

**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: November 14, 2007

TIME: 7:30 p.m.

PLACE: Conference Room

I. CALL TO ORDER

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

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees Shambo, Arends, Hudspeath, Ranck, Siegman, and Douglas

Absent: Trustee Bailey

Also Present: Library Director Ann Kennedy

Denise Zielinski, Michael Wade, Dave Derango, Anna Downey, Maxine Ledford

III. PUBLIC PARTICIPATION

Denise Zielinski, Director of Informational Services at DuPage Library System presented a plaque to Barbara Siegman in recognition of her three years of service on the Dupage Library System Board of Trustees.

Michael Wade appeared before the Board to ask about the 1.45% tax levy increase. President Siegman and Treasurer Douglas explained the budget process and the increases in Library expense.

Anna Downey asked if the Board had sought tax payer approval before purchasing the land on Kuhn Road. She also objected to the \$20,000 expense for a sign in front of the Library.

ADOPTION OF CONSENT AGENDA

Trustee Hudspeath moved and Trustee Ranck seconded to establish a consent agenda for the Regular Meeting of November 14, 2007. Motion carried.

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

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

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

- A. Approval of Minutes of the Regular Meeting of October 17, 2007**
- B. Approval of Minutes of the Special Meeting of October 20, 2007**
- C. Receive Monthly Report of the Treasurer for the period ending October 31, 2007**
- D. Recommendation, Re: Employment Service Anniversary**
- E. Recommendation, Re: Board Policy Manual, Chapter 3**
- F. Receive Report of the Legal Services Committee**
- G. Recommendation, Re: Carol Stream Public Library, Long Range Goals, FY2008 to FY2012.**
- H. Receive Report on the change of financial institutions**
- I. Recommendation, Re: Adoption of the Library's Freedom of Information Policy**
- J. Approve Disbursements of the Regular Meeting of November 14, 2007 in the amount of \$180,683.86**
- K. Receive Monthly Report of the Library Director**
- L. Receive Monthly Staff Reports**
- M. Receive Report of the Friends of the Carol Stream Public Library**
- N. Receive Communications**
- O. Receive Announcements**

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

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

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

Employment Service Anniversary

A book will be dedicated in the collection to Karen Segó in recognition of her 10th employment anniversary and in gratitude for her years of service to the Library and the community.

Board Policy Manual, Chapter 3

Three policies will be deleted from the Chapter 3 of the Board Policy Manual: 3.D. Performance of the Library Director, 3.F.2 Employees: Business Expense Reimbursement, and 3.F.4 Employees: Name Tags. These policies are duplicated in the Personnel Code. Three new policies were adopted and will become part of Chapter 3 of the Board Policy Manual effective immediately: 3.B. Drug Free Workplace Policy, 3.C. Workplace Violence Prevention Policy, and 3.D. Bloodborne Pathogens Policy.

Legal Services Committee

Three law firms were selected for interviews which will be conducted on Wednesday, December 5.

Long Range Goals

Long Range Goals for the Fiscal Years 2008 to 2012 were adopted. These Goals will become Appendix D in the Board Policy Manual and will become the guidance for Departmental Goals for those years.

Freedom of Information Policy

The Freedom of Information Policy was adopted as presented, the Policy become Policy 2.K. of the Board Policy Manual and went into effect immediately upon passage.

Friends of the Carol Stream Public Library

The Mystery Dinner event was a great success, as was the DLS Friends Roundtable hosted at the Library.

Communications

- A. Thank you note from Kristen Adomovicz for 5 year anniversary celebration.
- B. Thank you note from Amy Stuenkel for farewell celebration and gift.
- C. Thank you note from Dayton Smith, Ann Johnson and family for Leanne Johnson memorials
- D. Thank you note from Hawthorne School for assistance with ELL Family Night.
- E. Letter from DuPage County Clerk Gary A. King regarding next year's tax distributions.

Announcements

- A. Carol Stream Public Library Holiday Celebration

Regular Meeting

VI. COMMITTEE REPORTS

A. Facilities Committee
No Report

B. Finance Committee
No Report

XII. OTHER REPORTS

A. DuPage Library System
No report

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Siegman declared the Meeting adjourned at 8:31 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees