

**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: October 18, 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 7:40 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: Dan Berg from Sikich, Director Susan Westgate

**III.        PUBLIC PARTICIPATION**

None

**IV.        ADOPTION OF CONSENT AGENDA**

**Trustee Berryman-Gilliam moved and Trustee Larimer seconded** the establishment of a consent agenda for the Regular Meeting of October 18, 2017. Motion approved.

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

Nays ..... 0

Absent..... None

**Trustee Sheikh 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 Regular Meeting of September 20, 2017
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2017
- C. Recommendation, Re: Approval of Resolution #281 Amended FY2018 Working and Appropriation Budgets/Request for Tax Levy
- D. Approval of Disbursements for the Period September 1, 2017 to September 30, 2017, plus the Addendum for the Meeting of October 18, 2017
- E. *Examiner* Article on September 20, 2017
- F. Library Participation at Boo Fest! Park District Event, October 27, 2017
- G. Library Holiday Open House Sunday, Dec. 3, 2017

**Trustee Lynch moved and Trustee Sheikh 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:*

**Recommendation, Re: Approval of Resolution #281 Amended FY2018 Working and Appropriation Budgets/Request for Tax Levy**

Background Information:

An adjustment in the levy was made reducing the corporate levy amount by \$4000 to accommodate the increase in the Audit Fund Levy that was made of \$4000. The overall levy request amount remained the same as last year.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period September 1, 2017 to September 30, 2017, plus the Addendum for the Meeting of October 18, 2017 in the amount of \$92,994.16.

**Regular Meeting**

**V. NEW BUSINESS**

- A. Review of Fiscal Year 2017 Audit by Sikich Representative Dan Berg

Background Information:

Auditor Dan Berg of Sikich presented the Library’s FY2017 Annual Financial Report and Auditor’s Communication to the Board. The auditor issued an unmodified audit opinion. An unmodified opinion is issued when the financial statements “give a true and fair view” and the organization under audit has gone in accordance with all requirements. It is the highest opinion

that can be given. Mr. Berg thanked Director Westgate for her work on the Management letter and both Director Westgate and Assistant Director Westgate for their help in the auditing process.

B. Acceptance of 2017 Audit as Presented

**Trustee Lynch moved and Trustee Sheikh seconded** that the Carol Stream Library Board of Trustees accepts the 2017 Audit as presented. Motion approved.

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

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 thanked Director Westgate for including a copy of the Library’s Material Challenge form for the Board to review. Director Westgate stated that she is meeting with the IT Manager from the Village to explore the possibility of an intergovernmental agreement for IT services.

**October Employee** Anniversaries: Renee Walther – 10/02/96-Adult Services; Steve Dexheimer – 10/07/03-Youth Services; Jeri Cain – 10/01/12-Circulation (**5 Year Anniversary**); Melanie Johnson – 10/11/12-Circulation (**5 Year Anniversary**); Miriam Zafar – 10/6/14-Circulation; Amy Danusiar – 10/24/16-Youth Services

MONTHLY STAFF REPORTS

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

Adult Services Manager Laura Hays shared that they had awarded the Friends scholarship to a Carol Stream resident for the new Career Online High School program.

**VI. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Berryman-Gilliam seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:30 p.m.

November 15, 2017  
Date approved

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Mansi Patel, Secretary  
Board of Library Trustees