

**MINUTES OF 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 15, 2006

TIME: 7:30 p.m.

PLACE: Conference Room

I. CALL TO ORDER

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

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, and Douglas

Absent: Trustee Siegman

Also Present: Library Director Ann Kennedy, Human Resources Administrator Fran Venegas, Elizabeth McCormack from the Examiner

III. PUBLIC PARTICIPATION

There was no one present to address the Board.

ADOPTION OF CONSENT AGENDA

Trustee Ranck moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of February 15, 2006. Motion carried.

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, and Douglas

Nays 0 None

Absent or

Not Voting 1 Trustee Siegman (absent)

Trustee Ranck moved and Trustee Hudspeath seconded to put the following items on the Consent Agenda for the Meeting. Motion carried.

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (absent)

- A. Approve Minutes of the Regular Meeting of January 18, 2006**
- B. Receive Monthly Report of the Treasurer for the Period Ending January 31, 2006**
- C. Approve Recommendation to Close for Staff Workshop**
- D. Receive Report, Re: Leasing Land to College of DuPage**
- E. Receive Report, Re: Plans for Board/Staff Meeting on Saturday, March 4, 2006**
- F. Receive Report, Re: Plans for Spring Arts Festival at the Library Barn**
- G. Receive Report, Re: Library Logo Makeover and Marketing Plan**
- H. Approve Disbursements of Regular Meeting of February 15, 2006 in the amount of \$145,107.90**
- I. Receive Monthly Report of the Library Director**
- J. Receive Monthly Staff Reports**
- K. Receive Report of the Friends of the Carol Stream Public Library**
- L. Receive Communications**

Trustee Anderson moved and Trustee Bailey seconded to approve the Consent Agenda for this Meeting by omnibus vote. Motion carried.

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (absent)

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

Monthly Report of the Treasurer:

The amount reported as Interest on Investments under Income does not match the records kept by the Library Director. The Book Keeper will be contacted and the matter studied in more detail. The 3 month CD should be listed as expiring in 2006, not 2005. It has been rolled over for another 90 days.

Closing for Staff Workshop:

The Carol Stream Public Library will close the morning of Friday, April 21, 2006 for a Staff meeting and workshop. The Library will be open to the public from 1:00 p.m. to 5:00 p.m. that day. The day will include a Library-wide meeting and announcements, plus training recommended by the Hartford Loss Control (a.k.a. Worker's Compensation) Department and training to meet requirements of the 2006 Per Capita Grant application.

Leasing Land to the College of DuPage:

Terry Fuller reports that there have been changes in the construction staff at the College and that there is no one to put on the project right now.

Plans for Board/Staff Meeting on Saturday, March 4, 2006:

The day will start with a continental breakfast at 9:30 and the meeting will start at 10:00. An optional lunch will be served at noon. It is hoped that people will stay and continue discussions over lunch.

Plans for Spring Arts Festival at the Library Barn:

We have set the date of Saturday, May 13 as the next Barn activity. A Spring Arts Festival is being planned that will last from 10:00 a.m. to 3:00 p.m. There will be roving entertainment and crafts for Children.

Library Logo Makeover and Marketing Plan:

The Library Marketing Committee has worked out a plan for a Library Logo Makeover. The plan will involve contributions from the Staff and the public and will cumulate in a party/unveiling in late June. The Marketing of the plan will heighten awareness of the Library in the community.

Monthly Report of the Library Director:

The following Staff members are congratulated on their employment anniversaries in February: Elaine Wierdak (16 years), Susan Grude (11 years), Clare Meehan (9 years), and Adriana Albers (6 years)

Report of the Friends of the Carol Stream Public Library:

The Friends have purchased an Azuradisc 747 for the Library, plus a 1000 disc cleaning kit. The machine will clean and polish CDs, DVDs and CD-ROMs and remove minor scratches.

Communication:

Thank You for 25th Anniversary Recognition from Lynn Johnson
FY06 Public Library Per Capita Award Letter from Jesse White, Secretary of State and State Librarian

Regular Meeting:

VI. COMMITTEE REPORTS

A. Human Resources Committee

1. Recommendation, Re: Proposed Pay Plan

Trustee Anderson moved and Trustee Bailey seconded that the proposed Pay Plan and Authorization of Personnel be approved as presented, effective May 1, 2006. Motion carried.

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (absent)

DISCUSSION

Director Kennedy, "It has been the practice to begin the Library's budget process each year by reviewing the Library's Pay Plan & Authorization of Personnel (Plan). The last revision to the Plan was made two years ago, effective May 1, 2004. Once again this year the Human Resources Administrator, Fran Venegas, collected data from the Library Administrator's Conference of Northern Illinois (LACONI) Annual Salary Survey. The Carol Stream Public Library was compared to other Libraries of approximately the same size and/or budget. All staff levels from page to Director were looked at. We found that our salaries have slipped below comparable salaries at comparable libraries. The differences affected all levels except Non-Exempt 1 and 2, which are the Pages and Aides. While working on the Plan, Fran also referred to the book *Developing a Compensation Plan for Your Library*. This book recommended a consistent percentage spread between the starting salaries of each level, and a larger spread between the minimum and maximum salaries in each range than we have been using. These adjustments were made in the proposed Plan. The salaries for Custodial Staff were found to be comparable to what is paid at other libraries, and with statistics from the Bureau of Labor. No changes are recommended for those positions. The proposed changes are very affordable with the proposed FY07 and FY08 budgets. Preliminary calculations of pay increases have been made. Some staff members would receive greater percentage increases to bring them up above the bottom of their salary range. Other staff members, who would be at the maximum pay on the old scale (six in total), would be below the maximum and have a little room to grow."

Trustees expressed a concern that the salary maximum was raised to prevent staff from reaching the maximum. The increase in spread between minimum and maximum was proposed because of the recommendation in the literature. Staff members moving below the maximum is a side benefit of raising the maximum. President Douglas voiced the feeling of the Board that salary ranges should reflect what the job is worth and should not be artificially inflated because a staff member has been employed for many years. Trustee Ranck asked how many staff members are at the mid-point of their ranges. Director Kennedy stated that about 50% are, mostly because we have staff that has been here for a number of years.

B. Facilities Committee **No Report**

C. Finance Committee

1. Recommendation, Re: Preliminary Working Budget FY2007 and Appropriation Budget

Trustee Ranck moved and Trustee Hudspeath seconded that the levies of \$2,981,883 for the General Fund, \$310,500 for IMRF/FICA, \$33,800 for Liability, and \$2000 for Audit be approved by the Board and that the Library Director submit the numbers to the Village of Carol Stream to be included in their budget. Motion carried.

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, and Douglas

Nays 0 None

Absent or

Not Voting 1 Trustee Siegman (absent)

Director Kennedy presented the preliminary budget to the Board. All funds are looking good. Revenue is up with the increase in interest rates. Staff has kept spending down on many line items. A healthy reserve of at least 6 months is being maintained in all funds. The Village needs the levy numbers in early March for inclusion in their budget. Final budget numbers and the Board Resolution will be presented at the March meeting.

XII. OTHER REPORTS

A. DuPage Library System

No Report

XIV. ANNOUNCEMENTS

There were no Announcements

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:17 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees