

**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 20, 2017 TIME: 7:00 p.m. PLACE: Horizon Room

I. CALL TO ORDER

Trustee Sheikh called the Regular Meeting of the Board of Library Trustees to order at 7:03 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Lynch, Bagdonas, Patel, and Sheikh
Absent: Trustees Larimer and Jourdan
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 September 20, 2017. Motion approved.

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

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

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

- A. Minutes of Finance Committee Meeting of August 16, 2017
- B. Minutes of Regular Meeting of August 16, 2017

- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending August 31, 2017
- D. Approval of Disbursements for the Period August 1, 2017 to August 31, 2017, plus the Addendum for the Meeting of September 20, 2017
- E. Monthly Staff Reports
- F. Thank You Letter from School District U46
- G. September is National Library Card Sign-Up Month
- H. Library Participation at CSBarks! Park District Event, September 10, 2017
- I. ILA Conference Trustee Day, October 12, 2017 Tinley Park Convention Center

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

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

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

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period August 1, 2017 to August 31, 2017, plus the Addendum for the Meeting of September 20, 2017 in the amount of \$122,860.16.

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 Letter from School District U46

Background Information:

The Library received a thank you letter from School District U46 for supporting their summer reading challenge.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

Trustee Berryman-Gilliam shared that the Land of Lakes, WI Library had an old card catalog that they used for their DVD collection. She also shared that the Riverdale IL Library was having financial difficulties and may be closing. She commented that she was thankful that the Carol Stream Public Library was financially sound.

VI. NEW BUSINESS

A. Approval of Resolution #281 FY2018 Working and Appropriation Budgets/Request for Tax Levy

Trustee Lynch moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve Resolution #281 FY2018 Working and Appropriation Budgets/Request for Tax Levy. Motion approved.

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

Background Information:

The FY2018 Tax Levy will be submitted to the Village for their approval. The levy amount is the same as last year's (FY2017) and there has been no increase. The Library continues to be fiscally responsible and assess all expenditures to optimize savings where ever possible.

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

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Board of Library Trustees approve the annual Insurance Policy renewals. Motion approved.

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

Background Information:

The Library's current insurance policies are up for renewal in October. The Library's insurance costs decreased by \$746 (2.96%) from last year. Board approval is required for expenditures exceeding \$10,000.

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.

Trustee Lynch commented on the plans that Director has regarding the north lot behind the Library building. She will be applying for grants and working with other organizations to improve the area.

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 (20 Year Anniversary)**; 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; Madeline Jefferies-9/9/15-Circulation; Nathaniel Wagner-9/21/15-Adult & Teen Services.

ANNOUNCEMENTS

Banned Book Week, September 24-30, 2017

Trustee Lynch inquired about book banning, in light of the recent articles regarding a book protest at the West Chicago Public Library. Director Westgate shared that patrons that want to challenge a title must fill out a form outlining their reasons for their objection. A committee would then review the form and the title and determine if it should be removed from the collection. The committee would report their findings and their recommendation to the Library Board and the Board would make the final decision regarding the title.

VII. EXECUTIVE SESSION

Trustee Lynch moved and Trustee Bagdonas seconded that the Board of Library Trustees convene in Executive Session for the discussion of employment and compensation change for specific employees under Open Meetings Act 5 ILCS 120/2 (c) (1) and for the review of minutes under 5 ILCS 120/2(c)(21) and nothing else. Motion approved.

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

Accordingly the Meeting was closed to the public at 7:35 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:46 p.m.

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Lynch, Bagdonas, Patel, and Sheikh
Absent: Trustees Larimer and Jourdan
Also Present: Director Susan Westgate

Trustee Berryman-Gilliam moved and Trustee Lynch seconded that the Board of Library Trustees approve the recommendation for personnel action discussed in Executive Session on September 20, 2017. Motion approved.

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

Trustee Bagdonas moved and Trustee Lynch seconded to approve the Executive Session minutes of June 21, 2017 and that they remain closed at this time. Motion approved.

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

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Patel moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:47 p.m.

October 18, 2017

Date approved

Mansi Patel, Secretary
Board of Library Trustees