

**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: August 21, 2019 TIME: 7:00 p.m.
**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 N. 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.

II. ROLL CALL

Secretary Patel called the roll.

Present: Trustees Berryman-Gilliam, Larimer, Lynch, Patel and Jourdan
Absent: Trustees Olson and Sheikh
Also Present: FQC Representative Jack Hayes and 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 August 21, 2019. Motion approved.

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Patel and Jourdan
Nays 0
Absent..... Trustee Olson and Sheikh

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

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Patel and Jourdan
Nays 0
Absent..... Trustee Olson and Sheikh

A. Minutes of Regular Meeting of July 17, 2019

- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending July 31, 2019
- C. Approval of Disbursements for the Period July 1, 2019 to July 31, 2019, plus the Addendum for the Meeting of August 21, 2019
- D. Thank You Letter from Carol Stream Water Reclamation Center
- E. Thank You Card from National University of Health Sciences Library Director
- F. Library Closed Friday, August, 23, 2019 for Staff Development Day
- G. Library Closed Sunday, September 1, 2019 and Monday, September 2, 2019 for the Labor Day Holiday
- H. September is National Library Card Sign-Up Month

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

Ayes 5 Trustees Berryman-Gilliam, Larimer, Lynch, Patel and Jourdan
 Nays 0
 Absent..... Trustee Olson and Sheikh

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 July 1, 2019 to July 31, 2019, plus the Addendum for the Meeting of August 21, 2019 in the amount of \$1,116,255.70.

Thank You Letter from Carol Stream Water Reclamation Center

Background information:

The Library received a thank you letter from the Carol Stream Water Reclamation Center for donating books for their Little Free Library that they had built.

Thank You Card from National University of Health Sciences Library Director

Background information:

The Library Director from the National University of Health Sciences sent a thank you card in appreciation of the surplus furniture items that the library gave them for their facility.

Regular Meeting

V. BOARD AND COMMITTEE REPORTS

None

VI. OLD BUSINESS

None

VII. NEW BUSINESS

A. Discussion: Trustee Update of Library Renovation Project

Background information:

The Library is a third of the way through the renovation project. FQC representative Jack Hayes provided Trustees with an update of the project. He reviewed change orders that had occurred from May through July and answered any questions that the Trustees had regarding the renovation, change orders and the renovation process. The project is currently on schedule and within the budget.

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.

August Employee Anniversaries: Carol Hayes, Circulation – 8/2/11; **Vera Olekanma, Adult Services – 8/11/14 (5 Year Anniversary); Catherine Shaw, Circulation – 8/11/14 (5 Year Anniversary)** and Marie Costuna, Technical Services – 8/08/17.

Trustee Lynch inquired how the Director's presentation to the Friends of the Library went on August 14th. Director Westgate stated that it was well received and that the Friends had commented on how positive the staff has been throughout the changes of the renovation and how well they were continuing to provide excellent services to the patrons. Trustee Berryman-Gilliam asked if the Director could pursue finding an employee evaluation program for the Trustees to view and/or attend. Director Westgate will see if there are any available webinars though Web Junction and Lynda.com.

MONTHLY STAFF REPORTS

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

Trustee Lynch inquired about the Youth Services Picture Book Genrefication project. Youth Services staff have reviewed all of the picture books and identified if they qualify for a specific genre or will be shelved by author. Technical Services staff has provided the relabeling of materials for the project. Assistant Director Mary Clemens explained the process for removing and destroying materials that have been recalled by publishers that have been identified as having inaccurate information or missing pages. Trustee Larimer was happy to see that the resident library card holder rate was over 47% of the population of Carol Stream.

VIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Lynch moved and Trustee Larimer seconded** that the meeting be adjourned. Motion approved. Meeting adjourned at 7:34 p.m.

September 18, 2019

Date approved

Mansi Patel, Secretary, Board of Library Trustees