

**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: September 16, 2009

TIME: 7:30 p.m.

PLACE: Community 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 appointed Tom Arends to serve as Secretary for the meeting. President Siegman led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Trustee Arends called the roll.

Present: Trustees Wade, Shambo, Arends, Bailey, and Siegman
Absent: Trustees Douglas and Hudspeath
Also Present: Library Director Ann Kennedy, Brian LeFevre of Sikich LLP

III. PUBLIC PARTICIPATION

Members of the public in attendance: Michael Kunowski and Valerie Salvato

None of those in attendance accepted the offer to address the Board.

COMMITTEE REPORTS

C. Finance Committee

1. Presentation of Annual Financial Report for the Year Ended April 30, 2009 by Brian LeFevre of Sikich LLP.

This item was moved up in the agenda to allow Mr. LeFevre the opportunity to leave early.

LeFevre thanked the Board on behalf of Sikich for hiring them to perform the audit. Their opinion on the Financial Statements is an "unqualified audit opinion", which is the highest level that can be received. This also means that the Library is financially

better off at the end of the year. LeFevre reviewed the Financial Statements for the Board. The Library purchased CDs at Mutual Bank in February. The interest earned was uncollateralized but that has been corrected. The Library now receives the interest payment each month. They counted the petty cash this year and found that we had more money than we reported keeping on hand. It is being spent down. He also cautioned that property values may start to decrease which could increase the Library's tax rate. The Management Letter contains no recommendations for improvement but mentions a new GASB rule. GASB 45 could affect public entities in regards to health insurance for retirees. He recommended that the Library be part of the actuarial study done by the Village of Carol Stream. GASB 54 may affect the Library in 2012. LeFevre said the audit went very smoothly and thanked the Library staff for their cooperation.

Trustee Arends moved and Trustee Bailey seconded to accept the Annual Financial Report for Fiscal Year 2009 as presented and place it on file. Motion carried.

Ayes 4 Trustees Wade, Shambo, Arends, and Bailey
Nays 0 None
Absent or
Not Voting 3 Trustees Douglas and Hudspeath (absent), Trustee Siegman (not voting)

ADOPTION OF CONSENT AGENDA

Trustee Wade moved and Trustee Shambo seconded to establish a consent agenda for the Regular Meeting of September 16, 2009. Motion carried.

Ayes 4 Trustees Wade, Shambo, Arends, and Bailey
Nays 0 None
Absent or
Not Voting 3 Trustees Douglas and Hudspeath (absent), Trustee Siegman (not voting)

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

Ayes 4 Trustees Wade, Shambo, Arends, and Bailey
Nays 0 None
Absent or
Not Voting 3 Trustees Douglas and Hudspeath (absent), Trustee Siegman (not voting)

- A. Approval of Minutes of the Regular Meeting of August 19, 2009
- B. Receive Monthly Financial Statements of the Treasurer for the period ending August 31, 2009
- C. Approve Recommendation, Re: Employee Service Recognition
- D. Approve Recommendation, Re: Approval of Board Policy 3.B. Drug-Free Workplace Policy

- E. Approve Recommendation, Re: Approval of Board Policy 3.C. Workplace Violence Prevention Policy
- F. Approve Recommendation, Re: Approval of Board Policy 3.D. Bloodborne Pathogens Policy
- G. Approve Authorization of Library Director to Apply for FY2010 Per Capita Grant
- H. Approve Authorization of Library Board President to cast ballot for Directors of DuPage Library System Board.
- I. Approve Vendor Check Report of the Regular Meeting of September 16, 2009 in the amount of \$255,201.31
- J. Receive Monthly Report of the Library Director
- K. Receive Monthly Staff Reports
- L. Receive Report of the DuPage Library System
- M. Receive Announcements

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

Ayes 4 Trustees Wade, Shambo, Arends, and Bailey

Nays 0 None

Absent or

Not Voting 3 Trustees Douglas and Hudspeath (absent), Trustee Siegman (not voting)

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

Employee Service Recognition

A book will be dedicated in the collection to Heidi Krueger in recognition of her 5th employment anniversary and in gratitude for her years of service to the Library and the community.

Policy Approval:

Three Board policies, Drug Free Workplace, Workplace Violence Prevention, and Bloodborne Pathogens were reviewed and approved as part of the requirements of the FY2010 Per Capita Grant Application.

Report of the Library Director:

In addition to Heidi Krueger's 5th Employment anniversary, these other staff members are celebrating an anniversary in September: Donna Donchenko – 19 years, Robin Harwood – 16 years, Mary Magnus – 14 years, Sue McCallum – 12 years, Brian Link – 3 years. Stephanie DeYoung – 1 year, Emily Palombello – 1 year, and Sarah Kovac – 1 year.

Announcements

- A. Public Library Board Members Roundtable, Monday October 5, 2009 at 6:00 p.m. at the Roselle Public Library
- B. DLS Fall Legislative Breakfast, Monday, October 26, 2009 at 8:30 a.m. at DuPage Library System

Regular Meeting

VI. COMMITTEE REPORTS

B. Facilities Committee

1. Recommendation, Re: Acceptance of OEC quote for new office furniture for the Circulation Workroom and the Adult Services Office

Trustee Bailey moved and Trustee Shambo seconded that the Board approve the quote from OEC Business Interiors in the amount of \$25,645.78 for new furniture for the Circulation Workroom and the Adult Services Office. Motion carried.

Ayes 4 Trustees Wade, Shambo, Arends, and Bailey

Nays 0 None

Absent or

Not Voting 3 Trustees Douglas and Hudspeath (absent), Trustee Siegman (not voting)

Discussion:

Trustee Wade asked if competitive quotes were sought for the project. Director Kennedy stated that the Library has worked with OEC on projects in the past and found their prices to be very competitive, offering prices up to 30% off the list price on furniture. The project was proposed in two parts, each less than \$20,000. Public bidding is not required by law. The Board urged Kennedy to seek competitive quotes on future projects.

VII. UNFINISHED BUSINESS

A. Library Remodeling Project

1. Report on progress of Remodeling project

The Plan Commission/Zoning Board of Appeal approved the vestibule addition on September 14. A letter has been sent to the Village Board asking for a waiver of permit application fees. It will be on the agenda for September 21. Bid packages are being put together by Industrial Roofing Service for the tuck pointing and the roof, work to be done by mid-November. The roof will be a TPO green roof. One of the side entrance doors at the current entrance will be moved to replace the fire door for the temporary entrance. A meeting was held on September 10 to discuss mechanical, electrical, and phasing of the work on the main room. Bid due date is currently set for October 6 with construction starting the end of October. Furniture sale is going well. An outside book return will be ordered soon.

VIII. NEW BUSINESS

- B. Recommendation, Re: Retain the firm of Ancel Glink Diamond Bush DiCianni and Krafthefer to represent the Library and six defendants in the Federal Civil Suit filed by Elaine Wierdak.

Trustee Shambo moved and Trustee Bailey seconded that the Board of Trustees of the Carol Stream Public Library retain the law firm of Ancel Glink Diamond Bush DiCianni and Krafthefer to represent the Library and six defendants in the Federal Civil Suit filed by Elaine Wierdak. Motion carried.

Ayes 4 Trustees Wade, Shambo, Arends, and Bailey

Nays 0 None

Absent or

Not Voting 3 Trustees Douglas and Hudspeath (absent), Trustee Siegman (not voting)

Discussion:

Trustee Wade asked for clarification on the type of suit that was filed. Kennedy outlined the terms of the engagement letter for the Board.

XII. OTHER REPORTS

- B. Friends of the Carol Stream Public Library
No report

- C. Census 2010 Complete Count Committee
No report

XIII. COMMUNICATIONS

There were no Communications.

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.

Tomas F. Arends, Acting Secretary
Board of Library Trustees