

**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: October 22, 2014                      TIME: 7:30 p.m.                      PLACE: Business Center**

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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

**III.          PUBLIC PARTICIPATION**

Tom Arends, who resides at 1219 W. Montrose, Chicago IL, commented on the Library's strategic plan and audit.

**IV.          ADOPTION OF CONSENT AGENDA**

**Trustee Sheikh moved and Trustee Berryman-Gilliam seconded** the establishment of a consent agenda for the Regular Meeting of October 22, 2014. Motion approved.

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 approved.

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

Nays ..... 0

Absent..... None

- A. Minutes of Regular Meeting of September 17, 2014
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2014
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Human Resources Committee
- F. Approval of Disbursements for the period September 1, 2014 to September 30, 2014, plus the Addendum for the Meeting of October 22, 2014.
- G. Report of the Library Director
- H. Monthly Staff Reports
- I. RAILS Library System Report
- J. MAGIC Consortium Report
- K. Friends of the Carol Stream Public Library
- L. Thank you letter from Carol Stream Park District for Basket Donation for August 17, 2014 Volunteer Appreciation Event
- M. Thank You Letter from People’s Resource Center for Staff Donation
- N. Thank You Note from Retired Staff Member Ellen Marchessault
- O. Thank You Note from Chamber of Commerce for Bookmark Donation for 2014 Women’s Expo
- P. Thank you Letter from the Carol Stream Park District for Barkfest Participation
- Q. Extended Library Hours for Election Day November 4, 2014
- R. Library Holiday Open House Sunday, December 7, 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  
**Human Resources Committee** – No Report

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period September 1, 2014 to September 30, 2014, plus the Addendum for the Meeting of October 22, 2014, in the amount of \$116,530.86.

**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.

October Employee Anniversaries: Renee Walther – 10/02/96-Adult Services; Steve Dexheimer-10/07/03-Youth Services; Tanya Schwander-10/03/05-Youth Services; Sallee Brossard-10/27/11-Youth Services; Jeri Cain-10/01/12-Circulation and Melanie Johnson-10/11/12-Circulation.

### **Monthly Staff Reports**

#### Background Information:

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

Friends of the Library - No Report

#### **Communications**

- A. Thank You Letter from People's Resource Center for Staff Donation
- B. Thank You Note from Retired Staff Member Ellen Marchessault
- C. Thank You Note from Chamber of Commerce for Bookmark Donation for 2014 Women's Expo
- D. Thank you Letter from the Carol Stream Park District for Barkfest Participation

#### Background Information:

The Library received a variety of thank you notes and letters for their participation at events and for donations.

#### **Announcements**

- A. Extended Library Hours for Election Day November 4, 2014

#### Background Information:

The Library is a polling location and this year voting is scheduled to begin at 6:00 a.m. Traditionally, the Library has remained closed to the public during the early voting hours before 9:00 a.m., only providing access to the meeting room. As a convenience to our patrons and voters, this year the Library will be open to the public beginning at 6:00 a.m. for browsing the collection, check-out and Library card registration. In addition we will have a display outside the meeting room promoting Library services and light refreshments for the morning.

- B. Library Holiday Open House Sunday, December 7, 2014

Background Information:

The second annual Holiday Open House will take place on Sunday, December 7<sup>th</sup> from 1:30-4:30 p.m. We will have live reindeer, Santa, crafts, refreshments, Victorian Carolers, Bell Choir, short holiday films, and the characters from the Disney film *Frozen*, Elsa and Olaf. Additional activities are also being pursued. Due to the construction in Armstrong Park, we will be unable to have sleigh rides this year. Trustees are invited to attend and mingle with our patrons.

**Regular Meeting**

**V. New Business**

**Review of Fiscal Year 2014 Audit by Sikich Representative Dan Berg**

Background Information:

CPA Dan Berg reviewed the results of the FY2014 Audit with the Board of Trustees. He reported that the audit was clean and received an unmodified opinion.

**Acceptance of 2014 Audit as Presented**

**Trustee Bailey** moved and **Trustee DeRango** seconded that the Board of Library Trustees accept the FY 2014 Audit as presented. Motion approved.

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

**Recommendation, Re: Approval of Early Closing on December 12, 2014 for Staff In-Service to Review Strategic Plan**

**Trustee Bailey** moved and **Trustee Sheikh** seconded that the Board of Library Trustees approve the early closing of the Library on Friday, Dec. 12<sup>th</sup> 2014 at 1:00 p.m. for a staff in-service to review the Strategic Plan.

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

Background Information:

The Library is in the final stages of the strategic planning process. The Library would close to the public at 1:00 p.m. on Friday, Dec. 12<sup>th</sup> for a staff in-service. That afternoon, the management team would review the strategic plan and timeline (beginning January 2015) with staff and create Goal and Objective teams for the various tasks.

**Recommendation, Re: Approval of Staff Holiday Dinner Expense**

**Trustee Bailey** moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the expense for an after-hours staff only holiday dinner on Dec. 12<sup>th</sup>, not to exceed \$15/person.

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

Background Information:

There will be a staff only after-hours holiday dinner following the half day staff in-service on Dec. 12<sup>th</sup> at 6:00 p.m.

**ADJOURNMENT**

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

November 19, 2014  
Date Approved

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Nadia Sheikh, Secretary  
Board of Library Trustee