

**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 28, 2018                      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 7:00 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: Jack Hayes and Fred Marano of Frederick Quinn Corporation (FQC), and Director Susan Westgate

**III.        PUBLIC PARTICIPATION**

None

**IV.        ADOPTION OF CONSENT AGENDA**

**Trustee Lynch moved and Trustee Olson seconded** the establishment of a consent agenda for the Regular Meeting of November 28, 2018. Motion approved.

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

Nays ..... 0

Absent..... None

**Trustee Berryman-Gilliam moved and Trustee Larimer 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. Minutes of Regular Meeting of October 17, 2018
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2018
- C. Review of Chapter 8 of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*
- D. Review of Chapters 6-10 of *Trustee Facts File, Fourth Edition*
- E. Recommendation, Re: Approval of Expenses over \$10,000 for Upgrade to VOIP Phone System from Mitel
- F. Recommendation, Re: Approval of Expenses over \$10,000 for the Online *Chicago Tribune* Renewal Through ProQuest
- G. Recommendation, Re: Approval of Library Closings and Meeting Calendar for 2019
- H. Approval of Disbursements for the Period October 1, 2018 to October 31, 2018, plus the Addendum for the Meeting of November 28, 2018
- I. Thank You Note from Staff Members Robin Harwood and Joyce Farrell
- J. Thank You Letter from Carol Stream Park District
- K. Thank You Note from Carol Stream Chamber of Commerce
- L. Library Participation at Christmas Tree Lighting Park District/Village Event, November 30, 2018
- M. Library Holiday Open House Sunday, Dec. 2, 2018
- N. Christmas Sharing Box in Lobby

**Trustee Larimer 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 Expenses over \$10,000 for Upgrade to VOIP Phone System from Mitel

**Background Information:**

The Library’s current phone system will soon no longer be supported. It has been in the plans to replace the current set-up to a VOIP (voice over internet protocol) phone system. Several quotes were received and the Library selected the lowest vendor proposal. The new system would be installed in February 2019, prior to the renovation. The VOIP system will make the relocation of staff and service station phones much easier during the renovation project. Phones can be relocated throughout the building without changing the extensions. Total cost for the project is \$18,276.00.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period October 1, 2018 to October 31, 2018, plus the Addendum for the Meeting of November 28, 2018 in the amount of \$241,148.31.

### Regular Meeting

#### V. BOARD AND COMMITTEE REPORTS

None

#### VI. NEW BUSINESS

- A. Discussion: Trustee Update of Library Renovation Project by FQC Representatives

Background Information:

Representatives Jack Hayes and Fred Marano from FQC reviewed the cost estimates for the renovation with the Trustees. They will be posting the public request for bids in mid-December.

- B. Recommendation, Re: Approval of Expenses over \$10,000 for POE Switches, Stacking Modules, Stacking Cables and Power Supplies from PROVANTAGE

**Trustee Larimer moved and Trustee Sheikh seconded** that the Carol Stream Library Board of Trustees approve the expenses over \$10,000 for PoE switches, stacking modules, stacking cables and power supplies from PROVANTAGE. Motion approved.

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

Background Information:

The purchase of new PoE (power over Ethernet) switches is necessary for the VOIP phone system project as well as for system network organization. The switches will provide 192 ports.

#### 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.

The parking lot lights have been repaired. Workers had to bore under the parking lot to the light pole and replace the existing wiring to the building. The Library rented a portable lighting unit while the lights were out of operation. There will a Truth in Taxation hearing at the December 3, 2018 Village Board meeting.

November Employee Anniversaries: Karen Segó – 11/25/97-Youth Services; Joyce Farrell- 11/04/09- Administration; Allison Porch – 11/16/15-Administration; Leigh Ann Wilson - 11/06/17-Youth Services.

## **MONTHLY STAFF REPORTS**

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

Trustee Larimer inquired on the process for collection management. Adult Services Manager Laura Hays explained that Collection HQ, the online analysis tool the Library subscribes to, helps to manage the size of collections. It lets staff know in what areas they are overstocked or understocked in materials to assist in the selection and deselection process. Trustee Patel inquired about the onboarding process at the Library. HR Manager Mary Pellico explained that the Library is being more deliberate in their approach to the onboarding of new employees, providing department tours and a basic orientation with the Director that includes a discussion of the Library’s Mission, Vision and organizational values as well as an orientation of the Staff Intranet page.

## **VII. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Sheikh seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:41 p.m.

December 19, 2018

Date approved

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Mansi Patel, Secretary  
Board of Library Trustees