that the Library had received their award letter for the FY 2014 Illinois Public Library Per Capita Grant in the amount of \$49,638.75. This year the grant is fully funded, which resulted in the Library receiving approximately \$8000 more than was awarded the previous year.

VII. Report of the Library Director

Director Westgate has posted an RFP (Request for Proposal) for a strategic planning consultant. Trustee DeRango would like the Library to consider doing this process on our own rather than paying for a consultant to facilitate the process. Director Westgate stated that we will not know the costs until we receive the proposals and review them. We would then narrow it down to a few candidates and they would be asked to make a presentation to the Board. A selection of a firm would be done by the Board following that process.

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:

Susan Grude – 2/1/95-Technical Services; Clare Meehan – 2/11/97-Youth Services; Adriana Albers – 2/14/00-Adult Services and **Regina Boe – 2/09/09-Technical Services, 5 Year Anniversary.**

VIII. Other Reports

A. Friends of the Carol Stream Library

a) Donation of \$2500 to Youth Services for Playaway View Collection

Friends President Mary Hudspeath presented Director Westgate with a donation check in the amount of \$2500 to be used to start a Playaway View collection in the Youth Services Department. She stated that the Friends have budgeted \$3500 a year to be used for donations to support Library services and collections.

b) Nomination of Trustee Sheikh for Citizen of the Year

Trustee Sheikh was a nominee for citizen of the year for her role in the Friends of the Library organization.

IX. Announcements

A. Annual LACONI Library Trustee and Administrator's Dinner: April 11, 2014

Registration will be opening soon for the Annual LACONI Library Trustee and Administrator's Dinner on Friday, April 11 starting at 6:00 p.m. LACONI will be celebrating its 60th Anniversary this year. This event will be held at Alta Villa Banquets in Addison. The featured program will be the Chicago Tribune Heartland Prize winner Thomas Dyja author of *The Third Coast*. Director Westgate will forward information to the Board regarding this event when it becomes available.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Berryman-Gilliam and Trustee DeRango seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:03 p.m.

March 19, 2014
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee