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 17, 2010 TIME: 7:30 p.m. PLACE: Library Discovery 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 Outland, Wade, Arends, Bailey, Hudspeath, Siegman and Douglas Absent: Also Present: Library Director Ann Kennedy, Assistant Director Pam Leffler

III. PUBLIC PARTICIPATION

Members of the public in attendance: Kathy and Maurice Ostermeier and Matt Gentile of the Examiner.

The Ostermeiers are residents of Danbury Drive and addressed the Board concerning the proposed cell tower on Kuhn Road. The Ostermeiers had not received the letter sent October 14, 2010 and said that only one of their neighbors had received it. President Douglas explained the process the Board had gone through to date. The Ostermeiers stated that they did not wish to see a cell tower outside of their front door and that other neighbors felt the same. President Douglas encouraged the neighbors to contact the Board and directed Kennedy to send another letter to everyone on Danbury Drive.

The item regarding the resignation of the Treasurer and the election of a new Treasurer was removed from the agenda by Mr. Douglas.

ADOPTION OF CONSENT AGENDA

Trustee Bailey moved and Trustee Siegman seconded to establish a consent agenda for the Regular Meeting of November 17, 2010. Motion carried.

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

Ayes 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Siegman

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (not voting)

- A. Approval of Minutes of the Regular Meeting of September 22, 2010
- B. Approval of Minutes of the Regular Meeting of October 20, 2010
- C. Receive Monthly Financial Statements of the Treasurer for the period ending October 31, 2010
- D. Approve recommendation, re: Employee Service Anniversaries
- E. Receive Report, re: Library Roof Repair/Replacement
- F. Review of Staff Employment Anniversaries in 2011
- G. Approve Disbursements of the Regular Meeting of November 17, 2010 in the amount of \$106,240.57
- H. Receive Monthly Staff Reports
- I. Receive Report of the Friends of the Library
- J. Receive Communications
- K. Receive Announcements

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

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

Books will be dedicated in the collection to Theresa Morton and Kimberly Starr in recognition of their 5th employment anniversaries and in gratitude for their years of service to the Library and the community.

Staff Employment Anniversaries 2011

President Douglas pointed out that with the 8 significant anniversaries in 2011 represented over 110 years of Library service experience indicating that the Library is a pretty good place to work. The Board asked that staff members with significant anniversaries be invited to a Board meeting for recognition.

Report of the Friends of the Library

The Friends of the Library had a meeting on November 11. They are planning a program on social networking in the spring. Their next meeting will be January 11, 2011.

Communications

- A. Thank you letter from Social Services Unit of the Carol Stream Police Department
- B. Thank you from Lynn Johnson for flowers and support while ill.

Announcements

A. FY2012 Illinois Public Library Per Capita and Equalization Aid Grants Requirements

Regular Meeting

IV. APPROVAL OF MINUTES C. Minutes of the Special Meeting of October 27, 2010

Trustee Arends moved and Trustee Wade seconded that the Minutes of the Special Meeting of October 27, 2010 be approved with the corrections noted by Trustee Arends. Motion carried.

Ayes5 Trustees Outland, Wade, Arends, Bailey, and HudspeathNays0 NoneAbsent or7Not Voting2 Trustees Siegman (abstain) and Douglas (not voting)

Discussion:

Trustee Arends requested rewording of his comments under the discussion of the Chart of Accounts.

D. Minutes of the Bylaws Committee Meeting of October 13, 2010

Trustee Arends requested that several corrections be made to the minutes as presented. Due to the relatively high number of requested changes, Director Kennedy requested that the Bylaws Committee minutes be put on the agenda for the next meeting for approval.

VI. COMMITTEE REPORTS

A. Human Resources Committee

2. Recommendation, Re: Approval of the revised Position Description for Adult Services Librarians

Trustee Siegman moved and Trustee Outland seconded that the Board of Library Trustees approve the revised Position Description for Adult Services Librarians as presented. Motion carried.

Discussion:

Trustee Arends asked why this request was coming to the Board and not through the Human Resources Committee. Director Kennedy explained that this was a minor revision and those usually do not go through Committee. Trustee Wade questioned some of the qualifications under Promotion Criteria. After discussion it was determined that the promotion criteria as outlined used standard and accepted Human Resources phraseology. Trustee Wade also questioned how employees were assessed on the Knowledge Requirements. Director Kennedy explained that employees are assessed upon hiring and at their annual performance evaluations. Trustee Hudspeath asked if the Job Descriptions across the library were being brought into a uniform format. Director Kennedy answered that they are.

3. Recommendation, Re: Offering Prepaid Legal Services as a payroll deduction staff benefit

The Board requested that this matter be referred to the Human Resources Committee for discussion.

B. Facilities Committee

No report

C. Finance Committee No report

VII. UNFINISHED BUSINESS

A. Recommendation, Re: Proposed T-Mobile cell tower on Library property

President Douglas stated that he had some definite problems with the Lease. He would like some blanks filled in before it is forwarded to legal counsel. The Board agreed that they would like to see the numbers filled in, the size of the cement pad, and a statement about paying taxes. Trustee Wade expressed concern that the tenant could automatically renew the lease but there was no provision for the Library to cancel the lease. President Douglas felt that if the Library terminated the lease then we would have to reimburse T-Mobile for the cost of the tower.

Trustee Arends also asked the board and management staff to inquire with counsel, the library accountants, or other professionals, the effect the lease transaction may have on the assessed valuation of the Kuhn property and whether or not the lease transaction could impact the value of the property in the event the library were to transfer the property in the future. Trustee Arends also asked that projections be done over the period of the lease showing the amounts received and the additional costs borne by the library, and the Library Director stated that such projections could be prepared by our accountants.

Director Kennedy was asked to convey the Board's concerns to Mr. McGrew and to get a new proposal that was completed and that addressed these issues.

VIII. NEW BUSINESS

A. Recommendation, Re: Library Policy 7.C. Annual Library Calendar / 2011 Library Closings and Board Meetings

Trustee Siegman moved and Trustee Hudspeath seconded that the Library Board approve the recommended 2011 Calendar of Library closings and Board meetings. Motion carried.

Discussion:

Trustee Arends believed that the Board should schedule regular meetings during the month of December. The Board felt that the statement at the bottom of the calendar was sufficient, "The Library Board will decide at the November meeting if a December meeting will be necessary."

C. Recommendation, Re: Partnering with the Carol Stream Park District to establish a Library satellite at the remodeled Simkus Recreation Center in 2013.

Trustee Siegman moved and Trustee Wade seconded that the Library enter into a dialogue with the Carol Stream Park District to establish a Library satellite at Simkus Recreation Center after it is remodeled in 2013. Motion carried.

Ayes6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and SiegmanNays0 NoneAbsent orNot VotingNot Voting1 Trustee Douglas (not voting)

Discussion:

Director Kennedy outlined the proposal to have the Library create a satellite branch in the part of Simkus which is now the fitness center. There are many details to be worked out but the Park District would like to confirm that the Library is interested before continuing with the plans. The Board felt that this would be a wonderful opportunity to partner with the Park District and endorsed the idea.

Recommendation, Re: Meeting in December 2010

Trustee Siegman moved and Trustee Bailey seconded that the Library not have a regularly scheduled meeting in December 2010. Motion did not carry.

Ayes 1 Trustee Siegman Nays 5 Trustees Outland, Wade, Arends, Bailey, and Hudspeath Absent or Not Voting 1 Trustee Douglas (not voting)

Discussion:

Trustees Wade and Arends felt it was necessary to meet in December with everything that is going on, especially with the cell tower proposal. There will be a meeting on the third Thursday, December 15, 2010 at 7:30 p.m.

IX. EXECUTIVE SESSION

There was no need for an Executive Session.

XI. REPORT OF THE LIBRARY DIRECTOR

In addition to Theresa's and Kimberly's anniversaries in December, the following anniversaries are being celebrated in November and December: Karen Sego -13 years, Gail Santroch -9 years, Fran Venegas -7 years, Liz Bryers -3 years, Joyce Farrell -2 years, Sarah Lindeman -2 years, Lynn Bierman -7 years, Gayle Weyland -3 years, and Jessica Hubinek -3 years.

Director Kennedy distributed to the Board the results of a survey of DLS public libraries concerning their tax levy for the coming year. Two libraries will be asking for less, one because the city is

telling them to do so. Five libraries are requesting the same levy. Eight libraries are asking for an increase, four of which are seeking the maximum amount that they can get.

XII. OTHER REPORTS

A. Library System

Director Kennedy reported on the meeting she attended concerning System delivery. The DuPage Library System has enough money to fund delivery through June 2011. In light of the recent study conducted by the Metropolitan Library System and their subsequent RFP to contract with a commercial vendor, a task force will be formed in DLS to address the future of delivery between libraries after June 2011 especially.

B. MAGIC Consortium

Trustee Arends asked about the level of MAGIC reserves and about the quarterly payments to MAGIC. Director Kennedy explained that the payments are primarily for MAGIC staff, software licensing, server maintenance and overhead. Trustee Arends asked for a list of MAGIC Assets at the next meeting.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 9:04 p.m.

Mary C. Hudspeath, Secretary Board of Library Trustees

Minutes drafted by Ann Kennedy November 24, 2010