

**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: March 17, 2004**

**TIME: 7:30 p.m.**

**PLACE: Conference Room**

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**I. CALL TO ORDER**

Acting President Anderson called the Regular Meeting of the Board of Library Trustees to order at 7:31 p.m.

**PLEDGE TO THE FLAG**

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

**II. ROLL CALL**

Secretary George called the roll.

Present: Trustees Hudspeath, Ranck, Morrow (who arrived at 7:49 p.m.), Anderson, George, and Siegman

Absent: Trustee Douglas

Also Present: Library Director Lynn O'Dell, Assistant Director Ann Kennedy, and Human Resources Administrator Fran Venegas

**IV. PUBLIC PARTICIPATION**

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

**ADOPTION OF CONSENT AGENDA**

Trustee Ranck moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of March 17, 2004. Motion carried.

Ayes ..... 5 Trustees Hudspeath, Ranck, Anderson, George, and Siegman

Nays ..... 0 None

Absent or

Not Voting .... 2 Trustees Morrow (absent) and Douglas (absent)

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

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

- A. Receive Monthly Report of the Treasurer for Period Ending February 29, 2004**
- B. Adopt Proposed Amendment to Article VIII, Section 2 of the Bylaws of the Carol Stream Public Library**
- C. Approve Disbursements of Regular Meeting of March 17, 2004, in the Amount of \$94,437.82**
- D. Receive Monthly Report of the Library Director**
- E. Receive Monthly Staff Reports**
- F. Receive Communications**
- G. Receive Announcements**

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

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

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

**Adopt Proposed Amendment to Article VIII, Section 2 of the Bylaws of the Carol Stream Public Library**

In accordance with written notice given at the Regular Meeting of February 25, 2004, an amendment to Article VIII, Section 2 was adopted 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 March: Barbara Kohlmetz (6 years); Richard Karney (6 years); Mary Bodane (6 years); and, Linda DeRango (8 years).

**Communications:**

- A. Grude Family, Re: Thank You for Sympathy Acknowledgment
- B. Carol Stream Park District, Re: Presentation of Needs Assessment Survey

**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 (March 18, 2004)
- B. Carol Stream Rotary Club's 17<sup>th</sup> Annual Chili Open Golf Outing / Friday, April 30, 2004

**Regular Meeting:**

**III. APPROVAL OF MINUTES**

- A. **Minutes of Regular Meeting of February 18, 2004 (April)**

**VI. Committee Reports**

**A. Budget and Finance Committee**

**1. Review of Recommendation, Re: Development of FY2005 Budgets and Request for Tax Levy**

A summary of Goals and Assumptions in the development of the budget was included in the Board packet along with a detailed draft of the budget itself. Discussion followed. Concern was expressed about countering the growing deficit and the impact of the failed referendum to increase the tax rate. It was the consensus of opinion to make cuts in expenditures rather than by re-allocating reserve funds in order have a budget in the black. The Director will proceed with making such reductions in expense and developing the budget with that objective in mind. A recommendation will be prepared for consideration at a Special Board Meeting (subsequently called for Wednesday, March 24, 2004 at 7:30 p.m.). The Public Hearing is scheduled for April 5 at the Village Hall.

**B. Library Property Committee**

No report

**C. Personnel Committee**

**1. Recommendation, Re: Amendment to Library Policy 3.A. Personnel / Family Medical Leave Act**

Trustee Morrow moved and Trustee Hudspeath seconded that the Library Board amend Library Policy 3.A. Personnel, Section VII, Policies, B. Benefits, 7. Family Medical Leave Act as recommended by the Library Director effective immediately upon passage. Motion carried.

Ayes ..... 6 Trustees Hudspeath, Ranck, Morrow, Anderson, George, and Siegman  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee Douglas (absent)

**D. Ad Hoc Committee to Plan Conversion to District Status**  
No report

**VII. UNFINISHED BUSINESS**

**A. Results of Referendum Questions Voted Upon at the March 16 Primary Election**

The loss of both referendum questions was duly noted. The Library owes a debt of gratitude to the Carol Stream Library Referendum Committee, co-chaired by Bob McNees and Sue Evans, for their many hours of work promoting the referendum. Others serving on the Committee were Maria Depa, Joy Doll, Phyllis Howat, Doris Karpiel, Laura Papciak, and Karen Wrzesinski. Egil Anderson and Mary Hudspeath served as Committee Advisors and also spent many hours in the effort. Ann Kennedy deserves special recognition for her energy, effort, and support. Gratitude was also expressed to the Friends of the Library for its financial support to the Referendum Committee and to the many Staff members who took time off from work to further the cause.

The Board thought it prudent to consider strategy for future referendums after President Douglas returns from active duty in the military, presently scheduled for April 2004.

**A. Review of Task/Function Calendar FY2004 (April)**

**XII. OTHER REPORTS**

**A. DuPage Library System**  
No report

**B. Friends of the Carol Stream Public Library**  
No report

**XIII. Adjournment**

There being no further business to come before the Board of Library Trustees, Acting President Anderson declared the Meeting adjourned at 8:24 p.m.

Approved: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
**Donald C. George, Secretary**  
**Board of Library Trustees**