

**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: February 21, 2018 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 7:01 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 Sheikh moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of February 21, 2018. Motion approved.

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

Nays 0

Absent..... None

Trustee Lynch moved and Trustee Sheikh 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 Special Meeting of January 16, 2018
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2018
- C. Recommendation, Re: Approval of Human Resources Committee Recommendation Regarding Staff Compensation for FY 18/19
- D. Recommendation, Re: Approval of Human Resources Committee Recommendation Regarding Adjustment to Pay Grade Structure Effective January 1, 2018
- E. Approval of Disbursements for the Period January 1, 2018 to January 31, 2018, plus the Addendum for the Meeting of February 21, 2018
- F. Thank You Letter from St. Isidore School
- G. Thank you Letter from Carol Stream Parks Foundation
- H. National Library Week Family Event-Starry Night on April 13, 2018
- I. *Daily Herald* Article on February 2, 2018
- J. *Examiner* Article on January 24, 2018

Trustee Larimer 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 Human Resources Committee Recommendation Regarding Staff Compensation for FY 18/19

Background Information:

The employees of the Carol Stream Library approach their work with a team mentality of everyone working together to fulfill the Library’s Mission and Vision. They have embraced the future of change that is bringing the CSPL into the forefront of community library services. Employees are taking on new roles and responsibilities that are outside the scope of their normal daily activities whenever the need arises. They exhibit dedication to the organization’s success on a daily basis. They have risen to the challenge of high expectations of customer service, community and library program involvement, and increased outreach. Merit raises are awarded at the beginning of the new fiscal year, May 1, 2018. Increases are awarded between zero and 5%, dependent upon performance, from a pool of 4%. The budget will accommodate these increases.

Recommendation, Re: Approval of Human Resources Committee Recommendation Regarding Adjustment to Pay Grade Structure Effective January 1, 2018

Background Information:

In 2016 the Library hired the Management Association of Illinois (MAI) to do a Compensation Study for the Library that included a Pay Grade Structure. As part of that service, MAI provides

the Library with an annual recommended adjustment to the Structure to keep it up to date and relevant to the current job market. Maintaining this structure annually will keep the Library in a competitive position in the job market when recruiting for the best and brightest to work at the Library. MAI recommends an adjustment to the paygrade structure of 1.95% based upon the Library's industry as a service organization.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1, 2018 to January 31, 2018, plus the Addendum for the Meeting of February 21, 2018 in the amount of \$132,454.65.

Regular Meeting

V. APPROVAL OF MINUTES

A. Minutes of Regular Meeting of January 17, 2018

Trustee Bagdonas moved and Trustee Lynch seconded that the Board of Library Trustees approve the Minutes of the Regular Meeting of January 17, 2018 as corrected. Motion approved.

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

VI. BOARD AND COMMITTEE REPORTS

Human Resources Committee Chair Trustee Berryman-Gilliam stated that the Human Resources Committee had come to a consensus to recommend the merit increases for staff of 0-5% based upon their performance and to be administered from a pool of 4%. She also reported that the Committee had reached a consensus recommending the adjustment to the Library's pay grade structure of 1.95% as recommended by the Management Association of Illinois.

VII. OLD BUSINESS

A. Recommendation, Re: Approval of Revision to 2.E.6 Fiscal Responsibility Fund Balance Policy, General Fund

Trustee Bagdonas moved and Trustee Lynch seconded that the Board of Library Trustees approve the Revision to 2.E.6 Fiscal Responsibility Fund Balance Policy, General Fund to 6 to 8 months. Motion approved.

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

Background Information:

The recommendation from the Library’s Municipal Financial Consult Ehlers Inc. is to change the fund balance reserves of the General Fund from ten to fourteen months of operating costs to six to eight months of operating costs. This revision will still provide the Library with adequate reserves to be fiscally responsible. The goal is to maintain an average of seven months of reserves.

VIII. NEW BUSINESS

- A. Recommendation, Re: Approval of Trustee Travel Expenses for Mileage to Attend Legislative Luncheon on February 16, 2018 and Trustee Workshop on February 17, 2018

Trustee Lynch moved and Trustee Sheikh seconded that the Board of Library Trustees approve the Trustee Travel Expenses for Mileage to Attend Legislative Luncheon on February 16, 2018 and Trustee Workshop on February 17, 2018. Motion approved.

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

- B. 2017 Per Capita Grant Funds Received

Background Information:

The FY 2017 Per Capita Grant funds were received in the amount of \$30,833.21. The Library uses these funds to pay for online databases.

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.

February Employee Anniversaries: Susan Grude-2/01/95-Technical Services; Clare Meehan-2/11/97-Youth Services; Adriana Albers-2/14/00-Youth Services.

Trustee Berryman-Gilliam stated that she was pleasantly surprised to see the increase in use of the Library’s self-check machine. Trustee Patel stated that she was happy to see that the Library was holding a special event for National Library Week on a Friday evening. The Starry Night event will take place on April 13 from 5:30-7:30 p.m.

MONTHLY STAFF REPORTS

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

Trustee Lynch commented on the increased interest in the Library’s online High School diploma program. Trustee Patel commented that she was glad to see that we were having the Student Job Fair again at the Library on March 31.

IX. 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 7:38 p.m.

March 21, 2018

Date approved

Mansi Patel, Secretary
Board of Library Trustees