

**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: March 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 7:32 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, Adult Services Manager Laura Hays

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of March 19, 2014. Motion approved.

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

Nays 0

Absent..... none

Trustee Berryman-Gilliam moved and Trustee Sheikh 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 Human Resources Committee Meeting of February 19, 2014
- B. Approval of Minutes of the Regular Meeting of February 19, 2014
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2014
- D. Facilities Committee Report
- E. Finance Committee Report
- F. Human Resources Committee Report
- G. Proxy Door System
- H. Approval of Disbursements for the period February 1, 2014 to February 28, 2014, plus the Addendum for the Meeting of March 19, 2014
- I. Report of the Library Director
- J. RAILS Library System Report
- K. MAGIC Consortium Report
- L. Friends of the Carol Stream Public Library
- M. Communications
- N. Announcements-*Examiner* Articles on February 26 and March 5, 2014

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

Proxy Door System

Background Information:

At last month’s meeting the Board approved the Proxy Door System project. Several bids were received. It has been determined to go with the lowest quote for the project. The selected vendor has been used by the Village and Police Department. Inquiries regarding their experience with the vendor were positive.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period February 1, 2014 to February 28, 2014, plus the Addendum for the Meeting of March 19, 2014, in the amount of \$116,062.16.

Report of the Library Director

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.

Staff members celebrating employment anniversaries this month are: Richard Karney – 3/03/98-Circulation.

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Library – No Report

Communications-None

Announcements

A. *Examiner* Articles on February 26 and March 5, 2014

Background Information:

The February 26 *Examiner* featured a nice article about Trustee Johnson's and Trustee Jourdan's report and attendance at the Trustee Forum on February 15. The March 5 *Examiner* featured a nice article about the \$2500 gift from the Friends of the Library for the Youth Services Playaway View Collection.

Regular Meeting

V. New Business

- A. Recommendation, Re: Approval of Finance Committee recommendation regarding Working Budget for Fiscal Year 2014/2015

Trustee DeRango recommended that he would like to await approval of the working budget until the next Board meeting to give the Trustees time to review the budget more thoroughly. His fellow Board members agreed with his recommendation.

- B. Report from Trustee Johnson

Trustee Johnson reported to the Board on the various events she had attended over the past month. A fundraiser she attended for the Alzheimer's Disease Association featured authors' of several books on the topic of Alzheimer's. She sent letters to various legislators requesting their support of library related bills and a thank you letter to Secretary of State Jessie White for the awarding and funding of the FY 2014 Public Library Per Capita Grant.

C. Strategic Planning Discussion

Trustee DeRango had included in the Board packet copies of strategic plans from various libraries across the country. He stated that these could be used as a reference and guideline for the Carol Stream Library for the strategic planning process. He questioned the necessity of hiring a consultant for the process. Trustee Bailey stated that it would be best to have an unbiased professional facilitating the process. Director Westgate stated that the consultants were professionals at surveying the community and she was interested in reaching the non-users in the community for their input. She stated that she and Assistant Director Mary Clemens would review the nine proposals received and prepare a summary and recommendation for the Board to review. Following review, the Board can determine if and who they would like to interview for the project.

D. National Library Week Kick-Off Event, April 13, 2014

National Library Week is April 13-19. The Library will be kicking off the week with a special event on Sunday, April 13 from 2-4:30 p.m. There will be a balloon artist, face painting, popcorn, crafts, prizes, a guessing jar and more. At 1:30 p.m. there will be a magic show for attendees that registered for the program. During the week, there will be a hospitality table with candy and giveaways hosted by staff members from all of the Library departments. There will be a drawing for an iPad mini that week. Patrons that check out materials during the week will be given an entry for the drawing. There will also be Food for Fines from April 1-April 19. On Tuesday, the Friends of the Library are sponsoring an Antiques Roadshow style program called For What It's Worth. On Thursday, Youth Services will be showing the family movie *Monsters University* in the evening and serving free popcorn.

E. Monthly Staff Reports

Adult Services Manager Laura Hays conducted a live presentation of the Library's latest downloadable magazine service Zinio. Magazines are now available to patrons to check out. There is no limit for the number of simultaneous users of an issue, so there is no waiting. A Carol Stream Library card is required to create an account and begin checking out the large variety of titles that the library has subscribed to. Once you check them out, they are in your account until you delete them as there is no due date or expiration. The Library will be having a demonstration open house for Zinio for the public on April 1 in the meeting room.

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

VI. Announcements

A. Filing of Statement of Economic Interest Deadline May 1, 2014

The Statement of Economic Interest, to be filed with the DuPage County Clerk, has been mailed out to those that are required to fill out the form. They are due to the County by May 1, 2014.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Sheikh moved and Trustee Jourdan seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:13 p.m.

April 16, 2014
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee