

**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: August 20, 2014**                      **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 7:31 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, Jourdan, DeRango (arrived at 7:46 p.m.)  
Sheikh, Jeffrey, Bailey

Absent: Trustee Johnson

Also Present: Director Susan Westgate

**III. PUBLIC PARTICIPATION**

None

**IV. ADOPTION OF CONSENT AGENDA**

**Trustee Berryman-Gilliam moved and Trustee Sheikh seconded** the establishment of a consent agenda for the Regular Meeting of August 20, 2014. Motion approved.

Ayes ..... 5 Trustees Berryman-Gilliam, Jourdan, Sheikh, Jeffrey, Bailey

Nays ..... 0

Absent..... Trustees Johnson and DeRango

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

Ayes ..... 5 Trustees Berryman-Gilliam, Jourdan, Sheikh, Jeffrey, Bailey

Nays ..... 0

Absent..... Trustees Johnson and DeRango

- A. Minutes of Regular Meeting of July 16, 2014
- B. Minutes of Special Meeting of July 28, 2014
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending

July 31, 2014

- D. Facilities Committee Report
- E. Finance Committee Report
- F. Human resources Committee
- G. Recommendation, Re: Approval of the *Newsbank* Online Resource Renewal
- H. Approval of Disbursements for the period July 1, 2014 to July 31, 2014, plus the Addendum for the Meeting of August 20, 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. Thank You letter from Operation Support Our Troops
- N. Thank you letter from American Cancer Society
- O. Thank you note from Chamber of Commerce
- P. Announcements- Library closed to the public on Sunday, August 31 and Monday, September 1 for the Labor Day Holiday.

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

Ayes ..... 5 Trustees Berryman-Gilliam, Jourdan, Sheikh, Jeffrey, Bailey  
 Nays ..... 0  
 Absent..... Trustees Johnson and DeRango

*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 the *Newsbank* Online Resource Renewal**

Background Information:

The online subscription renewal cost for *Newsbank* is \$13,335. Board approval is required for all checks exceeding \$10,000.

The subscription to the online databases *Newsbank* includes full-text access to 27 American news magazines including *Newsweek* and the Illinois State Collection of Newspapers. The Illinois State Collection includes access to the *Chicago Sun-Times*, *Crain’s Chicago Business*, and the *Daily Herald*. *Newsbank* also includes full-text access to the *Carol Stream Press* (total of 187 different newspapers).

Publication name	Date coverage
<i>Carol Stream Press</i>	3/2009-current
<i>Chicago Sun-Times</i>	1/1986-current
<i>Crain’s Chicago Business</i>	2001-Current
<i>Daily Herald</i>	1/1995-current

This database helps students with research papers and highlights current events and hot topics. The ability to search local newspaper has also been helpful for residents needing to pinpoint bad weather in order to file insurance claims, parents compiling scrapbooks for graduating seniors, and locating obituaries for family genealogists. The reference Staff was also able to use this database during work on a research project for the Carol Stream Park District. We were asked to locate opening dates for all the Park District facilities and parks for marketing during their 50<sup>th</sup> Anniversary celebrations.

### **Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period July 1, 2014 to July 31, 2014, plus the Addendum for the Meeting of August 20, 2014, in the amount of \$124,296.49.

### **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.

August Employee Anniversaries: Carol Hayes, Circulation – 8/2/11; Grace Dwyer, Adult Services – 8/16/13; Aimee Schindler – 8/16/13.

### **Other Reports**

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Library - No Report

### **Communications**

#### **Thank You letter from Operation Support Our Troops (OSOT)**

#### Background Information:

The Library received a thank you letter from OSOT for the Library donation drive contributions from May-July.

#### **Thank you letter from American Cancer Society**

#### Background Information:

The Library received a thank you letter from the American Cancer Society for the staff donation that was collected.

#### **Thank you note from Chamber of Commerce**

#### Background Information:

The Library received a thank you note from the Chamber of Commerce for the donations for their gold outing event.

## Regular Meeting

### V. New Business

#### A. FY 2015 Per Capita Grant Application

The Illinois State Library has a per capita grant program that awards funds based upon population and EAV. Each year the grant has different requirements and focuses on different chapters of the book *Serving Our Public 3.0 Standards for Illinois Public Libraries*. This year's application focused on Collection Development, continuing education, the EDGE initiative and budget analysis. The Library uses the Per Capita Grant funds received to pay for online databases.

#### B. MONTHLY STAFF REPORTS

Reports of the monthly activities and accomplishments in each department. Monthly reports are prepared by the Department Heads. This month Assistant Director/Head of Youth Services presented a PowerPoint presentation on the Youth Services' *1000 Books Before Kindergarten* program. It is an early literacy incentive program funded by the donation the Library received from local citizen Dr. Lawrence A. DuBose in 2013.

#### C. July 30, 2014 *Examiner* article highlighting the Library's Strategic Plan

An article outlining the Library's strategic planning process was featured in the Carol Stream *Examiner* on July 30.

### ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan moved and Trustee Jeffrey seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:02 p.m.

September 17, 2014  
Date Approved

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Nadia Sheikh, Secretary  
Board of Library Trustee