

**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: June 21, 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 7:20 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Absent: None
Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Berryman-Gilliam moved and Trustee Sheikh seconded the establishment of a consent agenda for the Regular Meeting of June 21, 2017. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

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

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

- A. Minutes of Regular Meeting of May 17, 2017
- B. Minutes of Special Meeting of May 24, 2017
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2017
- D. Recommendation, Re: Approval of Library Board Resolution #280 Prevailing Wage Act Determination
- E. Recommendation, Re: Approval of the Illinois Public Library Annual Report (IPLAR)
- F. Recommendation, Re: Approval of the MAGIC Quarterly Invoices for Fiscal Year 17/18
- G. Recommendation, Re: Approval of Tutor.com Online Tutoring Service Renewal
- H. Recommendation, Re: Approval of Revision of Policy No. 408 Personal & Work Area Appearance
- I. Recommendation, Re: Approval of Revision of Policy 6.A Purchasing and Contracting, Credit Cards
- J. Recommendation, Re: Approval of New Job Description for Cataloging & Acquisitions Associate
- K. Recommendation, Re: Approval of Revision in Borrowing Policy (Theft, Damage, or Failure to Return Library Materials) to Reflect Current Law-Illinois Compiled Statutes 720 ILCS 5/16-1 (b) (4.1)
- L. Review of Recommended Procedure Regarding the Elimination of Processing Fees for Unreturned/damaged Items and Change of Initial Referral of Juvenile Accounts to be in the Name of the Responsible Party
- M. Approval of Disbursements for the Period May 1, 2017 to May 31, 2017, plus the Addendum for the Meeting of June 21, 2017
- N. Monthly Staff Reports
- O. FY 2017 Auditor Correspondence to Trustees
- P. ALA (American Library Association) Conference: June 22-27, 2017 in Chicago
- Q. 2017 Fourth of July Parade
- R. Library Closed for Staff In-service, Friday, August 11, 2017
- S. Summer Reading Program continues through August 13, 2017

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

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
 Nays 0
 Absent..... None

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

Approval of Library Board Resolution #280 Prevailing Wage Act Determination

Background Information:

Every June the Library is required to pass a Resolution stating that they will comply with the Prevailing Wage Act. Tax-supported bodies are required to pay the prevailing wage for specific

types of construction and service work that they may contract for. The Resolution is mailed to the Department of Labor in Springfield and published in a local newspaper.

Approval of the Illinois Public Library Annual Report (IPLAR)

Background Information:

The Library is required to file an annual report with the Illinois State Library at the end of every fiscal year. (The Library's fiscal year is May 1-April 30.) The report is comprised of factual information about the Library's Board, staff, services and finances. In addition, it contains statistical information about the collection, circulation and technology. Completion of the IPLAR is also a requirement of the Library's annual Per Capita Grant application. Following approval by the Board, it is submitted to the State Library.

Approval of the MAGIC Quarterly Invoices for Fiscal Year 17/18

Background Information:

The contract for the new fiscal year for consortium costs is \$4,412 per month (same as last year's fees). This is paid on a quarterly basis. MAGIC is the consortium that the Library is a member of that provides the integrated library system (ILS) through SirsiDynix. The ILS provides the online catalog, technical services, circulation services, and integration with the online databases and downloadable services. Board approval is required for all checks exceeding \$10,000.

Approval of Tutor.com Online Tutoring Service Renewal

Background Information:

The Library subscribes to Tutor.com which provides live on-line homework help for elementary age through college. Additional services include 24/7 resume and essay reviews, 60 standardized test subjects, and mobile applications. The cost of the service to renew is \$11,400 (same as last year). Board approval is required for all purchases over \$10,000.

Approval of Revision of Policy No. 408 Personal & Work Area Appearance

Background Information:

For further clarification for Library staff members an added description for flip-flops is now included into the policy "a rubber plastic sandal loosely fastened to the foot by a thong between the toes." Also added to the Materials Clerk section for safety purposes is that they are "to wear closed toe shoes at all times." Board approval is required for policy revisions.

Approval of Revision of Policy 6.A Purchasing and Contracting, Credit Cards

Background Information:

The policy revisions are to the documentation process for credit card purchases and an increase of the credit limit for the Director and Assistant Director to \$5000. Board approval is required for policy revisions.

Approval of New Job Description for Cataloging & Acquisitions Associate

Background Information:

This new job description encompasses both cataloging and acquisitions. The vast majority of cataloging is copy cataloging, which typically is an LTA (library technical assistant) level responsibility. Only a minimal number of items (average of 8 per month) require original cataloging. With the upcoming migration to SWAN, bibliographic support services are in place to offer cataloging advice and assistance when needed. This position provides the Library with additional Acquisitions support and also will back up other department functions including processing, repairs, serials, etc. as well as providing support for migration tasks, conversion projects as well as changes to the collection that may result from the space planning project.

Approval of Revision in Borrowing Policy (Theft, Damage, or Failure to Return Library Materials) to Reflect Current Law-Illinois Compiled Statutes 720 ILCS 5/16-1 (b) (4.1)

Background Information:

This section of the Policy needs to be revised to reflect current Illinois law. Criminal Code of the Illinois Compiled Statutes (720 ILCS 5/16-3 (c)) is no longer in effect and has been replaced by (720 ILCS 5/16-1 (b) (4.1). Board approval is required for policy revisions.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period May 1, 2017 to May 31, 2017, plus the Addendum for the Meeting of June 21, 2017 in the amount of \$140,480.76.

Monthly Staff Reports

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

Regular Meeting

V. NEW BUSINESS

- A. Recommendation, Re: Approval of Trustee Travel Expenses for Mileage to Attend Trustee Workshop on June 3, 2017

Trustee Lynch moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve the trustee travel expenses for mileage to attend the trustee workshop on June 3, 2017. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

- B. Recommendation, Re: Approval of Purge of Patron Records from Patron Database that Expired Prior to January 1, 2010 and Have Less than \$500 in Fines or Fees and Forgive

the Fines and Fees; Expired 2012-2014 Patron Records with Overdue Fines and Forgive the Fines; Unexpired Accounts with Overdue Fines that are Three Years or Older and Forgive the Fines; Adoption of this Practice on an Annual Basis

Trustee Lynch moved and **Trustee Larimer** seconded that the Board of Library Trustees amend the date in the proposed motion of January 1, 2010 to the corrected date of January 1, 2012. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

Trustee Jourdan moved and **Trustee Lynch** seconded that the Board of Library Trustees approve the amended motion to approve the purge of patron records from the patron database that expired prior to January 1, 2012 and have less than \$500 in fines or fees and forgive the fines and fees; expired 2012-2014 patron records with overdue fines and forgive the fines; unexpired accounts with overdue fines that are three years or older and forgive the fines; adoption of this practice on an annual basis. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

C. Recommendation, Re: Approval of Revision in Borrowing Policy (Fines and Fees) to Refer Library Accounts with Charges in Excess of \$25 for Unreturned or Damaged Materials to the Collection Services Agency and Not for Overdue Fines

Trustee Bagdonas moved and **Trustee Berryman-Gilliam** seconded that the Board of Library Trustees approve a revision in the Borrowing Policy (fines and fees) to refer library accounts with charges in excess of \$25 for unreturned or damaged materials to the collection services agency and not for overdue fines. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

D. Acknowledgment of Friends of the Carol Stream Public Library Donation

Background Information:

President Jourdan read aloud a thank you letter acknowledging and thanking the Friends of the Library for their recent donation of \$2,795.

Dear Friends of the Carol Stream Public Library,
On behalf of the Board and Staff of the Library, I would like to express our sincere appreciation for the Friends recent gifts in support of two initiatives that are very important to our community.

The *1000 Books before Kindergarten* program launched in 2014, has a current active enrollment of over 500 pre-Kindergarten children. Approximately 90 children have already completed the program. The Friends gift of \$1,500.00 will allow us to continue to foster the development of early literacy skills by providing families with ready access to books in the home and encouraging parents to read to their children daily.

We are excited about launching the new *Career Online High School* initiative in September. With an estimated 3,800 residents in Carol Stream without a high school diploma, we understand the need for and value of providing access to this career-based high school completion program. We are appreciative of the Friends early backing of this program through your gift of \$1,295.00 to fund a scholarship.

The Friends ongoing support of the mission of the Library, to provide our community with exceptional services, enrichment opportunities and diverse resources, stands as an example to the community of the benefits of volunteerism and positive civic engagement. We are grateful for the time and assistance offered on the Library's behalf. Sincerely,

Edward Jourdan
Library Board President (on behalf of the Board and Staff of the Carol Stream Public Library)

E. Recommendation, Re: Approval of Board President Committee Appointments

Background Information:

Every two years following an election, the Board President appoints members of the Library Board to the Library's three committees. The Board President will wait until he receives additional feedback from the Trustees regarding their interest in the different committees and he would then edit his current list of appointments and re-present them at the July Board meeting for approval.

VI. 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.

June Employee Anniversaries: Mary Clemens-Assistant Director; 6/6/94 John Steadman-Circulation, 6/14/06; Shilpa Shah-Adult Services, 6/17/08; Dani Masnovi-Youth Services, 6/10/94; Joseph Geshkewich II-Circulation, 6/12/14; Maryanne Kyle-Dipietropaolo-Circulation, 6/12/14; Grace Pofert-Circulation, 6/12/14; Brian Waalen-Youth Services, 6/12/14; Mary Pellico-Administration, 6/19/15.

Trustee Larimer commented that he was happy to see the increase in the number of teen program offerings and the increase in teen attendance numbers. He noted that the Free Comic Book Day was successful and that 325 comics were distributed to patrons.

VII. ANNOUNCEMENTS

A. Wi-Fi Hotspots Now Available for Check Out

Background Information:

The Library has twenty Samsung Wi-Fi Hotspots that are now available for one-week checkout periods for Carol Stream residents over the age of eighteen with a Carol Stream Library Card. A copy of the user agreement and guidelines was distributed to the Board for review and a Wi-Fi Hotspot was passed around for the Trustees to view.

B. Last Day of Camp Jamboree Library Event, Sunday, August 13, 2017

Background Information:

The Library will be holding a special end of summer reading event on Sunday, August 13 from 1-4 p.m. The free family Summer Jamboree will feature an animal program from Big Run Wolf Ranch and a musical performance from Cowboy Choir. In addition there will be a photo booth, craft and a variety of other activities. These large events take a lot of manpower to pull off successfully. Trustees are encouraged to come and help out. Trustees Patel and Sheikh stated that they will come and assist at the event.

VIII. EXECUTIVE SESSION

Trustee Sheikh moved and **Trustee Bagdonas** 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) and nothing else. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh
and Jourdan
Nays 0
Absent..... None

Accordingly the Meeting was closed to the public at 7:56 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:16 p.m.

Secretary Patel called the roll.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh
and Jourdan

Nays 0
Absent..... None

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Board of Library Trustees approve the minutes of the Executive Session of December 21, 2016 and that they remain closed at this time. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

Trustee Bagdonas moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve the minutes of the Executive Session of February 15, 2017 and that they remain closed at this time. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

Trustee Lynch moved and Trustee Larimer seconded that the Board of Library Trustees approve the minutes of the Executive Session of May 24, 2017 and that they remain closed at this time. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Executive Session minutes of June 15, 2016 and July 20, 2016 be open to the public and that all other Executive Session minutes which are closed to the public remain so at this time. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh and Jourdan
Nays 0
Absent..... None

Background Information:

The Board reviewed all closed Executive Session minutes. The Library Board is required by Illinois Statute (5 ILCS 120/2(c)(21))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.

IX. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan** moved that the meeting be adjourned, seconded by **Trustee Larimer**. Motion approved. Meeting adjourned at 8:21 p.m.

July 19, 2017
Date approved

Mansi Patel, Secretary
Board of Library Trustees