

**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: September 21, 2016 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 Patel, Larimer, Lynch, Bagdonas, Sheikh, and Jourdan
Absent: Trustee Berryman-Gilliam
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee Larimer seconded the establishment of a consent agenda for the Regular Meeting of September 21, 2016. Motion approved.

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

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

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

- A. Minutes of Regular Board Meeting of August 17, 2016
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2016

- C. Recommendation, Re: Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals
- D. Approval of Disbursements for the Period August 1, 2016 to August 31, 2016, plus the Addendum for the Meeting of September 21, 2016
- E. Report of the Library Director
- F. Monthly Staff Reports
- G. Thank You Card from Roy De Shane Elementary School Dual Language Program Teacher
- H. Thank You Letter from Carol Stream Park District for Volunteer/Sponsor Appreciation Event Donation
- I. Thank You Letter from the Humanitarian Services Project for Staff Donation
- J. September is National Library Card Sign-Up Month
- K. ILA Conference Trustee Day, October 20, 2016 Rosemont, IL

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

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

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

Approval of Expenses over \$10,000 for Annual Insurance Policy Renewals

Background Information:

The Library’s current insurance policies are up for renewal in October. Board approval is required by Library policy for expenditures exceeding \$10,000. The Library’s annual insurance costs increased by \$108 (0.68%).

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period August 1, 2016 to August 31, 2016, plus the Addendum for the Meeting of September 21, 2016 in the amount of \$89,023.80.

Report of the Library Director

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

September Employee Anniversaries:

Donna Donchenko – 9/17/90-Circulation; Robin Harwood-9/07/93-Youth Services; Mary Magnus-9/25/95-Circulation; Sue McCullum-9/16/97-Adult & Teen Services; Heidi Krueger-9/7/04-Adult & Teen Services; Stephanie DeYoung-9/2/08-Circulation; Sarah Kovac-9/3/08-Adult & Teen Services; Antonio Fonseca-9/9/14-Maintenance; Sarah Carli-9/9/15-Circulation; Madeline Jefferies-9/9/15-Circulation and Nathaniel Wagner-9/21/15-Adult & Teen 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 Card from Roy De Shane Elementary School Dual Language Program Teacher
- B. Thank You Letter from Carol Stream Park District for Volunteer/Sponsor Appreciation Event Donation
- C. Thank You Letter from the Humanitarian Services Project for Staff Donation

Background Information:

Youth Services Manager Amy Teske received a thank you card from the dual language program teacher at Roy De Shane Elementary School for providing meeting space and materials for their students and families during the summer months. The Library received a thank you note from the Carol Stream Park District for our recent donation of a raffle basket for their August Volunteer/Sponsor Appreciation event. The Library staff received a thank you letter from the Humanitarian Service Project for their recent staff donation of \$81.

Regular Meeting

V. New Business

- A. Recommendation, Re: Approval of Resolution #276 FY2017 Working and Appropriation Budgets/Request for Tax Levy

Trustee Lynch moved and Trustee Bagdonas seconded that the Carol Stream Library Board of Trustees approve Resolution #276 FY2017 Working and Appropriation Budgets/Request for Tax Levy. Motion approved.

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

Background Information:

The FY2017 Tax Levy will be submitted to the Village for their approval. The levy amount is the same as last year's (FY2016) and there has been no increase. The Library continues to be fiscally responsible and assess all expenditures to optimize savings where ever possible.

- B. Recommendation, Re: Approval of Expenses over \$10,000 for Computer Replacement

Trustee Bagdonas moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve expenses over \$10,000 for computer replacement. Motion approved.

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

Background Information:

Approval of the purchase of sixteen new HP desktops for the public Adult Services lab for a cost of \$13,600. The computers being replaced will be put in to service at employee work stations, replacing older models. Board approval is required for purchases exceeding \$10,000.

C. Recommendation, Re: Approval of 2016 Parking Lot Project Contractor

Trustee Lynch moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees approve the hiring of Geneva Construction Company for the 2016 Parking Lot Project. Motion approved.

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

Background Information:

The project includes milling and paving of the parking lot, replacement of damaged curbs, and installation of ADA compliant sidewalks and full striping of the lot and painting of the curbs. The Library Director met with the project engineer and Trustee Larimer on Friday, Sept. 16 to review the bids. The recommendation was for the Board of Trustees to approve the hiring of Geneva Construction Co. who had submitted the lowest bid for the project in the amount of \$92,247. The bid documents were reviewed by the Library’s attorney. The Project is to be completed no later than Nov. 1, 2016.

Statement from President Jourdan to Board of Trustees:

There has been much discussion as to what the policy towards meetings is in regard to Trustees. We had our attorney look into this issue. The following is per the Open Meeting Act. All meetings involving elected or appointed Trustees with an outside group that will be discussing Library matters, must have no more than two Trustees in attendance at any time, unless an open meeting notice has been published and all open meeting rules followed. If more than two Trustees are in attendance at any meeting that does not adhere to that policy, an open meeting violation may be filed against the Library Board. The Library Board does not condone violation of this policy and per the advisement of our legal counsel requests that all Trustees adhere to this policy.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved** that the meeting be adjourned, seconded by **Trustee Sheikh**. Motion approved. Meeting adjourned at 7:52 p.m.

October 19, 2016
Date approved

Nadia Sheikh, Secretary
Board of Library Trustees