

**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 18, 2015 TIME: 7:30 p.m. PLACE: Horizon Room

I. CALL TO ORDER

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

PLEDGE TO THE FLAG

Trustee Jourdan led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Sheikh called the roll.

Present: Trustees Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam, Jourdan
Absent: Trustee Johnson
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee Bagdonas seconded the establishment of a consent agenda for the Regular Meeting of November 18, 2015. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam,
 Jourdan
Nays 0
Absent..... Trustee Johnson

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

Ayes 6 Trustees Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam,
 Jourdan
Nays 0
Absent..... Trustee Johnson

A. Minutes of Regular Meeting of October 21, 2015

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2015
- C. Recommendation, Re: Approval 2016 Library Calendar
- D. Approval of Disbursements for the Period October 1, 2015 to October 31, 2015, plus the Addendum for the Meeting of November 18, 2015
- E. Report of the Library Director
- F. Monthly Staff Reports
- G. Thank You Letter from Carol Stream Woman’s Club
- H. Thank You Letter from Literacy DuPage
- I. *Examiner* Article on Nov. 11, 2015

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

Ayes 6 Trustees Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam,
 Jourdan
 Nays 0
 Absent..... Trustee Johnson

The following is a detailed description of various items placed on the Consent Agenda:

Recommendation, Re: Approval 2016 Library Calendar

Background Information:

The 2016 Calendar of Library closings and Board meeting dates. The calendar is sent to the Village and local press publications and posted on the kiosk in the Library lobby.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period October 1, 2015 to October 31, 2015, plus the Addendum for the Meeting of November 18, 2015 in the amount of \$98,632.29.

Report of the Library Director

Background Information:

Monthly report highlighting the facility, customer service, outreach, operations and other projects as well as agenda items to ensure that the Board members are informed of relevant Library business.

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

Monthly Staff Reports

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

Communications

- A. Thank You Letter from Carol Stream Woman’s Club
- B. Thank You Letter from Literacy DuPage

Background Information:

Staff received a thank you letter from the Carol Stream Woman’s Club for the Library’s support of their Book Club author program featuring Susan Fox and her book *Little Women of Baghlan* that took place on October 12. Literacy DuPage sent a thank you letter to the Library staff for their monetary donation in September.

Announcements

- A. *Examiner* Article on Nov. 11, 2015

Background Information:

The *Examiner* featured photos and a brief article of the Library’s recycling book craft program that took place on November 4.

Regular Meeting

I. NEW BUSINESS

- A. Acknowledgment of Village of Carol Stream Mayor and Board of Trustees for Their Efforts in Springfield on the Community’s Behalf

Background Information:

The members of the Board publicly acknowledged and thanked the Village of Carol Stream’s Mayor and Board of Trustees for their efforts on behalf of the community to entreaty the state legislators to approve the distribution of the local tax dollars that are currently being withheld. They are very proud of the Village and encouraged everyone to visit www.protectmytown.com and learn about the Village’s participation.

- B. Recommendation, Re: Approval of Web Page Redesign Proposal

Trustee Berryman-Gilliam moved and Trustee Larimer seconded that the Library Board of Trustees approve the web page redesign proposal from Braindunk. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Sheikh, Bagdonas, Berryman-Gilliam,
 Jourdan
 Nays 0
 Absent..... Trustee Johnson

Background Information:

The Library received six proposals for the Web Page Redesign project. The proposals were reviewed by the members of the Strategic Plan 1.3 Objective Team and two of the proposals

were seriously considered. A component of the Objective is to increase patron satisfaction with their online experience through improvement of the Library website. After careful review and a check of references, the Objective Team recommended the proposal from Braindunk.

C. Library Holiday Open House Sunday, Dec. 6, 2015

Background Information:

The Library's annual Holiday Open House plans are well under way. Confirmed events are: Santa and Elves, ice sculptor (Stanley Cup and hockey player), Victorian Carolers, Hand Chime Choir, live reindeer, horse drawn holiday trolley rides in Armstrong Park, craft, holiday cartoons & popcorn, Library Slap Shot Game, hockey player cut-out photo op, decorating of Brittany Tree, Gingerbread Man and Snowman characters. Refreshments are being provided by the Friends of the Library. All Trustees are encouraged to attend.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Bagdonas moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:50 p.m.

December 16, 2015

Date approved

Nadia Sheikh, Secretary
Board of Library Trustees