

**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: November 15, 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 7:14 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 (remotely), 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 Bagdonas seconded the establishment of a consent agenda for the Regular Meeting of November 15, 2017. Motion approved.

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

Nays 0

Absent..... None

Trustee Lynch 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 Facilities Committee Meeting of October 18, 2017
- B. Minutes of Regular Meeting of October 18, 2017
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2017
- D. Recommendation, Re: Approval of Library Closings and Meeting Calendar for 2018
- E. Approval of Disbursements for the Period October 1, 2017 to October 31, 2017, plus the Addendum for the Meeting of November 15, 2017
- F. Monthly Staff Reports
- G. Thank You Note from Staff member Sue McCullum
- H. Thank You Letter from Carol Stream Park District
- I. Thank You Letter from Village of Carol Stream
- J. Thank you Letter from State Representative Christine Winger
- K. Thank you Note from Mayor Frank Saverino
- L. Library Participation at Christmas Tree Lighting Park District/Village Event, Dec.1, 2017
- M. Christmas Sharing Box in Lobby
- N. Light Recycling Bin in Lobby

Trustee Sheikh moved and Trustee Lynch 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 Library Closings and Meeting Calendar for 2018

Background Information:

The 2018 calendar year of Library Closings and Board meetings is sent to the Village, local press publications and posted on the kiosk in the Library lobby.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period October 1, 2017 to October 31, 2017, plus the Addendum for the Meeting of November 15, 2017 in the amount of \$118,451.57.

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 Village of Carol Stream

The Library received a thank you letter from the Village of Carol Stream for our participation at the Water Reclamation Center Open House held on October 7, 2017.

B. Thank you Letter from State Representative Christine Winger

The Library received a thank you letter from State Representative Christine Winger for our participation at the Family Wellness Fair at the Simkus Center held on October 28, 2017

C. Thank you Note from Mayor Frank Saverino

Mayor Frank Saverino sent a thank you note to the Library for their donation and support of the Veteran's Memorial Park project.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

Trustee Lynch shared that he had attended the Vegetarian Cooking program that was held at the Library. He stated that it was very good program and well attended.

VI. NEW BUSINESS

A. Review of Chapters 1-5 of *Trustee Facts File*

Background Information:

As part of the FY 2018 Per Capita Grant Application requirements Trustees are required to review Chapters 1-5 of *Trustees Facts File* and see if there are any changes they would like to make to the Library's existing By-Laws. Trustee Lynch recommended updating the procedure for filling a vacant officer position in the case of a Trustee with an officer position resigning from the Board or resigning from their officer position. The By-law will be rewritten and presented for approval at the December Board meeting.

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.

Director Westgate had viewed a webinar on the process for applying for a Live& Learn Construction grant for renovations and ADA compliance. She will pursue these grants for a possible future Library renovation.

November Employee Anniversaries: Karen Sego – 11/25/97-Youth Services (20 Year Anniversary); Joyce Farrell-11/04/09- Administration; Janet Berger-11/19/13-Adult Services; Allison Porch – 11/16/15-Administration

ANNOUNCEMENTS

A. Library Holiday Open House Sunday, Dec. 3, 2017

Confirmed events are: Santa and Elves, ice sculptor (Nutcracker and Penguin), Victorian Carolers, live reindeer, horse drawn trolley rides in Armstrong Park, craft, face painting, holiday cartoons, games, popcorn, decorating of Brittany Tree, Gingerbread Man and Snowman characters. The theme this year is “Joy to the World” to celebrate the diversity of Carol Stream. The four games that are planned represent four countries: Mexico, India, Poland and Vietnam. Refreshments being served are windmill cookies, candy, apple juice and small water bottles. The Friends of the Library donated funds to offset the cost of refreshments. Trustee Berryman-Gilliam asked if there could be something to represent Africa. Director Westgate stated that they will pursue adding another activity to the event that represents Africa.

VII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Bagdonas moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:45 p.m.

December 20, 2017
Date approved

Mansi Patel, Secretary
Board of Library Trustees