

**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: November 19, 2014 TIME: 7:30 p.m. PLACE: Horizon Room

I. CALL TO ORDER

Vice-President Jeffrey called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

PLEDGE TO THE FLAG

Vice-President Jeffrey 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
Absent: Trustee Bailey
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

Sandy Gbur, President of the Carol Stream Rotary and Ann Kennedy, Treasurer of the Carol Stream Rotary presented the Library with a check for \$1000 in support of the Youth Services' 1000 Books Before Kindergarten program.

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Jourdan seconded the establishment of a consent agenda for the Regular Meeting of November 19, 2014. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey
Nays 0
Absent..... Trustee Bailey

Trustee Berryman-Gilliam moved and Trustee DeRango seconded that the following items be included on the Consent Agenda. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey
Nays 0
Absent..... Trustee Bailey

- A. Minutes of Regular Meeting of October 22, 2014
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2014
- C. Facilities Committee Report
- D. Finance Committee Report
- E. Human Resources Committee
- F. Approval of Disbursements for the period October 1, 2014 to October 31, 2014, plus the Addendum for the Meeting of November 19, 2014.
- G. Monthly Staff Reports
- H. RAILS Library System Report
- I. MAGIC Consortium Report
- J. Friends of the Carol Stream Public Library
- K. Thank you card from PACT Humane Society for staff donation
- L. October 29, 2014 *Examiner* article on the Library Audit
- M. October 29, 2014 *Examiner* article on the Library Strategic Plan
- N. November 7, 2014 *National Novel Writing Month* blog article by Adult Services Librarian Sarah Kovac
- O. November 8, 2014 Participation at “Books to You” event at Heritage Presbyterian Church
- P. November 14, 2014 *Carol Stream Suburban Life* article on the Library Strategic Plan
- Q. November 14, 2014 *Carol Stream Suburban Life* article on the Expect Respect Coalition Efforts, including Library participation
- R. Library Holiday Open House Sunday, December 7, 2014
- S. Early Library Closing on Friday, December 12, 2014 for Staff In-Service

Trustee Sheikh moved and Trustee Jourdan seconded that the Consent Agenda be approved by omnibus vote. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey
 Nays 0
 Absent..... Trustee Bailey

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 October 1, 2014 to October 31, 2014, plus the Addendum for the Meeting of November 19, 2014, in the amount of \$103,140.64.

Other Reports

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Library - No Report

Communications

- A. Thank you card from PACT Humane Society for staff donation

Background Information:

The Library received a thank you note for the staff donation to the Humane Society. Each month the staff chooses a local charity to make donations to on behalf of the Carol Stream Public Library staff.

Announcements

- A. October 29, 2014 *Examiner* article on the Library Audit
- B. October 29, 2014 *Examiner* article on the Library Strategic Plan
- C. November 7, 2014 *National Novel Writing Month* blog article by Adult Services Librarian Sarah Kovac
- D. November 8, 2014 Participation at “Books to You” event at Heritage Presbyterian Church
- E. November 14, 2014 *Carol Stream Suburban Life* article on the Library Strategic Plan
- F. November 14, 2014 *Carol Stream Suburban Life* article on the Expect Respect Coalition Efforts, including Library participation

Background Information:

The Library was featured in several newspaper articles in the past month regarding the annual audit, strategic plan and as a member of the Expect Respect Coalition. In addition they were recognized for their participation at “Books to You” and a staff member’s blog article was featured for National Novel Writing Month.

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

Background Information:

The second annual Holiday Open House will take place on Sunday, December 7th from 1:30-4:30 p.m. The Library 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.

Regular Meeting

V. Old Business

Strategic Plan

Background Information:

On November 12th, the Strategic Planning Committee (President Bailey and the Library management team) met to make final modifications to the Strategic Plan. Input from the online survey and staff and Trustee comments were reviewed and considered in the changes. There were timeline modifications and a page regarding the implementation of the plan was added. The final plan will be sent out to the Trustees in their December Board packets for final review and approval. The cost of services to Christiansen Consulting, LLC came in \$1224 under budget.

VI. New Business

Recommendation, Re: Approval 2015 Library Calendar

Trustee DeRango moved and **Trustee Jourdan** seconded that the Board of Library Trustees approve the 2015 Library Calendar of Closings and Board Meetings.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey
Nays 0
Absent..... Trustee Bailey

Background Information:

The 2015 Calendar of Library Closings and Board meeting dates were presented. Once approved, the calendar is sent to the village and local press publications and posted on the kiosk in the lobby.

VII. Report of the Library Director

Background Information:

In the large wooded lot behind the Library several dead trees have been contracted to be removed in late November. Following their removal, the landscaping company will do brush removal of the lot to keep the area in a manageable state. Maintenance staff discovered several large couches in the lot that have since been removed. The Library experienced some leakage in the northern skylight and condensation in the middle skylight that are located in the lobby area. Maintenance is coordinating with the original contractors to coordinate their replacement and/or repair.

November Employee Anniversaries: Karen Sego – 11/25/97-Youth Services; Fran Venegas-11/03/03-Administration; Joyce Farrell-11/04/09- Administration; Janet Berger-11/19/13-Adult Services.

VIII. Monthly Staff Reports

Background Information:

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

Head of Adult Services Laura Hays presented information on the Library’s latest downloadable service, Hoopla. Hoopla went live to the public on Nov.3 It provided Carol Stream Library cardholders the opportunity to download movies and TV shows, audiobooks and Music CDs. There is no waiting time for these items because this service offers simultaneous use of their vast catalog of titles. The service is very intuitive and easy to use.

VIX. EXECUTIVE SESSION

Trustee DeRango moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21). Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey
Nays 0
Absent..... Trustee Bailey

Accordingly the Meeting was closed to the public at 8:12 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:25 p.m.

Trustee DeRango moved and Trustee Jourdan seconded that the Board of Library Trustees approve approves the minutes of the Executive Session of May 21, 2014 and June 18, 2014 as presented, and that these minutes remain closed. Motion approved.

Ayes 4 Trustees Berryman-Gilliam, Johnson, Jourdan, Sheikh
Nays 2 Trustees DeRango, Jeffrey
Absent..... Bailey

Trustee DeRango moved and Trustee Johnson seconded that the Board of Library Trustees approves that the minutes of the Executive Sessions of October 16, 2013 and February 19, 2014 be released and that all other minutes which are closed to the public remain so at this time. Motion approved.

Ayes 6 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey
Nays 0
Absent..... Trustee Bailey

Background Information:

The Board reviewed the Executive minutes and approved the release of the above closed minutes. The Library Board is required by Illinois Statutes (5 ILCS 120/2.06 (d)) to review no less than semi-annually all minutes of closed sessions. The purpose of the review is to determine if the Minutes may be released to the public or if the need for confidentiality still exists.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan moved and Trustee Berryman-Gilliam seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:29 p.m.

December 17, 2014
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee