

**MINUTES OF 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 25, 2004

TIME: 7:30 p.m.

PLACE: Conference Room

Note: The Regular Meeting scheduled for February 18, 2004 was canceled due to the lack of a quorum. In accordance with the Bylaws, the Meeting was re-scheduled to February 25, 2004.

I. CALL TO ORDER

Acting President Anderson called the Regular Meeting of the Board of Library Trustees to order at 7:32 p.m.

PLEDGE TO THE FLAG

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

APPOINTMENT OF ACTING SECRETARY

Acting President Anderson appointed Trustee Ranck as Acting Secretary for the Meeting.

II. ROLL CALL

Acting Secretary Ranck called the roll.

Present: Trustees Hudspeath, Ranck, Morrow, Anderson, and Siegman

Absent: Trustees George and Douglas

Also Present: Library Director Lynn O'Dell and Assistant Director Ann Kennedy

IV. PUBLIC PARTICIPATION

There was no one present to address the Board of Library Trustees.

Acting President directed that the order of the Agenda be revised to entertain a report from the Referendum Committee.

VII. UNFINISHED BUSINESS

A. Report, Re: Citizens' Referendum Committee as presented by Co-Chairs Sue Evans and Bob McNees

Co-Chairs Sue Evans and Bob McNees reported on various activities of the Carol Stream Library Referendum Committee.

The Agenda was reverted to its usual order.

ADOPTION OF CONSENT AGENDA

Trustee Siegman moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of February 25, 2004. Motion carried.

Ayes 5 Trustees Hudspeath, Ranck, Morrow, Anderson, and Siegman
Nays 0 None
Absent or
Not Voting 2 Trustees George (absent) and Douglas (absent)

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

Ayes 5 Trustees Hudspeath, Ranck, Morrow, Anderson, and Siegman
Nays 0 None
Absent or
Not Voting 2 Trustees George (absent) and Douglas (absent)

- A. Approve Minutes of Regular Meeting of December 17, 2003** (Acting President Anderson noted his abstention.)
- B. Approve Minutes of Regular Meeting of January 21, 2004** (Acting President Anderson noted his abstention.)
- C. Receive Notes of Public Forum of February 12, 2004**
- D. Receive Monthly Report of the Treasurer for Period Ending January 31, 2004**
- E. Receive Report, Re: Other Personnel Matters**
- F. Receive Notice of Proposed Amendment to Article VIII, Section 2 of the Bylaws of the Carol Stream Public Library**
- G. Concur in the Approval of Disbursements of Regular Meeting of February 18, 2003, in the Amount of \$119,331.22**
- H. Receive Monthly Report of the Library Director**
- I. Receive Monthly Staff Reports**
- J. Receive Report of the Friends of the Library**
- K. Receive Communications**
- L. Receive Announcements**

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

Ayes 5 Trustees Hudspeath, Ranck, Morrow, Anderson, and Siegman
Nays 0 None
Absent or
Not Voting 2 Trustees George (absent) and Douglas (absent)

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

Receive Report, Re: Personnel Committee

The Human Resources Administrator conducted various wage studies and prepared a recommendation on an upgrade to the Pay Plan and Authorization of Personnel for the Director's review. The Director is in the process of incorporating the recommended ranges into the personnel budget as such increases will impact expenditures for the next two years. The updated plan will be effective with the start of the next fiscal year. (May 1, 2004)

Receive Notice of Proposed Amendment to Article VIII, Section 2 of the Bylaws of the Carol Stream Public Library

In accordance with Bylaws Article XIII – Amendments, Section 2., the By-Laws may be amended at any regular meeting by a two-thirds vote of the Board membership present, provided that written notice of the proposed amendments has been presented at the last regular meeting.

Notice is hereby given that an amendment to Article VIII, Section 2 is proposed as follows:

“In the absence of the President from a meeting of the Board of Library Trustees ~~the members shall elect one from their number~~ the member with the most seniority (other than an officer) shall serve as Acting President for the Meeting. The amendment will be voted upon at the Regular Meeting on March 17, 2004.

Monthly Report of the Library Director

The following Staff members are to be congratulated on their employment anniversaries in February: Sue Grude (9 years); Elaine Wierdak (14 years); Clare Meehan (7 years); and, Adriana Albers (4 years).

Communications:

- A. Shirley May Byrnes, DuPage Library System, Re: Open Meetings Act
- B. Jesse White, Secretary of State and State Librarian, Re: Per Capita Grant
- C. Linda Bothen, Re, Thank You for Employment Anniversary Acknowledgment
- D. Lynn Johnson, Re: Thank You for Get Well Acknowledgment

Announcements

- A. The NITTY GRITTY 2: Basic & Legal Info for Public Library Trustees / Thursday, March 25, 2004 / 6:30 – 8:30 p.m. (Pizza at 5:30 p.m.) / Suburban Library System, Burr Ridge / Cancellations will be accepted up to seven days in advance of workshop date

Regular Meeting:

VI. Committee Reports

A. Budget and Finance Committee

1. Report, Re: Development of FY2005 Budgets and Request for Tax Levy

The Director met with Acting President Anderson and Treasurer Siegman to discuss the Director's approach to budget development. A summary of that discussion was included in the Board packet for review.

D. Ad Hoc Committee to Plan Conversion to District Status

No report

VIII. UNFINISHED BUSINESS

- A. Report, Re: Citizens' Referendum Committee as presented by Co-Chairs Sue Evans and Bob McNees** (Report given at the beginning of the Meeting)

IX. NEW BUSINESS

A. Discussion, Re: Post-Referendum Service Planning

It was reported that questions have arisen in the Community regarding what would happen if the referendum fails in any way. Discussion followed. It was the consensus of opinion that Board will evaluate the results of the election, request feedback from residents and then decide where to go from there. The need for more space and improved services will not go away. Some form of building proposal will likely be brought back to the voters after a thorough analysis of the vote and feedback.

B. Review of Task/Function Calendar FY2004 (February/March)

XII. OTHER REPORTS

A. DuPage Library System

No report

B. Friends of the Carol Stream Public Library

It was reported that the Friends of the Library donated \$3000 to the Carol Stream Library Referendum Committee.

Consensus, Re: Packet Delivery

It was the consensus of opinion that the Trustees will pick up their packets from the Information Desk the Monday before every Board Meeting rather than having Staff deliver them.

XIII. Adjournment

There being no further business to come before the Board of Library Trustees, Acting President Anderson declared the Meeting adjourned at 8:26 p.m.

Approved: _____
(Date)

Robert B. Ranck, Acting Secretary
Board of Library Trustees

Minutes drafted by Lynn O'Dell, Library Director on April 19, 2004