



- B. Accept the Monthly Financial Statements of the Treasurer for the period ending August 31, 2012
- C. Finance Committee Report
- D. Human Resources Committee Report
- E. Authorization for the Interim Library Director to submit FY 2013 Per Capita Grant
- F. Recommendation to approve expenses over \$10,000 – Newsbank Database
- G. Approval of Disbursements for the period August 1, 2012 to August 31, 2012, plus the Addendum for the Meeting of September 19, 2012 in the amount of \$293,696.98.
- H. Report of the Library Director
- I. Monthly Staff Reports
- J. RAILS Library System Report
- K. MAGIC Consortium Report – No report
- L. Friends of the Carol Stream Public Library Report
- M. Communications
- N. Announcements – Open Meetings Act Training for Trustees

**Trustee Clark moved and Trustee Jeffrey seconded** that the Consent Agenda be approved by omnibus vote. Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, Galle, DeRango, Jeffrey, Hudspeath, and Wade  
 Nays ..... 0 None

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

**Finance Committee – No Report**

**Human Resources Committee – No Report**

**Authorization for the Interim Library Director to submit FY2013 Per Capita Grant**

The Board of Trustees authorized the Interim Library Director to submit the Library’s FY 2013 Per Capita Grant to the Illinois State Library as presented.

**Recommendation, Re: Approval of Expenses over \$10,000 - Newsbank Database**

The Board of Trustees approve the annual payment of the Newsbank invoice in the amount \$12,570.

Background information:

Per Board Policy 6.A approved in April 2011 expenses over \$10,000 must be approved by the Board. Attached is the invoice from Newsbank which is a very popular online database.

**Report of the Library Director**

Staff members celebrating anniversaries this month are: Donna Donchenko - 22 years, Robin Harwood – 19 years, Mary Magnus – 17 years, Sue McCallum – 15 years, Heidi Krueger – 8 years, Brian Link – 6 years, Stephanie DeYoung – 4 years, Sarah Kovac – 4 years, and Danielle Stimmell - 1 year.

**Other Reports**

RAILS Library System – No Report

MAGIC Consortium – No Report

Friends of the Carol Stream Public Library – No Report

**Communications**

- A. Letter from Anne Craig, Director of the Illinois State Library, expressing regret that she is unable to attend the Library’s 50<sup>th</sup> anniversary celebration.
- B. Thank you from the Summer Reading Club’s grand prize winner.
- C. Letter thanking staff for great library service.
- D. Email from Suzanne Carlstedt, who lives on the far side of the parking lot, expressing her concern about an ash tree on Library property that appears to be dying.

**Regular Meeting**

**IV. COMMITTEE REPORTS**

**A. Facilities Committee**

Trustee DeRango reported that the committee discussed repairs to the bridge connecting the Library with Armstrong Park which will be paid by the Park District after the Village receives EPA clearance. The next item was a discussion of repairs which had been made to the roof to eliminate leaking. The problem appears to be resolved. The Facilities Committee then discussed disposition of the Kuhn Road property. Two options were discussed: 1) hire a realtor to sell the property, and 2) begin a discussion with the Park District to determine if there was any interest in leasing or purchasing the property.

**B. 50<sup>th</sup> Anniversary Committee**

Trustee DeRango noted that he is working with staff to find appropriate locations within the Library for the Museum of Science and Industry, the SciTech Museum, the SCARCE Energy Bike, the Planetarium, and the DuPage Animal Control to set up their exhibits. Final details for the Kindle drawings and for the food set-up were discussed. President Wade noted that on September 4<sup>th</sup>, the Village of Carol Stream passed a proclamation in honor of the Library’s 50<sup>th</sup> Anniversary.

**V. UNFINISHED BUSINESS**

**A. Recommendation to Approve Changes to the Board’s Bylaws**

**Trustee Hudspeath moved and Trustee Jeffrey seconded** that the Board of Library Trustees approves changes to Article VIII, Sections 4, 5, & 7 of the Library Board’s Bylaws as presented. Motion carried.

Ayes.....7 Trustees Bailey, Clark, DeRango, Galle, Hudspeath, Jeffrey, Wade  
Nays.....0

President Wade noted that state law had changed allowing insurance rather than bonding for the Board. This will result in better coverage and greater cost savings for the library.

### Article VIII – Officers and Their Duties

Section 4. The President shall be the executive officer of the Board who shall preside at all meetings, authorize calls for any special meetings, execute all documents authorized by the Board, and appoint the chair and all members of committees and liaisons, with the approval of the Board. The President shall not have or exercise veto powers. The President shall be an ex-officio member of all committees and shall perform all other duties as may be assigned by the Board. The President shall be bonded or insured.

Section 5. The Vice-President, in the absence of the President, or in the event of the President’s refusal or inability to act, shall be vested with the powers and perform the duties of the President. The Vice-President shall perform all other duties as may be assigned by the Board. The Vice-President shall be bonded or insured.

Section 7. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. S/he shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall have submitted at the annual meeting of the Board a detailed statement showing all receipts and disbursements during the preceding year. The Treasurer shall cause to have prepared all financial reports required to be submitted to the local, state or federal governments. Before entering upon his/her duties as Treasurer, the Treasurer shall give a bond with sureties or be insured to be with approved by the Board. The amount of the bond or insurance shall be based upon a minimum of 50% of the total funds received by the Library in the last previous fiscal year. The Treasurer shall be the Chairman of the Finance Committee. In the absence of the Treasurer or when s/he is unable to serve, the President or Vice-President may perform the duties of the Treasurer. The Treasurer shall perform any other duties as may be assigned by the Board.

**Trustee Clark moved and Trustee DeRango seconded** that the Board of Library Trustees approves changes to Article X, Sections 1 of the Library Board’s Bylaws as presented. Motion carried.

Ayes.....5 Trustees Clark, Galle, DeRango, Jeffrey, Wade  
Nays.....2 Trustees Bailey and Hudspeath

#### Discussion:

President Wade stated that the Board should have oversight on hiring and salary of exempt employees. Trustee Hudspeath disagreed with this change stating that the Board controls this process through personnel policies and the salary schedule. She argued that the final decision should be given to the director.

## Article X Library Director - Section 1

Section 1. The Board shall select, appoint, and evaluate a qualified librarian (“Library Director”) who shall serve as chief administrator with full professional responsibility for administering Library policies, personnel recommendations and management, including to the hiring of non-exempt personnel, to hire exempt personnel with Board approval, to obtain Board approval prior to firing any personnel, the development and administration of programs and services, selection of materials according to the Materials Selection Policy, the care and maintenance of Library property, and for the financial operation within the limitations of the budgeted appropriations. The Library Director shall review and revise the Board/Administrative Task/Function Calendar as necessary and at least annually. The Library Director shall serve as custodian of the Library History. The Library Director shall attend all meetings of the Board. The Library Director shall make a monthly report to the Board and submit an annual report at the June meeting.

**Trustee Clark moved and Trustee Jeffrey seconded** that the Board of Library Trustees approves changes to Article XII, Sections 1 & 5 of the Library Board’s Bylaws as presented. Motion carried.

Ayes.....6 Trustees Bailey, Clark, Galle, DeRango, Jeffrey, Wade  
Nays.....1 Trustee Hudspeath

### Discussion:

President Wade stated that these changes were to clarify the policy, and to ensure that the Human Resources Committee could not overturn a decision of the entire Board.

## Article XII - Committees - Section 1, 5

Section 1. At the annual meeting of odd-numbered years, the chair and members of all committees shall be appointed by the President with the approval of the Board. Each committee shall consist of three (3) members with the President and Library Director each serving in an ex-officio capacity. Vacancies shall be filled by the President, with the approval of the Board. The term of service should be for two years or until changed by the President with Board approval~~the next organizational meeting of the Board~~. No Committee will have other than advisory powers.

Section 5. It shall be the duty of the Human Resources Committee:

- a. To review Personnel Policy, position descriptions, pay plan and recommend authorization of exempt personnel and compensation, and employee benefits and propose changes as needed.
- b. To conduct the annual performance evaluation of the Library Director and report to the Board.
- c. To serve as a portion of the Grievance Committee to hear and recommend resolution of any grievances from the Library Director or Staff when referred to the Board according to the guidelines in the Personnel Policy. The Grievance Committee shall consist of the entire Board.

**VI. NEW BUSINESS**

**A. Approval of Insurance Renewal**

**Trustee Bailey moved and Trustee Hudspeath seconded** that administrative staff is authorized to renew insurance coverage with Heil & Heil Insurance Agency based upon their quotation of September 18, 2012, at a cost of \$26,148 for coverage from 10/7/2012 to 10/6/2013. Motion carried.

Ayes.....7 Trustees Bailey, Clark, Galle, DeRango, Hudspeath, Jeffrey, Wade  
Nays.....0

Discussion:

Insurance Agent Guy Blaszak of Heil & Heil Insurance Agency, LLC presented the Board with an insurance quotation for the coming year. Utica Insurance Company offered favorable renewal terms (\$20,833) on the following insurance lines: commercial property, commercial general liability, commercial inland marine, crime, commercial automobile, commercial umbrella, and workers' compensation. Two other insurance companies (Hartford and Philadelphia) declined to bid based on the Utica price. CNA declined to bid based on property limits. Utica declined to offer a quote on employee practices liability and employee dishonest insurance.

Based upon a new state law and a legal review by attorney Britt Isaly, the Board decided to forgo a treasurer's bond in favor of employee dishonesty insurance which provides better coverage at a much lower cost. CNA offered a quote of \$3,660 on employee dishonesty insurance which replaces the treasurer's bond. Several companies declined to bid on employee practices and liability insurance. Atain Insurance Companies offered a quote of \$1,655 on Directors & Officers Insurance and Employee Practices Liability Insurance. Atain will provide these coverages on claims made only basis from 10/7/2012 to 10/6/2013.

**B. Review of Standards for Illinois Public Libraries Chapter 9 (Programming) and IL Library Law and Rules, 75 ILCS 10/8 State Grants and 10/8.1 Eligibility for Grants**

Discussion:

One of the requirements for submitting the FY 2013 Per Capita grant is that the Board and management staff review programming standards and the library's eligibility for state grants. Interim Director Marilyn Boria reviewed the standards and reported that the Library meets all of the programming standards in Chapter 9 of Standards for Illinois Public Libraries. Then she reviewed state grants available to public libraries and library systems.

**E. Authorization for the Interim Library Director to spend up to \$1,000 for audit related work with our Accounting Firm**

**Trustee Jeffrey moved and Trustee Hudspeath seconded** that the Board of Trustees authorize the Interim Library Director to enter into an agreement with McClure, Inserra & Company to complete the auditor’s Disclosure Checklist at a cost not to exceed \$1,000. Motion carried.

Ayes.....7 Trustees Bailey, Clark, Galle, DeRango, Hudspeath, Jeffrey, Wade  
Nays.....0

**Discussion:**

Interim Director Boria discussed the 72-page checklist that the accountant will complete after reviewing the draft audit. This is necessary to receive a “clean” audit.

**F. Resolution Censuring Trustee Bailey**

**Trustee Clark moved and Trustee DeRango seconded** a motion to approve a Resolution to censure Trustee Bailey.

**Discussion:**

President Wade stated that he had just received a request from Trustee Bailey to postpone this motion for a month.

**Trustee Bailey moved and Trustee Jeffrey seconded** that the motion to censure be tabled until the October 2012 regular meeting. Motion carried.

Ayes.....4 Trustees Bailey, Hudspeath, Jeffrey, Wade  
Nays.....3 Trustees Clark, DeRango, Galle

**Executive Session**

Before convening in Executive Session, Trustee Hudspeath asked if the Board could consider discussing the last item on the agenda. All Trustees agreed.

**XV. Announcements**

Interim Director Boria informed the Board that consultant Alice Calabrese-Berry would like an initial meeting sometime during the first week in October to discuss the search for a new director. She is interested in the qualities that the Board would like in the person filling this position, and to review the entire search process. After discussion of several possible dates, the Board agreed to meet on Thursday, October 4, at 7:30 pm.

**Trustee Jeffrey moved and Trustee Bailey seconded** that the Board of Library Trustees convene in Executive Session to discuss litigation against the Library under Illinois Open Meetings Act 5 ILCS 120/2(c) 11; previous Executive Session Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)21; employment and compensation change for specific employees under Open Meetings Act 5 ILCS 120/2 (c) (1). Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, Galle, DeRango, Jeffrey, Hudspeath, Wade  
Nays ..... 0 None

Accordingly the Meeting was closed to the public at 9:02 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 10:16 p.m.

**Trustee Jeffrey moved and Trustee Hudspeath seconded** that the Board of Library Trustees approves the hiring of a Head of Circulation Services as discussed in Executive Session. Motion carried.

Ayes .....7 Trustees Bailey Clark, Galle, DeRango, Jeffrey, Hudspeath, Wade  
Nays ..... 0 None

**Trustee Hudspeath moved and Trustee Bailey seconded** that the Board of Library Trustees appoints Mary Clemens to serve as Interim Assistant Library Director with additional compensation as discussed in Executive Session, effective August 27, 2012. Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, Galle, DeRango, Jeffrey, Hudspeath, Wade  
Nays ..... 0 None

**Trustee DeRango moved and Trustee Jeffrey seconded** that the Board of Trustees approves the minutes of the Executive Session of July 18, 2012 as presented, and that these minutes remain closed. Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, Galle, DeRango, Jeffrey, Hudspeath, Wade  
Nays ..... 0 None

**Trustee Bailey moved and Trustee Hudspeath seconded** that the Board of Library Trustees allows Ann Kennedy to resign instead of being terminated under the conditions stated in the Separation Agreement and General Release document effective July 25, 2012. Motion failed.

Ayes ..... 2 Trustees Bailey, Hudspeath  
Nays .....5 Trustees Clark, Galle, DeRango, Jeffrey, Wade



## ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Wade asked for a motion to adjourn. **Trustee DeRango moved and Trustee Jeffrey seconded** that the meeting be adjourned. Motion passed and the Meeting adjourned at 10:19 p.m.

November 19, 2012

Date Approved

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Mary C. Hudspeath, Secretary  
Board of Library Trustees