

**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: May 15, 2019

TIME: 7:00 p.m.

**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 S. Gary Ave.,
Carol Stream, IL 60188**

I. CALL TO ORDER

President Jourdan called the Regular Meeting of the Board of Library Trustees to order at 7:00 p.m.

PLEDGE TO THE FLAG

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

Notary and Library Director Susan Westgate Administered the Oath of Office to re-elected Trustees Nancy Olson and Justin Lynch. *Re-elected Trustee David Larimer was sworn in to office on Friday, May 10 as he had to leave town for business and would not be able to attend the meeting in person.*

Election of Officers:

Trustee Jourdan was nominated for the office of President and accepted his nomination. Trustees Lynch and Sheikh self-nominated for the office of Board President. Trustee Jourdan received the most number of votes (three) and was re-elected as Board President.

Trustee Olson was nominated for the office of Board Treasurer. Trustee Olson accepted her nomination. Trustee Olson was re-elected Treasurer by unanimous vote.

Trustee Patel was nominated for the office of Board Secretary. Trustee Patel accepted her nomination. Trustee Patel was re-elected Secretary by unanimous vote.

As most senior Trustee not holding an officer position, Trustee Sheikh accepted the position of Vice-President as outlined in the Library's By-Laws.

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Olson, Patel, Sheikh and Jourdan. *Trustee Larimer attended remotely as he was out of town for business.*

Absent: None

Also Present: 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 May 15, 2019. Motion approved.

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

Trustee Olson 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. Accept the Monthly Financial Statements of the Treasurer for the Period Ending April 30, 2019
- B. Approval of Disbursements for the Period April 1, 2019 to April 30, 2019, plus the Addendum for the Meeting of May 15, 2019
- C. Report of the Library Director
- D. Monthly Staff Reports
- E. Thank You Letter and Photos from Outreach Community Center for Annual Spring Dinner Sponsorship
- F. Summer Reading Program Registration Begins Monday, June 1, 2019
- G. 2019 Fourth of July Parade

Trustee Olson moved and Trustee Patel 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:

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period April 1, 2019 to April 30, 2019, plus the Addendum for the Meeting of May 15, 2019 in the amount of

\$472,082.92.

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.

May Employee Anniversaries: Ellen Pancoe – 5/18/15 (Adult Services); Julia Petrella – 5/08/17 (Youth Services).

MONTHLY STAFF REPORTS

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

Regular Meeting

V. APPROVAL OF MINUTES

A. Minutes of Regular Meeting of April 17, 2019

Trustee Berryman-Gilliam moved and Trustee Lynch seconded to approve the minutes of the regular meeting of April 17, 2019 as corrected. Motion approved.

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

VI. BOARD AND COMMITTEE REPORTS

Trustee Sheikh reported on the Elevate! conference she attended in Springfield, IL. The topic of the conference was how to build effective teams. The conference covered what makes teams succeed and what can impede them from being successful. She stated that it was very informative and she learned things that she could do as an individual to be a more effective team member. Trustees Olson, Lynch and Patel attended the LACONI Trustee Dinner in Naperville. There was a presenter from LibraryReads who discussed “Librarians as Influencers.”

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Recommendation, Re: Approval of the Annual Report to the Village for FY2019

Trustee Olson moved and Trustee Sheikh seconded to approve the Annual Report to the Village for FY2019. Motion approved.

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

Jourdan
Nays 0
Absent..... None

Background Information:

The Annual Report for the Village is required by state law. It includes an overview of the Library’s past year’s finances and services.

B. Recommendation, Re: Approval of Trustee Travel Expenses to Attend Elevate!
2019 on April 27, 2019

Trustee Olson moved and Trustee Berryman-Gilliam seconded to approve Trustee travel expenses to attend Elevate! 2019 on April 27, 2019. Motion approved.

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

Background Information:

Trustee Sheikh applied for and was selected to participate at the Elevate! Conference in Springfield, IL. The Board is required by law to formally approve Trustee travel expenses.

IX. EXECUTIVE SESSION

Trustee Olson moved and Trustee Sheikh 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) and for the discussion of performance and compensation for specific employees as permitted under Illinois Open Meetings Act 5 ILCS 120/2 (c) (1) and nothing else. Motion approved.

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

Accordingly the Meeting was closed to the public at 7:38 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:46 p.m.

Secretary Patel called the roll.

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

- A. Recommendation, Re: Approval of Minutes of the Executive Session of December 19, 2018

Trustee Olson moved and Trustee Berryman-Gilliam seconded that the Board of Library Trustees approve the minutes of the Executive Session of December 19, 2018 and that they remain closed at this time. Motion approved.

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

- B. Recommendation, Re: Approval of the recommendation for staff compensation as discussed in Executive Session on May 15, 2019

Trustee Olson moved and Trustee Patel seconded that the Board of Library Trustees approve the recommendation for staff compensation as discussed in Executive Session on May 15, 2019. Motion approved.

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

X. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Olson moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:50 p.m.

June 19, 2019
Date approved

Mansi Patel, Secretary
Board of Library Trustees