

**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 17, 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 7:00 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Director Westgate called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan

Absent: None

Also Present: Dan Berg of Sikich, Dan Pohrle and Tiffany Nash of Product Architecture & Design, and Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Berryman-Gilliam seconded the establishment of a consent agenda for the Regular Meeting of October 17, 2018. Motion approved.

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

Nays 0

Absent..... None

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

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

Nays 0

Absent..... None

- A. Accept the Monthly Financial Statements of the Treasurer for the period ending September 30, 2018
- B. Acceptance of 2018 Audit as Presented
- C. Recommendation, Re: Approval of Special Fund Line Beginning FY 2019, Building Renovation Loan Fund
- D. Recommendation, Re: Approval of Amendment of FY 2019 Appropriation to Building Renovation Loan Fund, FICA Fund, and Audit Fund
- E. Recommendation, Re: Approval of Resolution # 285 Intergovernmental Loan Agreement Between the Village of Carol Stream and the Carol Stream Public Library
- F. Recommendation, Re: Approval of Resolution #286, 2018 Request for Tax Levy
- G. Review Statement of Cash Receipts and Disbursements May 1, 2017-April 30, 2018
- H. Recommendation, Re: Approval of Organization Depository Resolutions with West Suburban Bank for the Library's Public Fund Accounts
- I. Report of the Library Director
- J. Thank you Letter from Village of Carol Stream for Participation at the Water Reclamation Center Open House, October 6, 2018

Trustee Lynch moved and Trustee Olson seconded that the items on the Consent Agenda be approved by omnibus vote. Motion approved.

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

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

Recommendation, Re: Approval of Special Fund Line Beginning FY 2019, Building Renovation Loan Fund

Background Information:

The Library will be receiving a \$2,000,000 loan from the Village of Carol Stream to fund the balance of the upcoming Library renovation project. A special fund line has been established to manage the funds received from the loan and the taxes and interest received to make the future loan payments.

Recommendation, Re: Approval of Amendment of FY 2019 Appropriation to Building Renovation Loan Fund, FICA Fund, and Audit Fund

Background Information:

The amendment to the FY 2019 Appropriation Budget includes the expense line for the Village loan payment of \$234,461, an increase of \$5,000 for FICA Benefit expenses and an increase of \$1,000 for Audit expenses.

Recommendation, Re: Approval of Resolution # 285 Intergovernmental Loan Agreement Between the Village of Carol Stream and the Carol Stream Public Library

Background Information:

The Library and the Village worked together with their attorneys over several months to create the Intergovernmental Loan Agreement between the two parties. The agreement is for the Village of Carol Stream to provide the Library with a ten year loan of \$2,000,000 at 3%.

Recommendation, Re: Approval of Resolution #286, 2018 Request for Tax Levy

Background Information:

The 2018 Request for Tax Levy is in the amount of \$3,674,461. This reflects an increase of \$234,461 over last year’s request and is the amount required to make the annual payment for the loan received from the Village to fund the balance of the Library’s upcoming renovation project. The 2018 Request for Tax Levy will be submitted to the Village for their approval. The Library continues to be fiscally responsible and assess all expenditures to optimize savings where ever possible.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period September 1, 2018 to September 30, 2018, plus the Addendum for the Meeting of October 17, 2018 in the amount of \$169,665.33.

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.

October Employee Anniversaries: Renee Walther – 10/02/96-Adult Services; **Steve Dexheimer – 10/07/03-Youth Services (15 Year Anniversary)**; Jeri Cain – 10/01/12-Circulation; Melanie Johnson – 10/11/12-Circulation; Amy Danusiar – 10/24/16-Youth Services.

Regular Meeting

V. APPROVAL OF MINUTES

A. Minutes of Regular Meeting of September 19, 2018

Trustee Lynch moved and Trustee Sheikh seconded the approval of the minutes of the Regular Meeting of September 19, 2018 as corrected. Motion approved.

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

VI. BOARD AND COMMITTEE REPORTS

Trustee Berryman-Gilliam asked if staff could provide her with a link to the webinar that staff had viewed on the topic of unconscious bias. HR Manager Mary Pellico stated that she would email her the information.

VII. NEW BUSINESS

A. Review of Fiscal Year 2018 Audit by Sikich Representative Dan Berg

Background Information:

Auditor Dan Berg of Sikich presented the Library's FY2018 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. Discussion: Trustee Update of Library Renovation Project

Background Information:

The architects reviewed the interior design updates for the renovation and possible furniture selections.

MONTHLY STAFF REPORTS

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

Several Trustees inquired about the Library's new employee competencies. HR Manager Mary Pellico stated that they were an update of current general areas of competencies, providing employees with examples of behaviors. The competencies are for all employees and include job knowledge, teamwork, communication, customer focus, problem solving and decision-making and work standards. The purpose of the update is to provide employees with clear guidelines of how they can contribute to the overall mission of the Library to the community and excel in their performance. Staff was introduced to the updated competencies at the August Staff Development Day. Current job descriptions will remain the same and were updated two years ago. Trustee Larimer was happy to see that there had been a 7% increase in Library visitors. Trustee Lynch stated that the recent Adult Services program presented by Susan Maddox was really good.

ANNOUNCEMENTS

A. Library Participation at Boo Fest! Park District Event, October 26, 2018

Background Information:

The Library participates at the annual Boo Fest! held at the Simkus Center by the Park District. The Library provides a table with giveaways for attendees and a Librarian reads Halloween stories in a specially designated room throughout the evening.

B. Library Holiday Open House Sunday, Dec. 2, 2018

Background Information:

The Library will be holding their fifth annual Holiday Open House. The event will feature live reindeer, Santa, horse-drawn trolley, ice carver, carolers and much more. The Friends of the Library will be providing refreshments.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:32 p.m.

November 28, 2018

Date approved

Mansi Patel, Secretary
Board of Library Trustees