

**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 16, 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 DeRango (arrived at 7:33), Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas

Absent:

Also Present: Library Director Ann Kennedy, Assistant Director Pam Leffler

III. PUBLIC PARTICIPATION

No one elected to address the Board. President Douglas acknowledged LTA intern Donna Carlson.

ADOPTION OF CONSENT AGENDA

Trustee Wade moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of November 16, 2011. Motion carried.

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

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

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

- A. Approval of Minutes of the Regular Meeting of October 19, 2011**
- B. Approve recommendation, re, Employee Service Anniversaries**
- C. Review of Staff Employment Anniversaries 2012**
- D. Approve Disbursements of the Regular Meeting of November 16, 2011 in the amount of \$153,097.81**
- E. Receive Monthly Report of the Library Director**
- F. Receive Monthly Staff Reports**
- G. Receive Report of RAILS**
- H. Receive Report of MAGIC**
- I. Receive Report of the Friends of the Carol Stream Public Library**
- J. Receive Communications**

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

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

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

Employee Service Anniversary

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

Report of the Library Director

In addition to Gail Santroch's anniversary the following employees are observing an employment anniversary in November: Karen Sego – 14 years, Fran Venegas – 8 years, Liz Bryers – 4 years, and Joyce Farrell – 3 years.

Report of RAILS

The Board congratulated Pam Leffler on her election to the Rails Advisory Board. She will be representing the Public Libraries in what was formerly the DuPage Library System.

Communications

- A. Thank you from Toni King-Hugger for Library service
- B. Thank you from Ali DeSmedt for excellent service

Regular Meeting

V. MONTHLY REPORT OF THE TREASURER

- A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending October 31, 2011.**

Trustee Wade moved and Trustee Jeffrey seconded that the Board accept the Monthly Financial Statements of the Treasurer for the period ending October 31, 2011. Motion carried.

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee Wade asked for clarification on expenses for budget lines 5408, OCLC and MARC Records, 7403 Building Repair and 7406 Other Capital Expenditures. Director Kennedy explained that the expense in 5408 was a once a year invoice. Director Kennedy explained that 7403 and 7406 were over budget because of needed building repairs. A full listing of expenses for those lines would be emailed to the Trustees.

VI. COMMITTEE REPORTS

A. Finance Committee

- 1. Report, Re: Request for Proposal for Audit Services

Trustee Arends asked if the RFP for Audit Services was sent to our current firm. Director Kennedy said it was. The Finance Committee will meet on Tuesday, December 13 at 6:30 to review the proposals.

C. Facilities Committee

No report.

VII. UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

VIII. NEW BUSINESS

A. Recommendation, Re: Request for amendment to FY2012 budget to allow the purchase of new magazine display holders.

Trustee Bailey moved and Trustee Hudspeath seconded that the Board of Trustees amend the FY2012 budget line item 5405 to add \$6,500 for the purchase of Mag Boxes. Motion carried.

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

The request was for the purchase of 235 Mag Boxes to create better access to and display of the Adult periodical collection. Back issues of periodicals would be moved out of white plastic boxes and placed with the current issues. Approximately 75 shelves would be freed up for the expansion of the non-fiction collection. Trustee Douglas asked if the new boxes would be more or less labor intensive for the shelvers. Director Kennedy reported that it would be easier because all of the issues would be in one place. Trustee DeRango asked about the durability of the Mag Box. Director Kennedy reported that Bartlett has had the boxes for eight months and none have broken in that time. President Douglas commented that freeing up the 75 shelves would help the Library maximize its space. Trustee Wade asked if the staff received numerous questions about the location of back issues. Trustee Arends asked for clarification about the shelves. Director Kennedy stated that the current magazine shelves would be reused with the slanted display shelf removed. Trustee DeRango asked for clarification on what would be done with the shelves made available if we started using Mag Boxes. Director Kennedy stated that the non-fiction collection is very tight despite constant weeding, and it will be shifted to occupy the freed up space. Trustee Arends clarified that the Library has the funds in the overall budget for the project. Trustee Hudspeath stated that over the summer the Friends of the Library had considered funding the purchase of the Mag Boxes and decided to purchase the mobile laptop lab instead of the boxes. Trustee Hudspeath stated that she believed the boxes would benefit the Library.

B. Recommendation, Re: Library Policy 7.C. Annual Library Calendar / 2012 Library Closings and Board Meetings

Trustee Wade moved and Trustee Jeffrey seconded that the Library Board approve the recommended 2012 Calendar of Library closings and Board meetings as presented. Motion carried.

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee Wade stated that there is no provision in the Bylaws for the Board to not hold a December meeting, and he felt the Board should meet in December to meet the spirit of the Bylaws. Director Kennedy stated that according to policy the Board annually sets the calendar of closings and Board meetings. President Douglas recommended that either the Policy or the Bylaws be changed to allow the Board to meet on the second Wednesday of December instead of the third Wednesday. The Board agreed to have the Annual Library Calendar state that at the November meeting the Board will set the date for the December meeting.

D. Recommendation, Re: December Board meeting

Trustee Wade moved and Trustee Bailey seconded that the Board of Library Trustees hold a Special Call meeting in December on Tuesday, December 13, 2011 at 7:30 p.m. Motion carried.

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

IX. EXECUTIVE SESSION

A. Recommendation, Re: Approval of Minutes of Previous Executive Sessions

Trustee Wade moved and Trustee Jeffrey seconded that the Board of Library Trustees go into Executive Session under 5 ILCS 120/2 (c) 21 to discuss minutes of meetings lawfully closed and nothing else. Motion carried.

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

Accordingly, the Meeting was closed to the public at approximately 7:59 p.m. pursuant to the exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)21 to discuss the minutes of closed sessions whereupon the Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:01 p.m.

Trustee Hudspeath moved and Trustee Wade seconded that the Minutes of the Executive Session of the Board of Library Trustees of October 19, 2011 be approved as presented.
Motion carried

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:02 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees