

**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: May 19, 2004

TIME: 7:30 p.m.

PLACE: Conference Room

I. CALL TO ORDER

In accordance with the Bylaws and in the absence of President Douglas, Acting President Anderson called the Regular Meeting of the Board of Library Trustees to order at 7:30 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 FOR THE MEETING

In the absence of Secretary George, Acting President Anderson appointed Trustee Ranck as the 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, Assistant Director Ann Kennedy, and an unidentified patron (who entered after Agenda Item IV. Public Participation)

IV. PUBLIC PARTICIPATION

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

ADOPTION OF CONSENT AGENDA

Trustee Siegman moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of May 19, 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 April 21, 2004**
- B. Approve Minutes of Special Meeting of May 12, 2004**
- C. Receive Monthly Report of the Treasurer for Period Ending April 30, 2004**
- D. Receive Report, Re: Annual Audit Process**
- E. Adopt Recommendation, Re: Recognition of Employment Service Anniversaries**
- G. Receive Report, Re: Personnel Concerns**
- H. Adopt Recommendation, Re: DuPage Library System Non-Resident Library Card Participation Form for Illinois Public Law 92-0166 / July 1, 2004 – June 30, 2005**
- I. Review of Task/Function Calendar FY2005**
- J. Approve Disbursements of Regular Meeting of May 19, 2004, in the Amount of \$157,441.93**
- K. Receive Monthly Report of the Library Director**
- L. Receive Monthly Staff Reports**

Trustee Morrow moved and Trustee Siegman 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:

Recognition of Employment Service Anniversaries

Individual books were dedicated in the collection to Sharon Kussman, Amy Stuenkel, and Mary Clemens in recognition of their tenth employment anniversaries and in gratitude for their years of service to the Library and the community.

Report, Re: Personnel Concerns

- 1) A half-day in-service workshop on conflict resolution was conducted for the Staff on Friday, May 14. Audrey Walker, Career Specialist, Career Services Center Business and Professional Institute, College of DuPage was the featured speaker. The Staff felt it was an interesting and useful meeting.
- 2) One of the Library's outstanding Worker's Comp claims has been settled.

DuPage Library System Non-Resident Library Card Participation Form for Illinois Public Law 92-0166 / July 1, 2004 – June 30, 2005

The Carol Stream Public Library will participate in the DuPage Library System non-resident library card program thereby issuing non-resident cards during the ensuing 12 months according in accordance with Participation Form for Illinois Public Law 92-0166 / July 1, 2004 – June 30, 2005. The Director was instructed to notify the DuPage Library System of this action within 30 days from passage.

Receive Monthly Report of the Library Director

The following Staff members are congratulated on their employment anniversaries in May: Sharon Kussman (10 years) and Lindsay Poprock (3 years).

Regular Meeting:

VI. Committee Reports

B. Library Property Committee

No report

D. Ad Hoc Committee to Plan Conversion to District Status

No report

VII. UNFINISHED BUSINESS

A. Library Resolution 221, Re: Regulating Political Activities and the Solicitation and Acceptance of Gifts by Officers and Employees of the Carol Stream Public Library

Trustee Morrow moved and Trustee Siegman seconded that Library Resolution 221, Re: Regulating Political Activities and the Solicitation and Acceptance of Gifts by Officers and Employees of the Carol Stream Public Library be adopted, as presented, effective immediately upon passage. 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)

During discussion it was noted that in 2003, the Illinois General Assembly passed ethics reform legislation (“Ethics Act”). The Ethics Act requires all units of local government to pass an Ordinance or Resolution regulating political activities and solicitation and acceptance of gifts. As instructed by the Board, the Library Director drafted a Resolution similar to that adopted by the DuPage Library System – one that does *not* include an Ethics Commission but does include the designation of an Ethics Advisor to be appointed by the Board President. In response to a question from President Douglas, the attorney briefly reviewed the proposed resolution but wanted more time for further review and a possible recommendation to amend it at a future meeting.

VIII. NEW BUSINESS

B. Board of Library Trustees of the Village of Carol Stream Annual Report FY2003-2004

Trustee Ranck moved and Trustee Hudspeath seconded to adopt the Board of Library Trustees of the Village of Carol Stream Annual Report FY2003-2004 herewith accepting the report, certifying its essential accuracy, and instructing the Library Director to transmit it to the Village of Carol Stream and the Illinois State Library pursuant to Illinois Compiled Statutes. 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)

During discussion, the Director and Assistant Director reviewed particulars of two components of the report. It was the consensus of opinion to discuss the reports in detail at the June Meeting.

A. Discussion, Re: Pre-Referendum Planning, including Report, Re: Request for Proposal for Professional Services to Conduct a Citizen Survey

Per direction of the Board at its Special Meeting of May 12, 2004, five Requests for Proposal were mailed May 14 and 15. Submittals are due June 8, 2004 and will be considered at the Regular Meeting on June 16, 2004. There was some discussion.

XII. OTHER REPORTS

A. DuPage Library System

No report

B. Friends of the Carol Stream Public Library

No report

XIII. COMMUNICATIONS

There were no Communications to come before the Board of Library Trustees.

XIV. ANNOUNCEMENTS

There were no Announcements to come before the Board of Library Trustees

IV. PUBLIC PARTICIPATION

Acting President Anderson entertained participation from the patron attending the meeting. The patron asked questions and commented about usage of the Library, particularly the Internet.

XV. Adjournment

There being no further business to come before the Board of Library Trustees, Acting President Anderson declared the Meeting adjourned at 8:10 p.m.

Approved: _____
(Date)

Robert B. Ranck, Acting Secretary
Board of Library Trustees