

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: December 19, 2012 **TIME: 7:30 p.m.** **PLACE: Discovery Room**

I. CALL TO ORDER

President Wade called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

PLEDGE TO THE FLAG

President Wade led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees Bailey, Clark, DeRango, Galle, Hudspeath, Wade

Absent: Trustee Jeffrey

Also Present: Interim Director Marilyn Boria and visitors.

III. PUBLIC PARTICIPATION

There was no public participation.

IV. ADOPTION OF CONSENT AGENDA

Trustee Bailey moved and Trustee Clark seconded the establishment of a consent agenda for the Regular Meeting of December 19, 2012. Motion carried.

Ayes 6 Trustees Bailey, Clark, DeRango, Galle, Hudspeath, Wade

Nays 0 None

Absent..... 1 Trustee Jeffrey

Trustee Bailey moved and Trustee DeRango seconded that the following items be included on the Consent Agenda. Motion carried.

Ayes 6 Trustees Bailey, Clark, DeRango, Galle, Hudspeath, Wade

Nays 0 None

Absent..... 1 Trustee Jeffrey

- A. Approval of the Minutes of the Special Board Meeting of October 4, 2012
- B. Approval of the Minutes of the Regular Board Meeting of October 17, 2012
- C. Approval of the Minutes of the Committee of the Whole Meeting of November 12, 2012
- D. Approval of the Minutes of the Regular Board Meeting of November 19, 2012

- E. Approval of the Minutes of the Committee of the Whole Meeting of November 19, 2012
- F. Accept the Monthly Financial Statements of the Treasurer for the period ending November 30, 2012
- G. Finance Committee Report
- H. Human Resources Committee Report
- I. Facilities Committee Report
- J. Approval of Disbursements for the period November 1 to November 30, 2012, plus the Addendum for the Meeting of December 19, 2012 in the amount of \$72,708.96
- K. Report of the Library Director
- L. Monthly Staff Reports
- M. RAILS Library System Report
- N. MAGIC Consortium Report
- O. Friends of the Carol Stream Public Library Report
- P. Communications
- Q. Announcements

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

Ayes 6 Trustees Bailey, Clark, DeRango, Galle, Hudspeath, Wade
 Nays 0 None
 Absent..... 1 Trustee Jeffrey

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

Finance Committee – No Report
Human Resources Committee – No Report
Facilities Committee – No Report

Report of the Library Director

The following staff members are celebrating an employment anniversary in December: Lynn Bierman – 9 years, Theresa Morton – 7 years, Kimberly Starr – 7 years, Gayle Weyland – 5 years, Jessica Hubinek – 5 years, and Katie Converse – 2 years.

The staff enjoyed the 50th anniversary luncheon which was held on Tuesday, December 11, in the meeting rooms. It was a great end to a wonderful year-long celebration.

Other Reports

RAILS Library System – No Report
 MAGIC Consortium – No Report
 Friends of the Carol Stream Public Library – No Report

Communications

- A. Letter from the Village of Carol Stream on sale of Library property.
- B. Thank you from Midwest Shelter for Homeless Veterans Scarf Donations.

Announcements

There were no announcements.

Regular Meeting

V. NEW BUSINESS

A. Authorization for Banking Changes

Trustee Clark moved and Trustee Galle seconded that the Board of Library Trustees approves entering into an agreement with West Suburban Bank of Carol Stream to collateralize all of the Library’s deposits and provide interest through a Money Market Account. Motion carried.

Ayes 6 Trustees Bailey, Clark, DeRango, Galle, Hudspeath, Wade
Nays 0 None
Absent..... 1 Trustee Jeffrey

Background Information:

The Library’s Investment Policy (2.E.5) states: “The primary objectives, in order of priority, shall be safety, liquidity and yield.” According to the November 2012 Treasurer’s Report, the Library has almost \$5.3 million in cash – with approximately half of that at West Suburban Bank and the other half invested in Illinois Funds. The Illinois Funds accounts are collateralized, completely liquid, and the Library receives interest of .097%. This interest rate yields slightly less than \$2,700 per year on our deposits of more than \$2.7 million.

The Library’s current accounts at West Suburban Bank (\$2.5 million) are completely insured by the FDIC through December 31, 2012. After that date, only \$250,000 will be insured. The money is completely liquid, but does not earn any interest. The following changes are proposed to collateralize the funds at West Suburban Bank (safety), keep them liquid, and earn interest.

Administrative staff contacted three banks for proposals. Itasca Bank & Trust participates in the CDARS program which purchases CDs in increments of no more than \$250,000 from banks across the country. The interest rate on these CDs is .25%. Chase Bank, with a minimum deposit of \$3 million, will provide free checking, collateralize all of the Library’s funds, and pay an interest rate of .21% on the money market account. West Suburban Bank, with a minimum of \$100,000 in a money market account and \$175,000 in a checking account, will provide free checking, collateralize all of the library’s funds, and pay an interest rate of .45% on the money market account.

Administrative Staff recommends opening a money market account at West Suburban Bank to take advantage of the higher interest rate. With this arrangement, all of the funds would be safe (collateralized through the Federal Reserve Bank), completely liquid, and receive the highest yield. Since the Library already banks with West Suburban, this would be a very easy transition.

Discussion:

Interim Director Boria answered several questions from Trustees explaining the proposed agreement with West Suburban Bank in more detail.

B. Authorization to Upgrade the Payroll System to Web Time Reporting

Trustee Clark moved and Trustee DeRango seconded that the Board of Library Trustees authorizing the Library Director to implement Paylocity’s PC Web-based payroll input system. Motion carried.

Ayes 6 Trustees Bailey, Clark, DeRango, Galle, Hudspeath, Wade
Nays 0 None
Absent..... 1 Trustee Jeffrey

Background Information:

Every other Monday, a staff member enters payroll information from handwritten time sheets into the Paylocity system to generate pay checks. This is labor intensive and does not provide statistical reports on employee attendance. Therefore, administrative staff contacted Paylocity to discuss web-based time keeping options. There are two options available – a PC based system and a biometric system. The one-time set-up costs for each system are the same: \$643.50. The annual (recurring) fees for the PC-based system are \$1,671.12 while the annual fees for the biometric system are \$2,823.12.

Administrative staff recommends the PC-based system for several reasons. First, login/logout is possible from any computer in the building rather than just one machine with the biometric system. Second, the PC-based system will provide all of the information that is necessary for staff and administration. Finally, the PC-based system costs \$1,152 less each year. If, at some future date, the Library Board would like to convert to the biometric system, the only cost would be to purchase and install the equipment. There would be no additional set-up fee.

Discussion:

Interim Director Boria answered several questions from Trustees about the set-up parameters for a PC-based system.

C. Approval of Proposed Revision to Section 4 (Appointments) of Personnel Code

Trustee DeRango moved and Trustee Clark seconded that the Board of Library Trustees proposed revisions to Section 4 (Appointments) of the Personnel Code as presented. Motion carried.

Ayes 4 Trustees Clark, DeRango, Galle, Wade
Nays 2 Trustees Bailey, Hudspeath
Absent..... 1 Trustee Jeffrey

Background Information:

These changes (see below) are recommended so that the Library's Personnel Policy on Appointments agrees with the recent changes to the Board's Bylaws.

IV. APPOINTMENTS

A written application on the prescribed job application form shall precede all employment. References may be required.

The Library Director shall be appointed by the Board of Library Trustees.

The Library Director shall be accountable to the Board of Library Trustees through its President. All other employees are ultimately accountable to the Library Director.

The Library Director shall approve the appointment ~~and~~, promotion, and dismissal of all non-exempt personnel ~~and exempt personnel at Grade Level 4 or below.~~ The appointment and compensation of exempt employees at the time of appointment at Grade Level 5 or above must be approved by the Board of Trustees. All appointments shall be made on the basis of merit in accordance with salary schedules adopted by the Board of Library Trustees. Employment and age certificates are required for persons under sixteen years of age.

It is the policy of the Library that all employment is on an 'at will' basis, which allows the employment to be terminated at any time by either the employee or the Library 'at will' with or without cause. All terminations must be approved in advance by the Library Board of Trustees. However, there may be situations where immediate dismissal is necessary, in which case the Board would review the action taken by the Director. Nothing in the Personnel Code shall be held to convey to any employee a promise or offer of any type of right to continued employment. The Personnel Code is not an employment contract. Any other form of employment must be in writing and approved by the Board of Library Trustees.

The Library complies with the requirements of federal immigration law, and for all employees hired after November 6th, 1986, the Library shall have a properly completed I-9 form.

Discussion:

There was no discussion.

D. Revision to the Board's Bylaws

Trustee Bailey moved and Trustee Hudspeath seconded that the Board of Library Trustees approves the proposed changes to the Bylaws as presented. Motion failed.

Ayes 2 Trustees Bailey, Hudspeath
Nays 4 Trustees Clark, DeRango, Galle, Wade
Absent..... 1 Trustee Jeffrey

Background Information:

Trustee Bailey proposed that the sentence in italics be added to Article VII, Section 1 of the Bylaws.

Article VII – Library Board Members

Section 1. Members of the Board of Library Trustees are elected at the municipal elections held in April during the odd-numbered years. Upon election, each Trustee shall serve for a term of four years except those elected to fill unexpired terms of previously elected Trustees, who shall serve until the next regularly scheduled election.

Immediate family members of Trustees are not eligible to work at the Library. The immediate family is defined as husband, wife, father, mother, son, daughter, sister, brother, half-brother, half-sister, grandmother, grandfather, grandchildren, nearest blood relative, any “in-law” or “step” relationship of the above or any permanent resident of the employee’s household including any relationship arising through adoption.

Discussion: Trustee Bailey explained that he proposed this revision because, although there are no problems currently at the Library, he wanted to avoid a possible future scenario in which there might be a conflict if a family member of a Trustee worked at the Library. President Wade reported that he had discussed this proposal with Attorney Britt Isaly who noted that the tool which has been used in this situation is the recusal. He did not see the necessity of changing the Bylaws. Trustee Bailey responded that he was more concerned with other staff members who might think they weren’t being treated as well as a Board member’s relative. In response to a question, Interim Assistant Director Mary Clemens told the Board that the daughter of the library director was hired to work in the library. President Wade noted that neither past Boards nor past directors requested changes in the policy or bylaws to eliminate this practice.

VI. EXECUTIVE SESSION

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

Ayes 6 Trustees Bailey, Clark, DeRango, Galle, Hudspeath, Wade
Nays 0 None
Absent..... 1 Trustee Jeffrey

Accordingly the Meeting was closed to the public at 8:00 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:55 p.m.

Note: Trustee Jeffrey arrived at 8:02 p.m.

Trustee Clark moved and Trustee Jeffrey seconded that the Carol Stream Library Board of Trustees consents to the terms of the Linda DeRango settlement as presented. Motion carried.

Ayes 6 Trustees Bailey, Clark, Galle, Jeffrey, Hudspeath, and Wade
Nays 0 None
Abstain..... 1 Trustee DeRango

Trustee Bailey moved and Trustee Jeffrey seconded that the Carol Stream Library Board of Trustees approves the recommendations for personnel actions discussed in Executive Session.

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

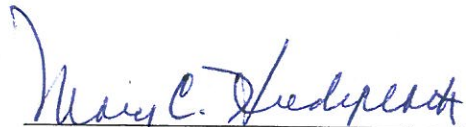
Trustee Jeffrey moved and Trustee Hudspeath seconded that the Carol Stream Library Board of Trustees authorizes the payment of up to 15 vacation days for Interim Assistant Director Mary Clemens.

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

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Wade asked for a motion to adjourn. **Trustee Bailey moved and Trustee Galle seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:59 p.m.

January 16, 2013
Date Approved



Mary C. Hudspeath, Secretary
Board of Library Trustees