

**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: May 17, 2017**

**TIME: 7:00 p.m.**

**PLACE: Horizon Room**

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**I. CALL TO ORDER**

Trustee Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:02 p.m.

**PLEDGE TO THE FLAG**

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

Notary and Library Director Susan Westgate Administered the Oath of Office to re-elected Trustees Edward Jourdan and Nadia Sheikh, and newly elected Trustee Mansi Patel.

**Election of Officers:**

A nomination by ballot was taken for each of the officer positions. A vote by ballot was taken for the office of Board President. Ballots were administered by Director Westgate.

Trustees Jourdan, Lynch, and Sheikh were nominated and accepted their nominations for the office of Board President. A ballot vote was taken. Trustee Jourdan received the most number of votes (three) and was re-elected as Board President.

Trustees Bagdonas, Larimer, and Lynch were nominated for the office of Board Treasurer. Trustee Bagdonas accepted her nomination. Trustees Larimer and Lynch declined their nominations. Trustee Bagdonas was re-elected Treasurer by unanimous vote.

Trustees Patel, Larimer, Lynch and Sheikh were nominated for the office of Board Secretary. Trustee Patel accepted her nomination. Trustees Larimer, Lynch and Sheikh declined their nominations. Trustee Patel was elected Secretary by unanimous vote.

As most senior Trustee not holding an officer position, Trustee Sheikh accepted the position of Vice-President as outlined in the Library's By-Laws.

**II. ROLL CALL**

Secretary Patel called the roll.

Present: Trustees Larimer, Lynch, Patel, Bagdonas, Sheikh and Jourdan

Absent: Trustee Berryman-Gilliam,

Also Present: Director Susan Westgate

### III. PUBLIC PARTICIPATION

Resident Rick Gieser and member of the Carol Stream Fourth of July Parade Committee thanked the Library for the recent staff donation to their organization.

### IV. ADOPTION OF CONSENT AGENDA

**Trustee Lynch moved and Trustee Bagdonas seconded** the establishment of a consent agenda for the Regular Meeting of May 17, 2017. Motion approved.

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

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

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

- A. Minutes of Regular Meeting of April 19, 2017
- B. Accept the monthly Financial Statements of the Treasurer for the Period Ending April 30, 2017.
- C. Recommendation, Re: Approval of the Annual Report to the Village for FY2017
- D. Recommendation, Re: Approval of Annual Renewal of Accounting Contract with McClure Inserra & Company Chartered Accountants and Consultants
- E. Recommendation, Re: Approval of Library Closing on Friday, August 11, 2017 for Staff Development Day
- F. Review: Illinois Open Meetings Act FAQ Document for Public Bodies
- G. Approval of Disbursements for the Period April 1, 2017 to April 30, 2017, plus the Addendum for the Meeting of May 17, 2017
- H. Monthly Staff Reports
- I. Letter from Village of Carol Stream Regarding Surplus Distribution from Carol Stream TIF2
- J. Thank You Letter and Photos from Outreach Community Center for Annual Spring Dinner Sponsorship
- K. Summer Reading Program Registration Begins Monday, June 1

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

Ayes ..... 6 Trustees Larimer, Lynch, Patel, Bagdonas, Sheikh and Jourdan  
Nays ..... 0

Absent..... Trustee Berryman-Gilliam

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

**Recommendation, Re: Approval of the Annual Report to the Village for FY2017**

Background Information:

The Annual Report for the Village is required by state law. It includes an overview of the Library's past years' finances and services. It also includes a statement of an estimate of the Library's levy requirements for the Tax Levy 2017. The 2017 Levy is for the taxes the Library will receive in Fiscal Year May 1, 2018-April 30, 2019. There is no increase in the tax levy amount.

**Recommendation, Re: Approval of Annual Renewal of Accounting Contract with McClure Inserra & Company Chartered Accountants and Consultants**

Background Information:

The renewal of the Library's contract with the accounting service of McClure Inserra requires Board approval since it exceeds \$10,000 for the year. There was a small increase over last's year fee of 2.6% from \$975/month to \$1000/month.

**Recommendation, Re: Approval of Library Closing on Friday, August 11, 2017 for Staff Development Day**

Background Information:

The Library Director requested that the Board approve to close the Library to the public on Friday, August 11 to hold a Staff Development day for staff. Fridays are the Library's least busy days, as is mid to late August. A day is selected that would have the least impact on Library patrons. The Staff Development day is a continuing education opportunity for staff.

**Review: Illinois Open Meetings Act FAQ Document for Public Bodies**

Background Information:

The start of a new fiscal year and following the recent election of Trustees is a good time to provide the Board with a review of some of the important terms of the OMA. The Board received a copy of frequently asked questions regarding the OMA that was prepared by the Attorney General's Office. Portions of the document that are especially important to be aware of as members of a public body were highlighted.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period April 1, 2017 to April 30, 2017, plus the Addendum for the Meeting of May 17, 2017 in the amount of \$79,406.45.

## **Monthly Staff Reports**

### Background Information:

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

## **Communications**

- A. Letter from Village of Carol Stream Regarding Surplus Distribution from Carol Stream TIF2

### Background Information:

The Library will be receiving \$21,789.18 from the surplus distribution of the TIF2 District (Geneva Crossing) that was dissolved by the Village in October 2016. The monies will be distributed by DuPage County once they have received it from the Village.

- B. Thank You Letter and Photos from Outreach Community Center for Annual Spring Dinner Sponsorship

### Background Information:

The Library received a letter from the Outreach Community Center for the Library's sponsorship of their Annual Spring Dinner. It included photos of Trustees Sheikh and Dr. Berryman-Gilliam who attended the event on the Library's behalf.

## **Announcements**

- A. Summer Reading Program Registration Begins Monday, June 1

### Background Information:

Registration for the Library summer reading programs will begin on Monday, June 1. This year's theme is "Camp Hiawatha."

## **Regular Meeting**

### **I. BOARD AND COMMITTEE REPORTS**

Trustee Lynch reported that he had attended the Picnic Food program and thought that it was very good. Trustee Bagdonas commented that she saw the sample at the Adult Services Desk for the Tea Cup Flower program and how nice it was and that everyone that attended was able to make a beautiful teacup arrangement that they could take home. She had been unable to attend because of prior commitments.

### **II. 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.

May Employee Anniversaries: Ellen Pancoe – 5/18/15 (Adult Services)

Director Westgate shared information regarding the new sound system in the meeting rooms. It can be transmitted to the combined rooms or each room individually. A new digital projector was purchased that has HDMI capability. Two wireless microphones were also purchased, one handheld and one lapel microphone. The new sound stack also has Bluetooth that can sync with iPods for music. Trustee Larimer asked if he recently purchased Mondopad has Bluetooth capability. Director Westgate verified with the IT administrator that it does not.

### **III. ANNOUNCEMENTS**

#### **A. Trustee Sheikh Elected to RAILS Board of Directors**

Background Information:

Trustee Patel congratulated Trustee Sheikh on her recent election to the RAILS Director Board. All of the Trustees congratulated her and thanked her for her future work on this Board and representing the Carol Stream Public Library.

#### **B. Special Meeting: June 21, 2017 at 6:00 p.m. with Master Space Plan Firm**

Background Information:

The Library will be holding a meeting prior to the June Regular Board meeting to meet with representatives from Product Architecture & Design. This meeting will provide the Board an opportunity to share ideas and ask questions regarding the creation of the Library's Master Space Plan.

#### **C. 2017 Fourth of July Parade**

Background Information:

The Library will have a float in the Carol Stream annual Fourth of July Parade. Trustees are encouraged to participate.

### **ADJOURNMENT**

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

June 21, 2017  
Date Approved

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Mansi Patel, Secretary  
Board of Library Trustees