

**MINUTES OF THE EXECUTIVE SESSION OF THE
HUMAN RESOURCES COMMITTEE
OF THE BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF CAROL STREAM**

April 11, 2012

The Human Resources Committee of the Board of Library Trustees of the Village of Carol Stream went into Executive Session at approximately 7:38 p.m. pursuant to exceptions to the Illinois Open Meetings Act 5 ILCS 120/2(c)1 to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees”, and nothing else.

Those present were functioning as a Committee of the Whole as agreed in Open Session

Present: Trustees DeRango, Jeffrey, Wade, Hudspeath and Bailey

Absent: None

Also Present: Trustees Library Director Ann Kennedy

5. Performance Evaluation of the Library Director

Director Kennedy distributed to the Board a copy of her goals and achievements for Fiscal Year 2012. Director Kennedy reviewed the document for the Board. The FY2012 Goals and Achievements are attached to these minutes for reference.

Director Kennedy reported that her goals for FY2013 are not attached because they are not completed.

Trustee Wade asked about the grant possibilities that he had brought to the Board. The original number of grants was reduced to 15 or so. Director Kennedy stated she had not found a grant to take advantage of but would make it a priority for the coming year.

Trustee Wade asked if the Board needed to be educated about anything in the Emergency Procedures manual. Director Kennedy stated that the Emergency Procedures are for the staff procedures although the Board could receive copies of the manual. Director Kennedy added that the Board should be familiar with the Disaster Manual as those procedures of a less immediate nature.

Trustee Wade asked if the speed bumps were chipped up from snow removal. Director Kennedy stated that with the mile winter the lot was only plowed twice and the chipping is more likely from delivery trucks going over the speed bumps. Trustee Jeffrey asked about lot salting. Director Kennedy stated that the lot was only salted once this year.

Trustee Wade stated that he would have liked better communication when Trustee Arends resigned. Director Kennedy stated that she never received a definite date for Tom Arends resignation until the previous Friday and that she was trying to respect his privacy and personal life by not discussing the resignation with the Board herself. The resignation letter from Arends was not received until 7:00 p.m. the previous Monday.

Trustee Wade stated that another minor issue was his request for the spread sheet tracking future levy scenarios. Trustee Wade commented that Director Kennedy’s response to his request was a laundry list of what Director Kennedy needed to get accomplish and it took an email from Rob to get the document sent out. Director

Kennedy stated that sending out the document was not a priority for her that day and that she had other priorities to get done which had to be put aside to verify the numbers in the document before sending it out. Trustee Wade stated that he wasn't trying to make work, but her previous email said it was done and that he would have preferred an explanation and a date when the document would be sent out.

Director Kennedy asked if there were any other questions, comments, or praise.

Trustee Bailey stated that he felt Director Kennedy did a very good job in a difficult year with a lot happening. Trustee Bailey added that there were a lot of challenges and that Director Kennedy did well in accomplishing what she did.

Director Kennedy distributed a letter from Tom Arends who wanted input in the Director's evaluation. The letter is attached here for reference. Trustee Hudspeth and Trustee Bailey stated that it was a very nice letter. The Trustees were asked for comment on the letter from Tom Arends or on the evaluation in general. There were no further comments.

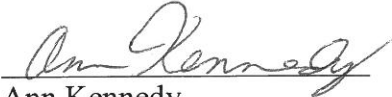
Trustee Hudspeth asked what Director Kennedy expected to have in her goals for the coming year. Director Kennedy answered that she was looking for goals other than writing policies. Director Kennedy asked the Board for service goal suggestions adding that one thing she is interested in is conducting a community reads program. Trustee Wade said that the Long Range planning process may develop other projects for attention. Director Kennedy added that the 50th Anniversary will also be a major event of the year and her first priority is to hire a new Head of Youth Services.

Trustee Bailey asked for other comments, observations or questions. There were none.

Director Kennedy stated that the minutes of the Executive Session would be considered her evaluation for the year unless there were other comments. Because the meeting was of a Committee of the Whole there is no need to go into Executive Session at the next Board Meeting to repeat the process. Director Kennedy stated that her goals will be ready to present at the Board meeting.

The Committee came out of Closed Session at 8:16 p.m.

Approved: 5/16/12
(Date)


Ann Kennedy
for the Board of Library Trustees

Ann Kennedy
Performance FY2012

The following achievements were based on goals set at last year's performance review:

Fiscal Management:

- Work with auditors to develop a clean audit, including writing the Management letter.
This year's audit process went very smoothly compared to the previous year's audit. Accurate files were received on time from the bookkeeping service. There were no delays or discrepancies when the audit was compiled except for a loss of power on the last day of field work. Fortunately the process was far enough along that the auditors were able to complete their work from their office.
In addition to the above I wrote the Management Discussion and Analysis letter, prepared letters to be sent to banks, lawyers and trustees, and prepared the fixed asset inventory.

- Maintain all funds within the budget limits for FY2012 and develop a balanced budget for FY2013 within Board approved parameters.
The FY2012 Budget is doing very well. Income is up slightly more than anticipated because of an increase in current and non-current taxes received, and an increase in donations, including Developer Donations. Most expense lines are at or below budget. The two known exceptions are the LAN Maintenance contract and the MAGIC contract. The selectors are working to expend collection development funds by mid-April.
The FY2013 budget was compiled with budgeted amounts for each account line being equivalent to what was spent in FY2012 plus anticipated increases. Three budget workshops were held for the Board where the budget was examined in detail. Several suggestions from the Board and staff for future services were incorporated into the FY2013 budget. The FY2013 Appropriation Budget has a zero tax levy increase and continued funding for all services.

- Continuously monitor investments with interest rates falling and look for best investment opportunities
Three Certificates of Deposit at West Suburban Bank matured in October. Those CDs were closed and two CDs were opened at Community Bank Wheaton/Glen Ellyn.

- Work with the Board to find fundraising and grant opportunities

- Investigate the establishment of a Foundation
Not accomplished this year

- Other Financial Accomplishments
Administration has kept up very well with the weekly processing of invoices and checks. Reports are generated for the Board each month in addition to responding to Trustees and Department Heads for special reports as needed.
RFP for auditors

*Using QuickBooks to record credit card purchases
Open Meetings Act, posting of compensation packages*

Policies/Procedures:

- Complete work on the Emergency Procedures Manual with the addition of two new chapters.
I updated the Emergency Procedure Manual to reflect procedures for the remodeled building. Not a lot changed since all of the fire doors are still in the same place and emergency response never really changes. New sections on flooding, hazardous materials, and earthquakes were added. The procedures were reviewed at the Staff Development Day on May 20.
- Rewrite and have approved the following policies:
 - Ethics Resolution
 - Gift Ban Resolution
 - Reference Service Policy: *revised and approved by the Board in February 2012*
 - Gifts and Donations: *revised and approved by the Board in August 2011*
 - Fixed Asset Capitalization: *reviewed by the Board in March 2012*

In Addition the following Policies were written and/or revised:

Identity Protection Policy in May 2011
Freedom of Information Policy in September 2011
Chapter 6 policies in December 2011
Fund Balance Policy in January 2012
Reciprocal Access Policy in February 2012
Ereader Collection Policy in February 2012
Investment Policy in March 2012

Physical Plant and Property:

- Investigate Parking Lot repairs
- Continue with initiatives and explore new possibilities to make the Library more “green”
The Library continues to recycle as much paper, plastic and cans as possible. We use electronic files as much as possible to reduce printing costs including bank statements, invoices, reports, and correspondence.
In December we once again partnered with the Village and the Park District to be a drop off site for old Christmas lights and extension cords. Over 3000 pounds of lights were collected at the three locations in two months.
We have contracted with Tattered Pages to pick up books which cannot be sold at our used book sale. Tattered Pages sells some of the books and reprocesses others for recycling. Spent florescent light bulbs are sent to Air Cycle Corporation.
- Complete re-roof of the four remaining roof areas
Camosy Construction took bids in June and the project was awarded to Riddiford Roofing. Work began in late August and was completed in mid-September. There were a few leaks until the patching around a drain pipe was repaired. Riddiford Roofing presented a proposal for bi-annual roof inspections and maintenance.

- Resolve the disposition/use of the Kammes House and the Kuhn Road property
 - In May 2011 the report was received from Midwest Environmental Consulting Services on the contamination in the Kammes House. The evaluation of the land was received from Krueger Appraisal Services in May also. Asked for appraisal of house also. Upon Board decision to demolish the house walk through with bidders, review of bids and forward contracts to legal counsel. Asbestos remediation and demolition in April*
 - Conversations with Arnie Biondo concerning what the Park District would do with the land. Letters sent to institutions of higher learning asking if any are interested in using the land.*

- Other Physical Plant and Property Accomplishments:
 - So far in FY2012 we have sold 8 bricks for the front walk for a total income of \$1,050. The bricks with installation have cost \$591 with one order still to be installed next fiscal year.*
 - Cleaned out and re-organized key case and moved some loose keys from my office to the case. More work still to be done.*
 - Two ash trees in the parking lot island had to be removed in July because they were infested with Emerald Ash Borers. Oak trees were planted in the fall.*
 - I requested a quote from Anchor electric to provide exit signs and emergency lighting following the failure of our UPS system.*
 - Simkus Survey*
 - Fence on Kuhn Road property and Danbury Dr.*
 - Klein Creek Bridge*

Personnel:

- Work with the Human Resources Manager to rewrite the position descriptions for the Department Heads, Technical Services and.
 - The position description for the Adult Services Librarians was revised and approved by the Board. The Board also approved the revised position description for maintenance, discontinuing the positions of Maintenance Supervisor and Maintenance Person and making all positions Maintenance Worker. Work has started on the position descriptions for Youth Services Librarians.*

- Complete at least two courses for the CPLA certification
 - I completed the course "Serving Diverse Populations in June. In November and December I took the final CPLA course "Library Marketing Management."*

- Conduct at least two Staff development day(s)
 - A staff Development Day was held on May 20, 2011.*
 - A staff Development Day was held on October 28, 2011 featuring ereaders*

- Additional Personnel accomplishments:
 - I conducted Persons In Charge (PIC) training in June.*

I worked with Fran to review the Pay Ranges for all positions using data from the LACONI Salary Survey and the Library Journal Salary Survey. The Board approved the changes in February.

Consulted with Department Heads on many personnel issues throughout the year.

We held three Jean Day for Charity events this year. Funds were collected for, Susan G. Kohlman and Christmas Sharing. We held our first Chili Day in October and our annual Stone Soup Day in February

Community Visibility:

- Continue to represent the Library to Community organizations and at Community functions.
I serve on the Board of the Carol Stream Chamber of Commerce and the Carol Stream Rotary Club. I attended meetings of the Intergovernmental Council, the Administrators' Breakfast and the College of DuPage Advisory Board. I helped to represent the Library at the Park Districts CS Barks event in September. Two Chamber 101 events at the Library
- Continue to work with the Outreach Community Center on services already started and implement new services.
The Library continues to provide a box at the Center for the return of Library material. Sue McCallum and I have delivered books to the seniors at their monthly lunches. No new services were implemented this year.
- Work with the Friends of the Library to keep the organization viable and active.
The Friends Board started meeting again this year. I helped them schedule a Social Media program in March. Laptop lab and unveiling at Tech Night in January

Other Achievements of the Year:

FEMA reimbursement for snow removal during February 2011 blizzard

- A civil suit was filed by Linda DeRango in January. I have been working with the insurance companies and the lawyers on this suit for the past three months.
- Prepared Illinois Public Library Annual Report, the Prevailing Wage Resolution, the Annual Report to the Village, the Annual Treasurer's Report and the Per Capita Grant application.
- Responded to four Freedom of Information Act Requests
- The Library collected food and toys for the Carol Stream Christmas Sharing program again. Collection for Food for Fines is underway in April.
- Open Late for Finals was held in June 2011 to great success. The same event in January 2012 was a huge success with almost every chair in the Library filled.
- Finished cleaning out files in the Business Center, putting all files in subject and chronological order. Building and referendum related files were moved out of my office to the Business Center.

- Served as Past President on the MAGIC Executive Board. I have represented that Board at meetings of the four LLSAPs for the northern Systems.
- I prepared the agendas and documentation for 15 Library Board meetings and 8 Board Committee meetings. I wrote the minutes for 19 of those meetings and am working hard to catch up on the other minutes. There were also 6 Executive Sessions for which I wrote the minutes.
- I filed the necessary paperwork with the Illinois State Archives to get permission to dispose of records. We conducted an extra cleanout of storage areas and drawers this year. There were over 8 boxes of records to dispose of, some with sensitive data. Again this year we contracted with an on-site shredding service to come shred and recycle the records.
- Goals: Service Priorities
- Tech Night @ theLibrary
- Ereaders

Continuing Education:

- Successfully completed two CPLA courses: Serving Diverse Populations and Library Marketing Management
- Completed training for Open Meetings Act Officer and Freedom of Information Act Officer
- Attended the Illinois Library Association Conference in Rosemont in October
- Participated in a Webinars: 2 on Ereaders, Per Capita Grant, Open Meetings Act changes,
- Attended a meeting of DLS, NSLS and PALS librarians to discuss options for delivery
- Attended a LACONI Program on Tax Levies in September

Kennedy, Ann

From: Thomas Arends [tfarendsjd@hotmail.com]
Sent: Monday, April 09, 2012 7:19 PM
To: jimfbailey@sbcglobal.net; Kennedy, Ann
Subject: Human Resources Committee: Library Director Performance

PERSONAL AND CONFIDENTIAL

To: James Bailey, Vice-President and Human Resources Committee Chair, Carol Stream Public Library
CC: Ann Kennedy, Library Director

From: Thomas F. Arends

Re: Performance of the Library Director

I would ask that you forward to the Board of Trustees my comments set forth below regarding the performance of the Library Director over the past fiscal year. Although I will not be completing my term of office and will not be taking part in the formal performance review, I felt that it would be appropriate to provide some comments for the Board to consider since I have served as trustee and Treasurer for 11 months since the last performance review.

This past year was my first year that I served as an officer on the Board, and consequently, I worked more directly with the Director on matters pertaining to the financial operation of the Library. I feel that the Director performed at a high level with respect to budgeting, levy determinations, selection of auditors, financial account detail and analysis, new GASB considerations, and responsiveness to my concerns and requests presented as Treasurer.

In particular, the presentation made in the form of training workshops for new trustees, management staff involvement, and detailed line by line analysis over several meetings was productive. The consideration of zero levy increases, as well as levy reduction scenarios, and applicability to new GASB rules was also conducted in a thorough manner.

The Director has pointed out at some of the meetings that she is not an accountant by training, yet I feel her background and experience with the Library's current accounting system is sound. As the Board, and taxing bodies in general, will continue to experience financial challenges over the next several years, it may be beneficial for the Board to review with the Director and our accountants or attorneys financial accounting seminars or texts applicable to budgeting and tax levies. I believe Ancel Gink will most likely be updating their excellent book on these matters in light of pending legislation.

My recollection from the past two performance reviews of areas where the Director was asked by some trustees to consider for purposes of improving pertained mainly to consideration of differing trustees' perspectives. I have seen improvement on this as our Board meetings have been quite comprehensive and the Board and Director have had extensive dialogue on all issues. The Director has done a very good job of presenting the management perspective on all library issues, and at the same time, has always incorporated agenda items and preparation detail when individual trustees have presented issues or concerns for inclusion in the Board meeting packages.

In sum, I believe the Director is performing at a high level.

I thank the Board for considering my comments.

Thomas F. Arends