

**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 20, 2019                      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**

Secretary Patel called the roll.

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

Absent:            None

Also Present: Director Susan Westgate

**III.        PUBLIC PARTICIPATION**

None

**IV.        ADOPTION OF CONSENT AGENDA**

**Trustee Lynch moved and Trustee Sheikh seconded** the establishment of a consent agenda for the Regular Meeting of February 20, 2019. Motion approved.

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

Nays ..... 0

Absent..... None

**Trustee Berryman-Gilliam moved and Trustee Lynch seconded** that the following items be included on the Consent Agenda. Motion approved.

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

Nays ..... 0

Absent..... None

- A. Minutes of Regular Meeting of January 16, 2019
- B. Minutes of the Special Meeting of January 30, 2019
- C. Recommendation, Re: Approval of Recommendation Regarding Staff Compensation for FY 19/20
- D. Recommendation, Re: Approval of Library Director Authority to Approve Renovation Change Orders Under \$20,000
- E. Recommendation, Re: Approval of Library Closing for Staff Development Day, August 23, 2019
- F. Approval of Disbursements for the Period January 1, 2019 to January 31, 2019, plus the Addendum for the Meeting of February 20, 2019
- G. Thank You Letter from Christmas Sharing Program
- H. February 6, 2019 *Examiner*-Article and Photos
- I. Illinois Library Association Legislative Luncheon: Friday, March 1, 2019, Chicago Marriot in Oak Brook, IL
- J. Illinois Library Association Trustee Forum Workshop, Saturday, March 16, 2019, Chicago Marriot in Oak Brook, IL
- K. Neighbor Invite Renovation Open House, March 17, 2019, 2-3:00 p.m.
- L. Humanitarian Services Project Kleenex Drive 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, Olson, 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 Recommendation Regarding Staff Compensation for FY 19/20

**Background Information:**

Library staff 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. This past year management and staff have devoted countless hours to the Library’s upcoming Renovation Project. Individual staff increases will be awarded between zero and 4%, dependent upon performance.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period January 1, 2019 to January 31, 2019, plus the Addendum for the Meeting of February 20, 2019 in the amount of \$143,487.77.

## **Regular Meeting**

### **V. MONTHLY REPORT OF THE TREASURER**

- A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2019

**Trustee Olson moved and Trustee Lynch seconded** that the Library Board of Trustees accept the Monthly Financial Statements of the Treasurer for the period ending January 31, 2019 as presented. Motion approved.

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

### **VI. BOARD AND COMMITTEE REPORTS**

The Library Board viewed a promotional video produced by RAILS that demonstrates how public libraries support the STEM educational initiative. Trustee Berryman-Gilliam complimented on how nice the Library’s newsletter is and what a good job it does covering information regarding the renovation project. Trustee Lynch commented on the recent Mardi Gras cooking program and how much he enjoyed it.

### **VII. OLD BUSINESS**

None

#### **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; Anjali Rentfleish-2/19/18-Circulation.

Trustee Larimer commented on how pleased he is with the resident library card statistics. They had increased 2% from the prior month and 45% of residents have a CSPL card.

#### **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 visit Adult Services Librarian Omar Kushad had to the Innovation Center at Stratford Junior High. The emphasis is on hands on learning and collaboration. Adult Services Manager Laura Hays reviewed the Collection HQ online data

analysis tool that the Librarians utilize as part of the process for the selection and deselection of materials.

## VIII. 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 7:35 p.m.

March 20, 2019

Date approved

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Mansi Patel, Secretary  
Board of Library Trustees