

**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: February 15, 2012

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, 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.

ADOPTION OF CONSENT AGENDA

Trustee Bailey moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of February 15, 2012. 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 Finance Committee Meeting of January 18, 2012**
- B. Approval of Minutes of the Regular Meeting of January 18, 2012**
- C. Receive Revised Monthly Report of the Treasurer for the period ending December 30, 2011**
- D. Receive Monthly Report of the Treasurer for the period ending January 31, 2012**
- E. Approve recommendation, re, Employee Service Anniversary**
- F. Approve Revised Library Board Policy 5.B Reference Service Policy**
- G. Receive Monthly Report of the Library Director**
- H. Receive Monthly Staff Reports**
- I. Receive Report of the MAGIC Consortium**
- J. Receive Announcements**

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 Clare Meehan in recognition of her 15th employment anniversary and in gratitude for her years of service to the Library and the community.

Report of the Library Director

In addition to Clare Meehan's 15th anniversary, the following staff members celebrated their employment anniversaries in February: Susan Grude – 17 years, Adriana Albers – 12 years, Regina Boe – 3 years.

Announcements

A letter was received from Secretary of State Jesse White stating the Library has been awarded \$40,723.63 in FY2012 Per Capita Grant funds.

Regular Meeting

VI. COMMITTEE REPORTS

A. Finance Committee

1. Discussion of Budget Process and future meetings

Director Kennedy will contact the Trustees with possible dates for a budget meeting. The budget and levy request need to be completed before the rescheduled Board meeting on March 28, 2012.

B. Human Resources Committee

2. Recommendation, Re: Acceptance of revisions to Job Descriptions for:

- Interlibrary Loan Clerk
- Technical Services Assistant I, Technical Services Assistant II
- Cataloging Assistant, Technical Services Lead
- Librarian I, II, III (Technical Services)
- Youth Services Aide, Summer Reading Program Aide
- Librarian I, II, III, Assistant Department Head, Part-time Librarian I (Youth Services)
- Department Head (All Departments)

Trustee Bailey moved and Trustee Wade seconded that the revised job descriptions for the seven listed positions be approved as presented and recommended by the Human Resources Committee with agreed upon changes. Motion carried.

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

Discussion:

Trustee Jeffrey asked why the job description for the Director wasn't included in the review. Trustee Arends asked for the status of the review of all job descriptions. Director Kennedy stated that Library Administration is updating the job descriptions for positions which have a high rate of turnover and that a list of all job descriptions with their last approval dates will be brought to the March 8, 2012 meeting.

Trustee Wade had several questions on the job description for the Interlibrary Loan Clerk. Trustee Wade enquired if the employee always communicated with patrons. Trustee Wade enquired about the Job Standards section and why it did not state the evaluation is based on performance as determined by the supervisor. Director Kennedy stated that the Library uses benchmarks as areas of evaluation. President Douglas stated that the supervisor fills out evaluation based on the employee's performance relative to the bullet points. Trustee Wade expressed his concerns that the Library may be compromising itself to legal lawsuits by delineating how an employee maintains occupational knowledge. Trustee Wade stated he was in agreement that employees should attend Library meetings but that overstating the standard to include educational workshops may lead to future liability if an employee was terminated and not sent to workshops at the Job Standard states.

Director Kennedy stated that performance evaluation is not based on attending workshops but it is an expectation that all staff members attend library meetings and that requirement needs to be stated in the job descriptions.

Trustee Arends asked if the Library was exposing itself to litigation if it didn't schedule people to go to workshops every year. President Douglas stated that the employee will fill the requirement by attending staff in-service workshops. Trustee Wade asked if prior experience would be necessary for the equipment listed. Director Kennedy stated that the equipment listing was to let employees know what equipment they would use in the position. Trustee Wade expressed his concern that Job Descriptions are 3 to 5 pages in length and that stating criteria in 3 small bullet points instead of 5 pages appears inaccurate for what requirements are needed to proceed to the next advancement level. Trustee Wade also raised concerns that since these job descriptions are written to hire at the current level, it seems inappropriate to place criteria for advancement to a higher level within the definition of lower level standards, requirements, and qualifications. Director Kennedy stated that it is standard in the industry to list the criteria and give an employee a broad idea of what is needed for advancement. President Douglas stated that all the job descriptions list the development and preparation needed for the next position, that these are the same promotion criteria in every job description, both old and new, and the staff is not presenting something new to the job descriptions.

Trustee Arends asked if performance reviews are based on the job standards. Director Kennedy stated that all employees are also reviewed on customer service, time management, and the ability to get along with coworkers. Trustee Arends asked for clarification on why one employee may be promoted over another. Director Kennedy stated that it would be the supervisor's decision dependent on employee performance. Trustee Wade asked why the Interlibrary Loan Clerk job description didn't have a level of responsibility section as the others did. Trustee Hudspeath stated that it was because this is the only job description with a single grade assigned to it. Director Kennedy explained that the other job descriptions have multiple positions and multiple grades included in one job description so the level of responsibility is included to differentiate what one position does as opposed to the other.

Trustee Wade stated that his concerns with the job description for Technical Services Assistant I and Technical Services Assistant II are the same as for the Interlibrary Loan Clerk. Trustee Wade asked why the job description for Cataloger 1 exempt 1 states the person works under close supervision but the level of responsibility for a non-exempt 5 does not say works independently. Director Kennedy stated that it is assumed they work independently unless it says otherwise. Director Kennedy also explained that an exempt 1 has less than one year of professional library experience and needs closer supervision and that the non-exempt 5 requires prior library experience and specific experience in computers so does not need to be supervised as closely. Trustee Wade asked why the job standards for Librarian I, II, and III were lengthier than the other job standards. Director Kennedy explained that these positions have a higher level of responsibility.

Trustee Wade expressed his concern that the job standard for professional growth specifically mentioned continuing education and workshops. Trustee Wade asked if it would be less risky to say the employee should keep an awareness of developments in library fields and let the supervisor decide how best to achieve that level of development. Director Kennedy agreed to modify the

wording to say “Professional growth as measured by attendance at meetings and continuing education opportunities, and an awareness of developments in the Library field.” The same wording will be used on all job descriptions under review.

Trustee Wade asked President Douglas if the requirements “timely and efficient” were quantifiable. President Douglas responded that they were. Trustee Wade asked if categorizing something as a non-essential function means it does not have to be done. Director Kennedy explained that the terminology is taken from ADA standards, that if an employee was not able to perform a non-essential function than it would not have an impact on his/her job evaluation. Trustee Wade asked why the job description for Department Heads did not list all of the equipment for the department. Director Kennedy stated that at the Department Head level they would usually delegate some of the equipment use to others.

C. Facilities Committee

1. Recommendation, Re: Acceptance of bid for Asbestos Remediation at Kammes House

Trustee Hudspeath moved and Trustee Jeffrey seconded that the Board of Library Trustees accept the bid of CEC Environmental dated 2/2/2012 for Asbestos Remediation at the Kammes House. Motion carried.

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

Discussion:

Trustee Hudspeath asked if Camosy Construction had verified that the lowest bids were quality bids. Trustee Hudspeath stated that was her question on both the asbestos and the demolition agenda items. Director Kennedy said that Camosy had verified qualifications of the companies. Work will not start until after legal counsel has reviewed the contracts.

2. Recommendation, Re: Acceptance of bid for demolition of Kammes House

Trustee Hudspeath moved and Trustee Wade seconded that the Board of Library Trustees accept the bid of Alpine Demolition Services dated 2/1/2012 for the demolition of the Kammes House excluding the demolition of the barn from the project.

Discussion:

Trustee Wade asked that the motion be amended to include demolition of the barn. Trustee Wade expressed his concern that the land be cleared off all hazards including the barn. Trustee Wade stated that property taxes would be higher with the structure in place, that there would be a fire hazard and liability issues with vandals, and that there are Park District material in the barn with no inter-governmental agreement between the Park District Board and the Library Board saying that the Park District indemnifies the Library, and that this exposes the Library to risk.

Trustee Jeffrey seconded the motion to amend. President Douglas called for a discussion on the motion to amend.

Trustee Arends asked if there was a cost advantage to demolishing the barn with the rest of the structures. Trustee Jeffrey stated that it would cost more in the future to demolish the barn, that it would be more cost effective now with people and equipment on site. Trustee Arends state that the taxes won't significantly change with the barn there but that the Library has items that can be stored in the barn and that the Library should get indemnification from the Park District. Trustee Bailey stated that there would not be a cost difference in demolition now versus in the future. Trustee Hudspeath stated that the barn is a solid structure with limited access that is visible from the street. Trustee Hudspeath added that she can't see the validity of taking down a structure that isn't in bad shape. Trustee DeRango stated that taking the barn down later would cost more and all of the demolition should be done at one time.

President Douglas asked the Secretary to call the roll on the motion to amend the original motion to include the barn. The motion to amend carried.

Ayes 4 Trustees DeRango, Jeffrey, Wade, and Arends
Nays 3 Trustees Bailey, Hudspeath, and Douglas
Absent or
Not Voting 0 None

President Douglas asked the Secretary to call the roll on the motion as amended to include demolition of the barn. The amended motion carried.

Ayes 5 Trustees DeRango, Jeffrey, Wade, Arends, and Douglas
Nays 2 Trustees Bailey and Hudspeath
Absent or
Not Voting 0 None

VII. UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

VIII. NEW BUSINESS

B. Recommendation, Re: Library Board Policy 5.J Reciprocal Access Policy

Trustee Wade moved and Trustee Jeffrey seconded that the Board of Library Trustees approve new Board Policy 5.J Reciprocal Access Policy. 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 if the wording on patron charges should include collection costs. Director Kennedy stated that collection costs are included in fines but for clarification would change the wording to fines and fees. Trustee Wade questioned the statement that patrons from other communities would have “no restrictions besides those in place for Carol Stream Public Library card holders.” Director Kennedy explained that this means there would be no limit on the number or the type of items. Trustees Wade and DeRango expressed concern that reciprocal borrowers would take out new items before Carol Stream residents could have them. Director Kennedy explained that high demand items with reserves would always go to Carol Stream residents first before they are available to patrons from other libraries.

C. Recommendation, Re: Library Board Policy 5.L. Policy on Ereader Collection and User’s Agreement

Trustee Wade moved and Trustee Hudspeath seconded that the Board of Library Trustees approve the new Board Policy 5.L. Policy on Ereader Collection and the User’s Agreement on borrowing ereaders as amended. 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 that the Policy be changed to state that patrons must sign the User’s Agreement.

D. Discussion: Long Range Planning

Director Kennedy distributed the Priorities for Service that the Management Staff had been working on for several months. Director Kennedy explained that the managers had prioritized the list of items between projects to be worked on this fiscal year and those projects for the next two to three years. Director Kennedy stated that the managers are ready to work on action plans and time lines and are asking for Board feedback on the Service Priorities.

President Douglas stated that the document was a good start as a general road map but there was a need for more specificity. President Douglas added that Trustee Wade had suggested a long range planning committee and President Douglas suggested that this be a Committee of the Whole along with Department Heads. President Douglas stated that the Priorities for Services could be used as a guide to begin discussion and that the ideas could be refined to include more specificity.

Trustee DeRango asked for clarification on the plan to work with tutors. Director Kennedy stated that tutors meet at the Library but that the present policy is not working well. Director Kennedy

stated that the staff would like to revise the policy and work more with the tutors. Trustee Wade requested that the staff investigate the web site www.ismartboard.com.

President Douglas asked that a long range planning meeting be scheduled before the next Board meeting.

Trustee Jeffrey asked from where the Library got tutors. Director Kennedy explained that the Library is not directly involved in a tutor program but that tutors meet with students at the Library. Trustee Jeffrey suggested that the Library develop a program with high school students interested in the education field. President Douglas stated that could be addressed in the Long Range Plan.

Trustee Arends asked why maintenance workers needed portable laptops. Director Kennedy explained that Maintenance had laptops because there was no room for a desktop in the Maintenance "Office". Trustee Arends asked that laptops be purchased for the public to use in the Library. Director Kennedy stated that the laptops would need to be added to the budget. Director Kennedy explained that long range planning needs to be done before the budget is finalized so funds could be added to the budget for new services.

IX. EXECUTIVE SESSION

There was no business requiring the Board to go into Executive Session.

X. DISBURSEMENTS

A. Approval of Disbursements for the period January 1, 2012 to January 31, 2012, plus the Addendum for the Meeting of February 15, 2012.

Trustee Hudspeath moved and Trustee Bailey seconded that the Board of Library Trustees approve the Disbursements of January 2012 plus the Addendum for the Meeting of February 15, 2012 in the amount of \$118,628.19. Motion carried.

Ayes 6 Trustees DeRango, Jeffrey, Arends, Bailey, Hudspeath, and Douglas
Nays 1 Trustee Wade
Absent or
Not Voting 0 None

Discussion:

Trustee Wade asked why refreshments were purchased for students during Exam Cram and expressed his opposition to the Library purchasing food. Director Kennedy asked the other Trustees for input on the matter. President Douglas and Trustee Bailey stated that they were supportive of refreshments. Trustee DeRango expressed his concern about liability if students had an allergic reaction to food ingredients. Director Kennedy stated that the Library works with the Health Department when open food is served at programs. Assistant Director Pam Leffler stated that the attendees at Exam Cram are high school age students who are aware of their allergies and that the Library serves packaged food where contents are listed. Trustee DeRango stated it was fine as long

as ingredients are listed. Trustee Arends stated that he felt it was a benefit to serve refreshments. Trustee Hudspeath agreed that the refreshments gave a social aspect to Exam Cram.

Trustee Wade asked about the Library membership renewal for Illinois Library Association. Director Kennedy explained that the Library is a member of ILA as an institution and that this allows the Library to get discounted registration for trustees to attend workshops.

Trustee DeRango enquired about the Sauer Bakery expense and the Costco expense for anniversary recognitions. Director Kennedy stated that there were five anniversaries in January and food was purchased from different places.

XIII. OTHER REPORTS

A. RAIL Library System
No report

B. Friends of the Carol Stream Public Library
No report

XIV. COMMUNICATIONS

A. Unique Management Services Return on Investment Report date January 26, 2012

Director Kennedy explained that the email listed the total recovery since August 1991 which includes items paid for and items returned in response to a contact from Unique Management. Director Kennedy also explained that for each account referred to the collection agency the patron is charged \$10, that the Library pays Unique Management and then charges the patron. President Douglas stated that the email indicates that for every dollar we invested, we've gotten \$5 back.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:58 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees