

**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 18, 2015 TIME: 7:30 p.m. PLACE: Horizon Room

I. CALL TO ORDER

President Bailey called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Sheikh called the roll.

Present: Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey,
Bailey

Absent: none

Also Present: Director Susan Westgate

III. PUBLIC PARTICIPATION

None

IV. ADOPTION OF CONSENT AGENDA

Trustee Sheikh moved and Trustee jourdan seconded the establishment of a consent agenda for the Regular Meeting of February 18, 2015. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey

Nays 0

Absent..... None

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

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey

Nays 0

Absent..... None

A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending

January 31, 2015

- B. Facilities Committee Report
- C. Finance Committee Report
- D. Old Business-None
- E. Recommendation, Re: Approval of Chapter 4. E. 1.1 Circulation Policies
MAGIC Public Library Members
- F. Approval of Disbursements for the period January 1, 2015 to January 31,
2015, plus the Addendum for the Meeting of February 18, 2015.
- G. Monthly Staff Reports
- H. Other Reports-None
- I. Thank You letter from Village of Carol Stream Social Services Department
- J. Thank You letter from DuPage Pads
- K. January 21, 2015 *Examiner* Article on Library year in review

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

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey
Nays 0
Absent..... None

The following is a detailed description of various items placed on the Consent Agenda:

Facilities Committee – No Report

Finance Committee – No Report

**Recommendation, Re: Approval of Chapter 4. E. 1.1 Circulation Policies
MAGIC Public Library Members**

Background Information:

MAGIC (Multitype Automation Group In Cooperation) is the LLSAP (Local Library System Automation Program) consortium that CSPL is a member of. It is comprised of nine public libraries, six school libraries and two special libraries. To improve the public library patron experience the MAGIC governing Board is establishing a standardization of circulation and borrowing policies amongst the nine public libraries. This policy states that CSPL as a member of the MAGIC consortium will abide by the circulating and borrowing standards established by the MAGIC governing board.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1, 2015 to January 31, 2015, plus the Addendum for the Meeting of February 18, 2015 in the amount of \$106,384.75.

Monthly Staff Reports

Background Information:

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

Communications

- A. Thank You letter from Village of Carol Stream Social Services Department
- B. Thank You letter from DuPage Pads

Background Information:

The Library received a thank you letter from the Village of Carol Stream Social Services department for our participation in the Christmas Sharing program. We also received a thank you letter from DuPage Pads for staff donations.

Regular Meeting

I. APPROVAL OF MINUTES

- A. Minutes of Regular Meeting of January 21, 2015

Trustee DeRango moved and **Trustee Jeffrey** seconded that the Board of Library Trustees approve the Minutes of the Regular meeting of January 21, 2015 as amended. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh,
Jeffrey, Bailey
Nays 0
Absent..... None

II. COMMITTEE REPORTS

- A. Human Resources Committee Chair Trustee Berryman-Gilliam's Report for special meeting of February 18, 2015

The committee discussed and came to a consensus on the following recommendations:

Recommend to approve the job description revisions for the following positions:

1. Technical Services Assistant
2. Acquisitions Associate
3. Cataloging Librarian
4. Business Operations Assistant

Recommend to approve a pool of 6% for merit pay increases for staff effective May 1, 2015. These increases would be awarded between zero and 6%, dependent upon performance.

III. NEW BUSINESS

- A. Recommendation, Re: Approval of Human Resources Committee recommendation regarding revision of Job Description for Technical Services Assistant

Trustee Berryman-Gilliam moved and **Trustee DeRango** seconded that the Board of Library Trustees approve the Job Description revision for Technical Services Assistant. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Nays 0
Absent..... None

Background information:

The Cataloging Assistant position has been eliminated and these duties incorporated into the Technical Services Assistant position.

- B. Recommendation, Re: Approval of Human Resources Committee recommendation regarding Job Description for Acquisition Associate

Trustee Bailey moved and **Trustee DeRango** seconded that the Board of Library Trustees approve the Job Description for Acquisition Associate. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Nays 0
Absent..... None

Background information:

The Technical Services Lead position has been eliminated. The duties performed were primarily Acquisitions. A new job description that includes acquisitions and AV processing has been developed.

- C. Recommendation, Re: Approval of Human Resources Committee recommendation regarding revision of Job Description for Cataloging Librarian

Trustee Berryman-Gilliam moved and **Trustee DeRango** seconded that the Board of Library Trustees approve the Job Description revision for Cataloging Librarian. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Nays 0
Absent..... None

Background Information:

This job description has been changed to reflect the new reporting status (HR/Business Manager) and to change the title for the position and some non-essential functions which have been modified.

- D. Recommendation, Re: Approval of Human Resources Committee recommendation regarding revision of Job Description for Business Operations Assistant

Trustee DeRango moved and **Trustee Jourdan** seconded that the Board of Library Trustees approve the Job Description revision for Business Operations Assistant. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Nays 0
Absent..... None

Background Information:

The updated job description reflects the new reporting status (HR/Business Manager), the utilized software and other tasks that have changed as the administrative processes have improved.

- E. Recommendation, Re: Approval of Human Resources Committee recommendation regarding staff compensation in Fiscal Year 2015/2016.

Trustee Berryman-Gilliam moved and **Trustee Johnson** seconded that the Board of Library Trustees approve the Human Resources Committee recommendation for a pool of 6% for merit increases for staff effective May 1, 2015. These increases would be awarded between zero and 6%, dependent upon performance. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Nays 0
Absent..... None

- F. Recommendation, Re: Approval of Finance Committee recommendation regarding Working Budget for Fiscal Year 2015/2016

Trustee DeRango moved and **Trustee Jeffrey** seconded that the Board of Library Trustees approve the Working Budget for Fiscal Year 2015/2016. Motion approved.

Ayes 7 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Nays 0
Absent..... None

Background Information:

The working budget for FY 15/16 has been finalized. The Director met with Finance Committee Chair Trustee DeRango on February 11 and reviewed the working budget and fund summaries. The Finance Committee met Wednesday, Feb. 18 at 7 p.m. and reviewed the budget and the fund summaries. Trustee DeRango commended Director Westgate for her work on the budget.

- G. Recommendation, Re: Approval of Library By-Law Revisions: Article II-Mission Statement; Article X, Section 1; Article XII, Section1 & 5

Trustee Jourdan moved and **Trustee Sheikh** seconded that the Board of Library Trustees approve the Library By-Law Revisions: Article II-Mission Statement; Article X, Section 1; Article XII, Section1 & 5. Motion denied.

Ayes 5 Trustees Berryman-Gilliam, Johnson, Jourdan, DeRango, Sheikh, Jeffrey, Bailey
Nays 2 Trustees DeRango, Jeffrey
Absent..... None

Background Information:

In the fall of 2012 several minor revisions to the Library By-Laws were adopted. President Bailey has requested that these revisions be rescinded and the wording of the By-Laws be returned to their original state. These By-Laws may be amended at any regular meeting of the Board by a unanimous vote of all members of the Board of Library Trustees or By-Laws may be amended at any regular meeting by a two-thirds vote of Board membership present, provided that the amendment has been submitted in writing at the previous regular meeting. The By-Law revisions will be re-presented at the March 18, 2015 meeting where a two thirds vote will be required for approval.

VI. Report of the Library Director

Trustee DeRango has been diligent in keeping apprised of the status of the facility issues in the Director’s Report over the past several months. Especially of note is the status of the Library’s leaking skylight issue.

A. Update of Leaking Skylight

Background information:

Velux, the manufacturer of the skylights, has agreed that the two skylights are under warranty and are sending replacement windows. The units have been ordered at the manufacturer and will be shipped no later than 3/6/15. The contractor will be contacting the Library when they arrive to schedule installation.

B. Audio/Visual Alarm Repair

The repair of the intermittent audio/visual alarm by the fire panel in the Mechanical Room was completed on Thursday, January 22.

February Employee Anniversaries: **Susan Grude-2/01/95-Technical Services, Twenty Years;** Clare Meehan-2/11/97-Youth Services; **Adriana Albers -2/14/00- Adult Services, Fifteen Years;** Regina Boe-2/09/09-Technical Services.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, **Trustee Jourdan moved and Trustee Jourdan seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 7:54 p.m.

March 18, 2015
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee