

**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: April 20, 2011

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: none

Also Present: Library Director Ann Kennedy, Assistant Director Pam Leffler, W. Britt Isaly of Ancel Glink

III. PUBLIC PARTICIPATION

Members of the public in attendance: David DeRango, Dominick Jeffrey, Chris Placek of the Daily Herald and six others. No one asked to address the Board.

ELECTION OF LIBRARY TREASURER

President Douglas announced that he was removing the election of Library Treasurer from the agenda. There were no items on the agenda which required action by the Treasurer and elections for new officers are already scheduled to be held at the May meeting. President Douglas is authorized to sign as Treasurer, if necessary.

ADOPTION OF CONSENT AGENDA

Trustee Siegman moved and Trustee Bailey seconded to establish a consent agenda for the Regular Meeting of April 20, 2011. Motion carried.

Ayes 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Siegman
Nays 0 None
Absent or
Not Voting 1 Trustee Douglas (not voting)

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. Receive Monthly Report of the Treasurer for the period ending March 31, 2011**
- B. Approve recommendation, re: Authorization for Library staff to entertain bids for parking lot repair**
- C. Receive Report, re: List of grants for which the Library could possibly apply**
- D. Approve recommendation, re: Approval of Revised Policy 4.B Materials Selection Policy**
- E. Receive Report, re: Library Snapshot Day at the Carol Stream Public Library**
- F. Approve Disbursements of the Regular Meeting of April 20, 2011 in the amount of \$157,867.61**
- G. Receive Monthly Report of the Library Director**
- H. Receive Monthly Staff Reports**
- I. Receive report of the Library System**
- J. Receive report of MAGIC Consortium**
- K. Receive report of the Friends of the Library**
- L. Receive Communications**
- M. Receive Announcements**

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

Ayes 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Siegman
Nays 0 None
Absent or
Not Voting 1 Trustee Douglas (not voting)

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

Bids for Parking Lot repair:

The Board authorized the Library staff to go to bid for parking lot repairs including asphalt replacement, crack filling, sealing, striping, new speed bumps and new parking signs. The Library Director is authorized to approve all bids under \$10,000 and will bring larger bids to the Board for approval.

Revised Policy 4.B Material Selection Policy

Illinois Statutes requires that the Material Selection Policy be reviewed biennially. The policy was revised with some wording changes.

Report of the Library Director

Staff members celebrating an employment anniversary in April are: Marcy Doyle – 7 years and Amanda Gardner – 1 year.

Trustees were asked to submit requests for reimbursement for the current fiscal year by Thursday, April 28, 2011. Checks will be written on Friday, April 29, 2011.

Report of the MAGIC Consortium

The MAGIC Consortium approved the FY2012 Budget at the March 23, 2011 MAGIC Board meeting. The Executive Board is currently negotiating a contract with the Merger Transition Board to provide services in FY2012

Report of the Friends of the Library

The Friends will be sponsoring a program at the Library on Saturday April 23 at 1:00 p.m. The program will be a tie-in with Earth Day and will feature organic gardening in small places with a focus on vegetables and herbs.

Communications

- A. Letter from Secretary of State Jesse White on awarding of Per Capita Grant for FY2011
- B. Thank you from Addison Trail Vision Program for donation of videos and books on cassette
- C. Thank you from Lynn Johnson for memorial for her mother
- D. Thank you from Roche family for memorial for their mother

Announcements

- A. Statement of Economic Interest must be filed with the County by April 30, 2011

Regular Meeting

IV. APPROVAL OF MINUTES

- A. Minutes of Regular Meeting of March 16, 2011

Trustee Siegman moved and Trustee Hudspeath seconded to approve the minutes of the Regular Meeting of March 16, 2011. Motion carried

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

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (not voting)

Discussion:

Under Finance Committee Trustee Wade asked to have inserted a summary of the discussion where he asked if the Library had hired any new people in the last year. Director Kennedy stated that there were no new positions added but positions were filled when employees left. Trustee Arends asked for a rewording of his statement that he did not hear a specific budget amount on demolition of the farm house while listening to the recording of the Finance Committee meeting.

VI. COMMITTEE REPORTS

President Douglas moved up item 4 under the Finance Committee report, Approval of Resolution 249, at the suggestion of Trustee Arends.

C. Finance Committee

4. Recommendation, Re: Approval of Resolution 249 Budget Expenditures for FY2012

Trustee Siegman moved and Trustee Outland seconded that the Library Board of Trustees adopt Resolution 249 which amends the budget expenditures for FY2012 as originally estimated in Resolution 243 adopted March 2010 and amended October 2010. Motion carried.

Ayes 5 Trustees Outland, Arends, Bailey, Hudspeath, and Siegman

Nays 1 Trustee Wade

Absent or

Not Voting 1 Trustee Douglas (not voting)

Discussion:

Trustee Wade asked if any of the numbers in the Resolution had changed. Director Kennedy replied that none of the numbers had changed from the Budget which was passed by the Board at the March 16, 2011 meeting. Trustee Wade asked Britt Isaly if the Board can amend the Resolution. Britt Isaly informed the Board that the Library is only required to file an Annual Report with the Village by May 31. What the Library has been sending to the Village in March is extra statutory and is not required. The Library Board can change the working budget but the final numbers should be in the Annual Report to the Village. Trustee Wade expressed his objection to Resolution 249 because Resolution 243 of March 2010 stated that expenses for FY2012 would be \$3,675,967. He felt that number was approved by the Board, sent to the Village, and was published in Village documents. He did not feel that the Board increasing expenses by \$100,000 thirty days before a new Board took office was appropriate and he hoped that the Board would stick with Resolution 243. President Douglas explained that this does not affect the tax levy paid by the tax payers at all. Trustee Arends felt that the Board should be transparent with what they are doing and that Resolution 249 accomplished this. He stated that the levy does not increase. Trustee Arends asked what account changes made up the difference between the totals in Resolution 243 and Resolution 249. Director Kennedy stated that she did not have the necessary documentation to answer that question at this

time as some accounts went up and some went down. President Douglas stated that although \$3.7 million is budgeted decisions will still need to be made on some of the expenditures. He also stated that the way the Library has done the budget and levy process is awkward. The Library Director and Village Finance Director will look at ways to streamline the process.

A. Human Resources Committee

1. Recommendation, Re: Approval of one additional position of full-time librarian in the Adult Services Department

Trustee Siegman moved and Trustee Hudspeath seconded that the Board of Library Trustees approve the creation of an additional full-time librarian in the Adult Services Department effective May 1, 2011. Motion carried.

Ayes 5 Trustees Outland, Arends, Bailey, Hudspeath, and Siegman

Nays 1 Trustee Wade

Absent or

Not Voting 1 Trustee Douglas (not voting)

Discussion:

Trustee Siegman stated that it is the recommendation of the Human Resources Committee to hire an additional full-time librarian based on the information presented to them. Trustee Wade asked when the ad for the new position would go into effect and for how long it would be posted. Director Kennedy stated that the ad for the position would be posted the next day and would be posted for one month. Trustee Wade asked the Board to reconsider the decision of the Human Resources Committee based on statistical information he distributed. Trustee Wade felt that since the Adult Services Department was able to answer an increased number of questions last June they should be able to answer that many this year. President Douglas stated that the activity over the entire year and from year to year must be looked at, not month to month. Director Kennedy explained that the Adult Services Librarians had many other duties besides reference questions and were not able to keep up with those assignments, especially marketing. To address the need of more time for marketing Trustee Wade suggested that the Assistant Director not attend Board meetings and that the newsletter only go out 6 times a year instead of 12. Trustee Arends thanked Trustee Wade for his statistical work, but stated that he sees the need for an additional person.

2. Recommendation, Re: Approval of one additional page position and one additional clerk position in the Circulation Services Department

Trustee Siegman moved and Trustee Hudspeath seconded that the Board of Library Trustees approve the creation of one additional page position at 10 hours per week and one additional clerk position at 20 hours per week in the Circulation Services Department effective May 1, 2011. Motion carried.

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

Discussion:

Trustee Arends asked if the original request was for 2 clerks, if the library hires temporary help and if it is necessary to offer benefits. Director Kennedy answered that the request was originally for 2 clerks but has been modified to 1 clerk and 1 page. The Library already hires temporary help each summer for the Youth Summer Reading program and for page positions. Historically it has been easier to hire qualified people for benefit eligible positions (20 hours/week). However, if the most qualified applicant doesn't want or need benefits, the weekly hours for that position would be reduced from 20 to 19 so that it is no longer benefit eligible. Director Kennedy will also be looking at the Extern program from Dominican University. Trustee Wade asked if the new Board could decide to eliminate these positions in May. President Douglas and Director Kennedy stated that the new Board could vote to eliminate everything. The ads for the new positions will be posted April 21.

3. Recommendation, Re: To allow the Library Director to work from a pool of funds in awarding merit increases with no single increase being greater than 4%

Trustee Siegman moved and Trustee Outland seconded that the Library Director be authorized to work from a pool of funds, not to exceed the 3% increase in the individual salary funds, to award merit increases to the staff for FY2012 and that no merit increase be greater than 4%. Motion carried.

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

Discussion:

Trustee Wade asked if the pool of money included the salary allowance. Director Kennedy stated it did not. Trustee Siegman reminded Trustees that the staff had not received any salary increases the previous year.

B. Facilities Committee

1. Report, Re: Decisions on future of Kammes House

A hazardous material inspection of the interior of the house has been conducted. The official report has not been received but during a phone conversation with Midwest Environmental Consulting it was disclosed that there were several instances of contamination. The Facilities Committee would like a valuation on the house and property before making a recommendation on the future of the house. Trustee Wade asked what was contaminated. Director Kennedy

stated that she could not say until the final report was received. Trustee Wade enquired about diesel fuel contamination in the ground. President Douglas stated that the land had been inspected at the time of purchase and that the Library has a letter from the Environmental Protection Agency that no further remediation is necessary. Trustee Wade asked if the land contamination would be affected if the house is torn down. Director Kennedy explained that the area that contained the diesel fuel is not near the house. President Douglas stated that if the Library sells the land the EPA report says that the site is OK and no further action is needed.

2. Recommendation, Re: Authorization that Library Director enter into discussions with Park District staff on possible uses of the Kuhn Road property leading up to an Intergovernmental Agreement.

Trustee Siegman moved and Trustee Bailey seconded that the Library Board of Trustees authorize the Library Director to enter into discussions with the Carol Stream Park District staff for possible uses of the Kuhn Road property leading up to a possible intergovernmental agreement. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (not voting)

Discussion:

Director Kennedy clarified for the Board that this authorization was for discussion only. Any ideas proposed would be brought back to the Board and the Board would make the final decision. Park District Board representatives could be asked to come to a Library Board meeting for discussions.

C. Finance Committee

1. Recommendation, Re: Approval of transfer of funds from West Suburban Bank to Illinois Funds

Trustee Siegman moved and Trustee Outland seconded that the Library Director be authorized to transfer \$500,000 from the West Suburban Bank General Fund to Illinois Funds. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (not voting)

Discussion:

President Douglas stated that the interest rate of Illinois Funds for the month of March 2011 was 0.85% which was greater than the rate being offered for CDs. Illinois Funds is also more liquid than a CD. Trustee Wade asked if we were levying too much if over 10% of our

annual levy could be moved. Trustee Arends and President Douglas explained that the funds represent the Library's reserves. The Library aims to maintain 6-12 months of expenses in reserves and has been lowering some excess reserves by levying less.

2. Recommendation, Re: Approval of revised Policy 6.A. Purchasing and Contracting

Trustee Hudspeath moved and Trustee Bailey seconded that the Board of Library Trustees adopt the revised Library Policy 6.A. Purchasing and Contracting and that it go into effect immediately upon adoption. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (not voting)

Discussion:

Trustee Arends asked why there was an increase in limit from \$7,500 to \$10,000 on what is brought to the Board. President Douglas explained that the cost of materials and services has gone up in the 14 years since the policy was last reviewed. Director Kennedy explained that there are many items such as online databases which are falling in that range. Trustee Wade asked for clarification on the formal vs. informal bid process and the number of signatures required on Librarian's Fund checks.

VII. UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

VIII. NEW BUSINESS

B. Recommendation, Re: Acceptance of FY2012 Task Function Calendar

Trustee Siegman moved and Trustee Hudspeath seconded that the Board of Library Trustees accept the Task/Function Calendar for FY2012 as presented. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (not voting)

Discussion:

Trustee Arends asked for clarification that if something wasn't on the Calendar that doesn't mean we can't do it. He also requested that in January the Human Resources and Finance Committees meet as a preliminary step for budget and staffing considerations. The Calendar was approved as amended by Trustee Arends.

C. Recommendation, Re: Approval of selection of roof repair system

Trustee Wade moved and Trustee Outland seconded that the Library Board of Trustees approve the installation of a built-up roofing system with a 20 year warranty as proposed by Camosy Construction. Motion carried.

Ayes 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Siegman
Nays 0 None
Absent or
Not Voting 1 Trustee Douglas (not voting)

Discussion:

President Douglas stated that the TPO roofing may reduce energy costs but Camosy estimated that it would take a substantial amount of time for the savings to make up the difference in construction costs. The built-up type of roof has served the Library well for many years. Trustee Outland concurred with President Douglas and stated that an expensive roof usually benefits the contractor more than the owner. Trustee Wade pointed out that the Library does not pay for summer cooling and a black roof would help with heating costs.

E. Recommendation, Re: Approval of Resolution 250 Commending James Outland for his service to the Carol Stream Public Library

Trustee Bailey moved and Trustee Wade seconded that the Carol Stream Library Board of Trustees adopt Resolution 250 Commending James Outland for his service to the Carol Stream Public Library and that the Resolution be read into the official minutes of the meeting. Motion carried.

Ayes 6 Trustees Wade, Arends, Bailey, Hudspeath, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Outland (not voting)

VILLAGE OF CAROL STREAM, ILLINOIS

LIBRARY BOARD RESOLUTION # 250

RE: COMMENDATION OF JAMES S. OUTLAND FOR HIS SERVICE AS A LIBRARY TRUSTEE

WHEREAS, James S. Outland was appointed to the Library Board in October 2010; and,

WHEREAS, during his term as Trustee, the Library adopted new Bylaws, revised the Meeting Room Policy, the Material Selection Policy, the Purchasing and Contracting Policy and the Trustee Expense Reimbursement Policy; and,

WHEREAS, during his term the Library changed financial institutions, approved consideration of a satellite at the Simkus Recreation Center, began offering Prepaid Legal Service as a staff benefit, began repair work on the roofs, and had many discussions on a possible land lease for a cell tower; and,

WHEREAS, during his term as Trustee, he has served the Library and the community well and has contributed many hours of his time for the welfare of the Village;

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks James S. Outland on behalf of the citizens of Carol Stream and library users everywhere for his exemplary dedication and service to all.

President Douglas thanked Trustee Outland for his help. Trustee Arends urged him to continue to be involved at the Library.

F. Recommendation, Re: Approval of Resolution 251 Commending Barbara Siegman for her service to the Carol Stream Public Library

Trustee Hudspeath moved and Trustee Bailey seconded that the Carol Stream Library Board of Trustees adopt Resolution 251 Commending Barbara Siegman for her service to the Carol Stream Public Library and that the Resolution be read into the official minutes of the meeting. Motion carried.

Ayes 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #251

RE: COMMENDATION OF BARBARA E. SIEGMAN FOR HER SERVICE AS A CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Barbara E. Siegman was elected to a six-year term as Library Trustee as a write-in candidate in April 1993; and,

WHEREAS, she was re-elected to office in 1999, 2003 and 2007 with three consecutive four-year terms; and,

WHEREAS, during her terms of office, she served the Library whenever called upon and in a variety of ways; and,

WHEREAS, she was always a proponent of the use of technology and automation to improve library functions and enhance services to the public; and,

WHEREAS, during her tenure on the Board she served on the Finance Committee, the Human Resources (formerly Personnel) Committee, the Facilities (formerly Property) Committee, the Bylaws Committee, the Material Selection Committee, the Architect Selection Committee, the Special Events Committee, the Public Relations Committee, and the Committee to Plan Conversion to District Status, and,

WHEREAS, she worked tirelessly on behalf of the Library on three referendum campaigns in 2004, 2005 and 2007; and,

WHEREAS, she helped guide the Library through two major remodeling projects, one in 1995/96 and one in 2009/2010; and,

WHEREAS, during her time on the Board the Library increased service to the people of Carol Stream with increased collection development, Internet access for the public, online public catalogs, a Library Web page, enhanced public programming, and virtual library services ; and,

WHEREAS, she represented the Library at Community events such as the Fourth of July Parade, the Citizen of the Year Dinner, as liaison to the Carol Stream Woman's Club and as liaison to the Friends of the Carol Stream Public Library,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Barbara E. Siegman on behalf of the citizens of Carol Stream and library users everywhere for her exemplary dedication and service to all.

President Douglas stated that it has been a pleasure to serve with Barb since 1993 and her counsel will be sorely missed. What the Resolution failed to say was that Barb also served for 10 years as the representative to and member of the Board of the DuPage Library System. Trustee Arends also thanked Barb for her service and asked her to stay around.

President Douglas stated that with every parting comes a new beginning. At the next meeting Dominick Jeffrey and David DeRango will be sworn in as Trustees.

IX. EXECUTIVE SESSION

Trustee Siegman moved and Trustee Arends seconded that the Board of Library Trustees adjourn to Executive Session under the Open Meetings Act 5 ILCS 120/2(c)1 and 5 ILCS 120/2(c)21 where they will discuss the performance evaluation of the Library Director and the approval of minutes closed under the Open Meetings Act, and nothing else. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (not voting)

Accordingly, the Meeting was closed to the public at approximately 8:55 p.m. pursuant to the exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)1 and 5 ILCS 120/2(c)21 to discuss the performance evaluation of the Library Director and the approval of minutes closed under the Open Meetings Act whereupon the Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 9:40 p.m.

Trustee Siegman moved and Trustee Hudspeath seconded that the Library Board of Trustees approve the Minutes of Executive Session for January 26, 2011 as presented. Motion carried.

Ayes 5 Trustees Wade, Arends, Bailey, Hudspeath, and Siegman
Nays 0 None
Absent or
Not Voting 2 Trustee Outland (abstain) and Trustee Douglas (not voting)

Trustee Wade moved and Trustee Bailey seconded that the Library Board of Trustees approve the Minutes of Executive Session for February 16, 2011 as amended. Motion carried.

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

Trustee Siegman moved and Trustee Bailey seconded that the Library Board of Trustees accept the performance evaluation of the Library Director as presented by the Human Resources Committee with notations made in Executive Session and award the Library Director a merit increase of 3%. Motion carried.

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

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 9:43 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees