

**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: August 16, 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 7:23 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 Lynch seconded the establishment of a consent agenda for the Regular Meeting of August 16, 2017. 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 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 Facilities Committee Meeting of July 19, 2017
- B. Minutes of Regular Meeting of July 19, 2017
- C. Minutes of Facilities Committee Meeting of August 9, 2017
- D. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2017
- E. Review Statement of Cash Receipts and Disbursements May 1, 2016-April 30, 2017
- F. Recommendation, Re: Approval of Additional Hours for Part-time Adult Services Librarian Position
- G. Approval of Disbursements for the Period July 1, 2017 to July 31, 2017, plus the Addendum for the Meeting of August 16, 2017
- H. Report of the Library Director
- I. Thank You Note from Carol Stream Chamber of Commerce for Raffle Item Donation
- J. Thank You Letter from the Midwest Shelter for Homeless Veterans for Staff Donation
- K. Thank You Notes from Staff Members for Memorial Bricks
- L. Thank You Note from Patron
- M. September is National Library Card Sign-Up Month
- N. Library Closed to the Public on Sunday, September 3 and Monday, September 4 for the Labor Day Holiday

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:

Review Statement of Cash Receipts and Disbursements May 1, 2016-April 30, 2017

Background Information:

It is a requirement of state law for municipalities to prepare and publically publish this statement. It includes a review of the Library’s General Fund balances for the year, a list of vendors that were paid \$2,500 or more and the amount paid, and a list of payroll amounts paid to employees in five categories. A review of the special funds and their ending fund balance on April 30, 2017 is also included. This will be published in a local newspaper and submitted to the Village and the County Clerk with a signed letter from the Treasurer.

Approval of Additional Hours for Part-time Adult Services Librarian Position

Background Information:

The Adult Services Department currently has a vacant Computer Help Desk position. In anticipation of Adult Services having a single point of service desk in the space plan, it is recommended that the vacant Computer Help Desk position, not be filled at this time. The hours

would then be reallocated to a part-time Adult Services Librarian position. The Librarian position would provide the department with additional skills (reference, readers’ advisory, collection development, programming, etc.). There is money in the budget to accommodate this change.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period July 1, 2017 to July 31, 2017, plus the Addendum for the Meeting of August 16, 2017 in the amount of \$122,009.93.

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.

August Employee Anniversaries: Carol Hayes, Circulation – 8/2/11; Vera Olekanma, Adult Services – 8/11/14; Catherine Shaw, Circulation – 8/11/14.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

Trustee Lynch commented on how well attended and organized the Summer Jamboree event on August 13 was. Everyone had a good time and there was nice variety of activities and entertainment.

VI. NEW BUSINESS

A. Recommendation, Re: Approval of Hiring of Municipal Financial Advisor

Trustee Larimer moved and Trustee Lynch seconded that the Board of Library Trustees approve the hiring of municipal financial advisor Ehlers Inc. to provide the Library with a Financial Management Plan. Motion approved.

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

Background Information:

A Finance Committee meeting was held prior to the Regular Board meeting where representatives from Ehlers Inc. outlined their municipal financial services to the Board of Trustees and answered any questions the Trustees had regarding their services. A proposal for providing the Library with a Financial Management Plan was included in the Finance Committee portion of the Board packet prior to the meeting to provide the Board members with ample time

to review the information and prepare questions for the Finance Committee meeting. Ehlers, Inc. comes highly recommend in the field of municipal financial planning and has substantial experience in Library finance.

MONTHLY STAFF REPORTS

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

Trustee Larimer commented on the decrease in numbers for teens' attendance from the prior year. Youth Manager Amy Teske explained that for this fiscal year they will be reporting the teen volunteer hours at the end of Summer Reading instead of monthly as had been the practice in prior years.

VII. ADJOURNMENT

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

September 20, 2017

Date approved

Mansi Patel, Secretary
Board of Library Trustees