

**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: December 19, 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: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Lynch moved and Trustee Larimer seconded the establishment of a consent agenda for the Regular Meeting of December 19, 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 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. Minutes of Regular Meeting of November 28, 2018
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2018
- C. Recommendation, Re: Approval of Early Closing on Friday, January 25, 2019 at 1:00 p.m. for Staff In-service
- D. Recommendation, Re: Approval of Update to Library Pay Grade Structure for 2019
- E. Recommendation, Re: Revision to Personnel Policies 301-Vacation, 302-Sick Time and 303-Personal Days
- F. Approval of Disbursements for the Period November 1, 2018 to November 30, 2018, plus the Addendum for the Meeting of December 19, 2018
- G. Report of the Library Director
- H. Thank You Holiday Card from Homebound Patron
- I. Library Closed Dec. 23, 24, 25 and Jan. 1 for the Holidays
- J. Library Received Poinsettia from Mayor Saverino

Trustee Larimer 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, 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 Update to Library Pay Grade Structure for 2019

Background Information:

It is recommended by HR Source, the Library’s HR consulting services provider, to adjust the current paygrade structure by an increase of 1.9% based upon our industry.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period November 1, 2018 to November 30, 2018, plus the Addendum for the Meeting of December 19, 2018 in the amount of \$170,560.77.

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. December Employee_Anniversaries: Marlys Smith – 12/19/11, Circulation.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

Trustee Lynch stated that when he was representing the Library at the Village Tree Lighting event, he heard many complimentary comments from residents regarding how much they enjoy the Library and people who work here.

VI. OLD BUSINESS
None

VII. NEW BUSINESS

A. Recommendation, Re: Approval of FY 2019 Per Capita Grant Application

Trustee Lynch moved and Trustee Sheikh seconded that the Carol Stream Library Board of Trustees approve the FY 2019 Per Capita Grant Application. Motion approved.

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

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

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 MNJ. 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.

MONTHLY STAFF REPORTS

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

Staff described the after school program Teen Recharge for the Trustees. This program is highly attended by Jay Stream students. The Library’s meeting room is set-up with three video gaming stations and craft and discussion tables for the students Monday-Thursday. HR Manager Mary Pellico explained the change in the policy for exempt staff regarding requesting paid time off.

VIII. EXECUTIVE SESSION

Trustee Lynch moved and Trustee Olson seconded that the Board of Library Trustees convene in Executive Session for the discussion of previous Executive Session Minutes as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (21). Motion approved.

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

Accordingly the Meeting was closed to the public at 7:30 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 7:41 p.m.

Secretary Patel called the roll.

Present: 7 Trustees Berryman-Gilliam, Larimer, Lynch, Bagdonas, Patel, Sheikh
and Jourdan
Absent: None
Also Present: Director Susan Westgate

A. Recommendation, Re: Approval of Minutes of the Executive Session of June 18, 2018 and August 15, 2018

Trustee Olson moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve the minutes of the Executive Session of June 18, 2018 and August 15, 2018 and that they remain closed at this time. Motion approved.

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

B. Recommendation, Re: Semi-Annual Review of the Minutes of Executive Sessions

Trustee Sheikh moved and Trustee Patel seconded that the Board of Library Trustees approve that a portion of the minutes of the Executive Session of December 20, 2017 be released and that all other minutes which are closed to the public remain so at this time. Motion approved.

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

Background Information:

The Board reviewed the Executive minutes and approved the release of the above closed minutes. The Library Board is required by Illinois Statute (5 ILCS 120/2.06 (d)) to review no less than semi-annually all minutes of closed sessions. The purpose of the review is to determine if the Minutes may be released to the public or if the need for confidentiality still exists.

IX. 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 7:45 p.m.

January 16, 2019
Date approved

Mansi Patel, Secretary
Board of Library Trustees