

**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: May 18, 2005

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 7:32 p.m.

PLEDGE TO THE FLAG

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

**REPORT, RE: CANVASS OF RETURNS OF THE APRIL 5, 2005 CONSOLIDATED
ELECTION**

President Douglas asked to have the Minutes reflect that a canvass of votes was taken following the Consolidated Election of April 5, 2005 to show that the following Trustees have been elected: James F. Bailey for a term expiring April 2009; Mary C. Hudspeath for a term expiring April 2009; Egil H. Anderson for a term expiring April 2009; and, Robert E. Douglas for a term expiring April 2009.

**ADMINISTRATION OF OATH OF OFFICE TO JAMES F. BAILEY, MARY C.
HUDSPEATH, EGIL H. ANDERSON, AND ROBERT E. DOUGLAS**

Library Director Lynn O'Dell administered the Oath of Office to newly elected Trustees Bailey, Hudspeath, Anderson, and Douglas.

President Douglas asked to have the Minutes state that Trustees Bailey, Hudspeath, Anderson, and Douglas have been sworn in and that the Minutes will reflect their votes in any action of the Library Board.

APPOINTMENT OF ACTING SECRETARY

Since Secretary George is no longer seated on the Board, President Douglas appointed Trustee Hudspeath as the Acting Secretary for the Meeting.

II. ROLL CALL

Acting Secretary Hudspeath called the roll.

Present: Trustees Bailey, Hudspeath, Anderson, Siegman, Douglas

Absent: Trustees Ranck and Morrow

Also Present: Library Director Lynn O'Dell and Assistant Director Ann Kennedy

ELECTION OF PRESIDENT, TREASURER, AND SECRETARY OF THE BOARD OF LIBRARY TRUSTEES

Trustee Anderson moved and Trustee Hudspeath seconded to nominate Robert E. Douglas as President of the Board of Library Trustees. Motion carried.

Hearing no other nominations, President Douglas closed the nominations and called for a vote.

Ayes 5 Trustees Bailey, Hudspeath, Anderson, Siegman, and Douglas

Nays 0 None

Absent or

Not Voting 2 Trustees Ranck (absent) and Morrow (absent)

President Douglas assumed the office of President.

Trustee Anderson moved and Trustee Douglas seconded to nominate Barbara E. Siegman as Treasurer of the Board of Library Trustees. Motion carried.

Hearing no other nominations, President Douglas closed the nominations and called for a vote.

Ayes 5 Trustees Bailey, Hudspeath, Anderson, Siegman, and Douglas

Nays 0 None

Absent or

Not Voting 2 Trustees Ranck (absent) and Morrow (absent)

Trustee Siegman assumed the office of Treasurer.

Trustee Siegman moved and Trustee Bailey seconded to nominate Nancy N. Morrow as Secretary of the Board of Library Trustees. Motion carried.

Hearing no other nominations, President Douglas closed the nominations and called for a vote.

Ayes 5 Trustees Bailey, Hudspeath, Anderson, Siegman, and Douglas

Nays 0 None

Absent or
Not Voting 2 Trustees Ranck (absent) and Morrow (absent)

Trustee Morrow will assume the office of Secretary.

III. PUBLIC PARTICIPATION

There were no members of the public present to address the Board of Library Trustees

ADOPTION OF CONSENT AGENDA

Trustee Anderson moved and Trustee Siegman seconded to establish a consent agenda for the Regular Meeting of May 18, 2005. Motion carried.

Ayes 5 Trustees Bailey, Hudspeath, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Morrow (absent)

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

Ayes 5 Trustees Bailey, Hudspeath, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Morrow (absent)

- A. Approve Minutes of the Regular Meeting of April 20, 2005**
- B. Receive Monthly Report of the Treasurer for Period Ending April 30, 2005**
- C. Adopt Recommendation, Re: Library Board Resolution #226, Re: Designation of Depository and Authorization of Accounts / LaSalle Bank ABN AMRO**
- D. Receive Report, Re: Wooded Area North of the Library**
- E. Receive Report, Re: Summary of In-service Workshop Evaluations**
- F. Approve Recommendation to Create Memorial to Judith A. Ulrich**
- G. Approve Recommendation, Re: DuPage Library System Non-Resident Library Card Participation**
- H. Approve Disbursements of Regular Meeting of May 18, 2005, in the Amount of \$151,840.25**
- J. Receive Monthly Report of the Library Director**
- K. Receive Monthly Staff Reports**
- L. Receive Report, Re: Friends of the Carol Stream Public Library**
- M. Receive Communications**
- N. Receive Announcements**

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

Ayes 5 Trustees Bailey, Hudspeath, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Morrow (absent)

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

Monthly Report of the Treasurer for Period Ending April 30, 2005

Treasurer Siegman commented that the Treasurer's Report represented figures for the end of the fiscal year and noted the wonderful job of the Staff.

Library Board Resolution #226, Re: Designation of Depository and Authorization of Accounts / LaSalle Bank ABN AMRO

LaSalle Bank requests that the Board adopt the recommended designation of depository and authorization of accounts in order for the bank to update its records and to reflect the names of the newly elected officers. Signatories will be the new officers and Lynn O'Dell.

Wooded Area North of the Library

Assistant Director Ann Kennedy reported that she was checking on requirements for installing a fence on the east side of the property. The Friends of the Library are sponsoring a Clean Up Day of the wooded area on Sunday June 12 from 1:00 to 4:00 p.m.

Report, Re: Summary of In-service Workshop Evaluations

A representative of the Carol Stream Fire Department presented "CPR for Family and Friends" for the Staff on May 13, 2005.

Memorial to Judith A. Ulrich

A shrub will be planted outside the Children's Department in memory of Judith A. Ulrich, the first Librarian of the Carol Stream Public Library, with an appropriate plaque installed inside the building to designate the memorial.

DuPage Library System Non-Resident Library Card Participation

The Library will participate in the DuPage Library System non-resident library card program thereby issuing non-resident cards during the ensuing 12 months according in accordance with Participation Form for Illinois Public Law 92-0166 / July 1, 2005 – June 30, 2006. The Director was instructed to notify the DuPage Library System of this action within 30 days from passage.

Communications

Margaret Uhlig, Re: Thank You for Memorial to Jeffery J. Uhlig

Announcements

Passing of Former Library Board Trustee Mary A. Karamitsos

Regular Meeting:

VI. COMMITTEE REPORTS

Personnel Committee

1. Recommendation, Retirement of Library Director

The Library Director has indicated her intent to retire effective September 30, 2005. The Board is asked to go into Closed Session to consider naming a replacement before that date in order to bring the new Library Director up to speed.

Executive Session

Trustee Siegman moved and Trustee Anderson seconded to go into executive session for the purpose of considering the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to the requirements of the Open Meetings Act, 5 ILCS 120/2 (c) (1). Motion carried.

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

Accordingly the Meeting was closed to the public at approximately 7.55 p.m. pursuant to an exception to the Illinois Open Meetings Act as specified above. The Board returned to regular session at 8:42 p.m.

D. Ad Hoc Committee to Plan Conversion to District Status

No report

VII. UNFINISHED BUSINESS

Friday, July 15 and Saturday, July 16, 2005 were selected to conduct a Retreat to discuss the Library's Service Plan and determine strategies for the future. Discussion followed. *It was the consensus of opinion to hire a facilitator to help the Board and Management Staff clarify a vision of where we want to go.* The Assistant Director was asked to secure a facilitator for both days and contact Financial Consultant Steve Larson to attend the Saturday session.

VIII. NEW BUSINESS

B. Date for Special Board Meeting to Review Annual Reports and Recommendation, Re: Internet Policy

It was the consensus of opinion to have a Special Meeting on Wednesday, May 25, 2005 at 7:00 p.m. to review Annual reports to be filed with the Village Board no later than May 31

and to discuss a Management Staff recommendation to amend the Library's internet usage policy.

COMMITTEE APPOINTMENTS

President Douglas asked the Trustees to review the list of existing Committee appointments and let him or the Director know if they were interested in serving on a particular Committee. He noted that Committees will be taking a more active role in preparing issues for consideration for the full Board. President Douglas will make appointments at the June Board Meeting.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 9:00 p.m.

Approved: _____
(Date)

Mary C. Hudspeath, Acting Secretary
Board of Library Trustees

Minutes drafted by Lynn O'Dell on June 13, 2005