

**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: January 15, 2020                      TIME: 7:00 p.m.**  
**PLACE: Carol Stream Village Hall, Joseph E. Breinig Board Room, 500 N. Gary Ave.,  
Carol Stream, IL 60188**

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**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 Berryman-Gilliam, Larimer, Lynch, Patel, Olson, Sheikh and Jourdan

Absent:            None

Also Present: John Eallonardo from Frederick Quinn Corporation (FQC) and Director Susan Westgate

**III.        PUBLIC PARTICIPATION**

None

**IV.        ADOPTION OF CONSENT AGENDA**

**Trustee Olson moved and Trustee Sheikh seconded** the establishment of a consent agenda for the Regular Meeting of January 15, 2020. Motion approved.

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

Nays ..... 0

Absent..... None

**Trustee Lynch moved and Trustee Larimer 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 December 18, 2019
- B. Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 31, 2019
- C. Approval of Disbursements for the Period December 1, 2019 to December 31, 2019, plus the Addendum for the Meeting of January 15, 2020
- D. Report of the Library Director
- E. Thank you Letter from Carol Stream Parks Foundation for Veterans Memorial Brick Donation
- F. Illinois Library Association Legislative Luncheon: Monday, February 3, 2020, Chicago Marriot in Oak Brook, IL
- G. Illinois Library Association Trustee Forum Workshop, Saturday, March 14, 2020, Chicago Marriot in Oak Brook, IL

**Trustee Berryman-Gilliam 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, Patel, Olson, 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 December 1, 2019 to December 31, 2019, plus the Addendum for the Meeting of January 15, 2020 in the amount of \$694,395.46.

**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.

January Employee Anniversaries: **Barbra Boucher-1/31/00-Technical Services (20 year Anniversary)**; Laura Hays-1/7/02-Adult Services; Bindiya Patel-1/4/12-Circulation; Susan Westgate-1/28/13-Administration and Jessica Elder-1/18/16-Adult Services.

**Regular Meeting**

**V. BOARD AND COMMITTEE REPORTS**

None

## VI. OLD BUSINESS

None

## VII. NEW BUSINESS

- A. Review: Update of Library Renovation Project from Frederick Quinn Corporation (FQC)

### Background information:

Representative John Eallonardo from Frederick Quinn Corporation provided an update of the renovation project and answered any questions the Board had. The project is currently on schedule and under budget.

## 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 leak that was experienced in the Adult Services workroom. It was a faulty toilet fitting in the Women's restroom that was quickly repaired. Only some unmade card board boxes that were on the floor were damaged. He also noted that it was nice that Youth Services Librarian Leigh Anne Wilson had co-written an article that was published in *After School Matters* about a Harry Potter program at the Library. Trustee Sheikh noted that it was nice of the Adult Services Department to recognize their long time Homebound patron that turned 100 years old this year with a card and photo. Trustee Larimer commented upon the success of the Binge Box program that the departments are offering to patrons of all ages. Patrons fill out an interest form and receive a surprise custom selection of books and treats to check out for home enjoyment.

## 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 7:25 p.m.

February 19, 2020

Date approved

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Mansi Patel, Secretary, Board of Library Trustees