

**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: June 19, 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 7:01 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan

Absent: Trustee Berryman-Gilliam

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 June 19, 2019. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan

Nays 0

Absent..... Trustee Berryman-Gilliam

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

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan

Nays 0

Absent..... Trustee Berryman-Gilliam

A. Approval of Minutes: Minutes of Human Resources Committee Meeting of May,

29, 2019

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending May 31, 2019
- C. Recommendation, Re: Approval of Annual Agreement with Accounting Service, McClure Inserra & Company
- D. Recommendation, Re: Approval of Amendment to FY19 Capital Maintenance & Repair Budget- Budget Line 70-7508 Library Renovation Project for an additional amount of \$310,000
- E. Approval of Disbursements for the Period May 1, 2019 to May 31, 2019, plus the Addendum for the Meeting of June 19, 2019
- F. Summer Reading Program: June 1-August 11, 2019
- G. 2019 Fourth of July Parade
- H. Library Closed Friday, August, 23, 2019 for Staff Development Day

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

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
 Nays 0
 Absent..... Trustee Berryman-Gilliam

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 May 1, 2019 to May 31, 2019, plus the Addendum for the Meeting of June 19, 2019 in the amount of \$475,669.92.

Regular Meeting

V. APPROVAL OF MINUTES

- A. Minutes of Regular Meeting of May 15, 2019

Trustee Olson moved and Trustee Sheikh seconded to approve the minutes of the regular meeting of May 15, 2019 as corrected. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
 Nays 0
 Absent..... Trustee Berryman-Gilliam

VI. BOARD AND COMMITTEE REPORTS

Trustee Larimer read aloud letters of appreciation from the Board of Trustees to Library Director Susan Westgate and Assistant Director Mary Clemens in appreciation of all of their hard work to bring the Library’s Renovation Project to realization and to keep it moving forward.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Recommendation, Re: Approval of Board President Committee Appointments

Trustee Olson moved and Trustee Sheikh seconded to approve the Board President Committee Appointments. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Background Information:

The Board President made the following appointments to the Library’s three standing Committees:

FINANCE

Justin Lynch, Chair
Dr. Bonita Berryman-Gilliam
Nancy Olson
Edward Jourdan, Ex-Officio

Library Director, Ex-Officio

HUMAN RESOURCES

Dr. Bonita Berryman-Gilliam, Chair
Nancy Olson
Mansi Patel
Edward Jourdan, Ex-Officio

Library Director, Ex-Officio

FACILITIES

David Larimer, Chair
Justin Lynch
Nadia Sheikh
Edward Jourdan, Ex-Officio
Library Director, Ex-Officio

B. Recommendation, Re: Approval of the Illinois Public Library Annual Report (IPLAR)

Trustee Olson moved and Trustee Lynch seconded to approve the Illinois Public Library Annual Report (IPLAR) as corrected. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Background Information:

The Library is required to file an annual report with the Illinois State Library at the end of every fiscal year (Library’s fiscal year is May 1-April 30). The report is comprised of factual information about the Library’s Board, staff, services and finances. In addition, it contains statistical information about the collection, circulation and technology. Completion of the IPLAR is also a requirement of the Library’s annual Per Capita Grant application. Following approval by the Board, it will be submitted to the State Library.

C. Recommendation, Re: Approval of North Lot Landscape Project

Trustee Larimer moved and Trustee Olson seconded to approve the North Lot Landscape Project. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Background Information:

Director Westgate has been working with the Library’s landscaping service for the installation of a labyrinth in the north lot. The labyrinth would be a 30 foot circle surrounded on 1/3 to 1/2 of the circle with stacked stone seating.

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.

June Employee Anniversaries: **Mary Clemens-Assistant Director, 6/6/94 (25 Year Anniversary)**; John Steadman-Circulation, 6/14/06; **Joseph Geshkewich II-Circulation, 6/12/14 (5 Year Anniversary)** and Mary Pellico-Administration, 6/19/15.

Trustee Lynch mentioned that he was glad the strikers had ceased. He asked about the granite slabs for the north lot project and stated that it was generous of the Park District to offer them to the Library.

MONTHLY STAFF REPORTS

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

Trustee Lynch stated that he was glad to see that the Library’s social media efforts and content marketing were successful as mentioned in the Adult Services report. Trustee Olson thanked the Library for their participation in the summer free lunch program that she is coordinating with CCSD93. Trustee Sheikh acknowledged the excellent service her visiting father-in-law received from John Steadman in Circulation and the staff members at the Adult Services Desk. Trustee Sheikh asked what the patron feedback has been regarding SWAN now that the Library has been in the consortium for one year. Director Westgate stated that it has been very positive.

IX. EXECUTIVE SESSION

Trustee Olson moved and Trustee Larimer 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 nothing else. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

Accordingly the Meeting was closed to the public at 7:50 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:00 p.m.

Secretary Patel called the roll.

Present: 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Absent: Trustee Berryman-Gilliam
Also Present: Director Susan Westgate

A. Recommendation, Re: Approval of Minutes of the Executive Session of May 15, 2019

Trustee Olson moved and Trustee Larimer seconded that the Board of Library Trustees approve the minutes of the Executive Session of May 15, 2019 and that they remain closed at this time. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

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

Trustee Olson moved and Trustee Larimer seconded that the Carol Stream Library Board of Trustees release the minutes of the Executive Session of December 19, 2018 and a partial release of the minutes of Executive Session of June 20, 2018 and that all other Executive Session minutes remained closed at this time. Motion approved.

Ayes 6 Trustees Larimer, Lynch, Olson, Patel, Sheikh and Jourdan
Nays 0
Absent..... Trustee Berryman-Gilliam

X. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Larimer moved and Trustee Lynch seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 8:02 p.m.

July 17, 2019
Date approved

Mansi Patel, Secretary
Board of Library Trustees