

**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: January 18, 2017 TIME: 7:00 p.m. PLACE: Horizon Room

I. CALL TO ORDER

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:05 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Director Westgate called the roll.

Present: Trustees Patel, Lynch, Bagdonas, Sheikh, Berryman-Gilliam and Jourdan.
Trustee Sheikh arrived at 7:23 p.m.

Absent: Trustee Larimer

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Bagdonas seconded the establishment of a consent agenda for the Regular Meeting of January 18, 2017. Motion approved.

Ayes 5 Trustees Patel, Lynch, Bagdonas, Berryman-Gilliam and Jourdan

Nays 0

Absent..... Trustee Larimer and Sheikh

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

Ayes 5 Trustees Patel, Lynch, Bagdonas, Berryman-Gilliam and Jourdan

Nays 0

Absent..... Trustee Larimer and Sheikh

A. Minutes of Regular Board Meeting of December 21, 2016

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 31, 2016
- C. Approval of Disbursements for the Period December 1, 2016 to December 31, 2016, plus the Addendum for the Meeting of January 18, 2017
- D. Report of the Library Director
- E. Monthly Staff Reports
- F. Thank You Letter from Northern Illinois Food Bank
- G. Thank You Letter from Carol Stream Christmas Sharing Program

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

Ayes 5 Trustees Patel, Lynch, Bagdonas, Berryman-Gilliam and Jourdan
 Nays 0
 Absent..... Trustee Larimer and Sheikh

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period December 1, 2016 to December 31, 2016, plus the Addendum for the Meeting of January 18, 2017 in the amount of \$106,016.33.

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.

January Employee Anniversaries: Barbra Boucher-1/31/00-Technical Services; Laura Hays-1/7/02-Adult Services (**15 Year Anniversary**); Jessica May-1/18/16-Adult Services; Bindiya Patel-1/4/12-Circulation (**5 Year Anniversary**); Susan Westgate-1/28/13-Administration

MONTHLY STAFF REPORTS

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

COMMUNICATIONS

Thank You Letter from Northern Illinois Food Bank
 Thank You Letter from Carol Stream Christmas Sharing Program

Background Information:

The Northern Illinois Food Bank sent a thank you letter for the staff Donation of \$90. The Carol Stream Christmas Sharing Program sent a thank you letter to the Library for being a donation drop-off location and for the staff cash contribution of \$59.

Regular Meeting

V. New Business

A. Strategic Plan Annual Update

Background Information:

As part of the Strategic Plan process, the Library Director provided an annual update of the Strategic Plan to be posted on the Library's website. This annual update provides the public with the Library's progress in the outlined goals and objectives.

B. Friends of the Carol Stream Public Library 2016 in Review

Background Information:

Friends Liaison Laura Hays provided the Board with a report of the Friends of the Library activities for the 2016 calendar year. Trustee Berryman-Gilliam made special note of the donation the Friends had received from the Heritage Presbyterian Church that will be used to install a Butterfly Garden in Trustee Bailey's memory on Library property.

C. ANNOUNCEMENTS

- a. Library Legislative Luncheon: Monday, February 13, 2017, Chicago Marriot in Oak Brook, IL
- b. Illinois Library Trustee Forum Workshop, Saturday, February 18, 2016, Chicago Marriot in Oak Brook, IL

Background Information:

Director Westgate requested that all interested Trustees let her know by January 27 if they would be interested in attending the events and she will register them. Trustees Bagdonas, Sheikh, Lynch and Patel would like to attend the legislative luncheon. Trustees Patel and Jourdan would like to attend the Trustee workshop.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved** that the meeting be adjourned, **seconded by Bagdonas**. Motion approved. Meeting adjourned at 7:35 p.m.

February 15, 2017

Date approved

Nadia Sheikh, Secretary
Board of Library Trustees