

**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: June 16, 2004

TIME: 7:30 p.m.

PLACE: Conference Room

I. CALL TO ORDER

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

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary George called the roll.

Present: Trustees Hudspeath, Ranck, Anderson, George, Siegman, and Douglas

Absent: Trustee Morrow

Also Present: Library Director Lynn O'Dell and Human Resources Administrator Fran Venegas. Attorney John J. Piccione was also present for a portion of the Meeting.

IV. PUBLIC PARTICIPATION

There were no visitors present to address the Board of Library Trustees.

ADOPTION OF CONSENT AGENDA

Trustee Anderson moved and Trustee Ranck seconded to establish a consent agenda for the Regular Meeting of June 16, 2004. Motion carried.

Ayes 6 Trustees Hudspeath, Ranck, Anderson, George, Siegman, and Douglas

Nays 0 None

Absent or

Not Voting 1 Trustee Morrow (absent)

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

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

- A. Approve Minutes of Regular Meeting of May 19, 2004**
- B. Receive Monthly Report of the Treasurer for Period Ending May 31, 2004 as Corrected**
- C. Receive Property Committee Report, Re: Memorial to Jeffery J. Uhlig**
- D. Adopt Resolution #222, Re: Prevailing Wage Act Determination**
- E. Adopt Revision to Library Policy 3.A., Section VII. Policies, B. Benefits, 2. Vacation**
- F. Adopt Recommendation to Delete Library Policy 7.A. Re: Directory of Board of Library Trustees and Staff**
- G. Approve Disbursements of Regular Meeting of June 16, 2004, in the Amount of \$128,439.39 as Corrected**
- H. Receive Monthly Report of the Library Director**
- I. Receive Monthly Staff Reports**
- J. Receive Communications**

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

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

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

Report, Re: Memorial to Jeffery J. Uhlig

A proposal is being finalized to plant a shade tree on the berm near the sculpture in memory of the late Trustee Uhlig. The Director is looking into the cost of having a bench installed at the site along with a suitable memorial plaque. When all are in place, the Uhlig Family will be invited for a dedication ceremony.

Revision to Library Policy 3.A., Section VII. Policies, B. Benefits, 2. Vacation

The revision was proposed to clarify policy interpretation. One revision addresses the type of employee who qualifies for vacation benefits and the other stipulates when an employee *earns* appropriate vacation benefits for his/her number of years service

Deletion of Library Policy 7.A. Re: Directory of Board of Library Trustees and Staff

With ready access to the Board, Director, and Management Staff being provided through other avenues and in consideration of the need to protect personal privacy, it is no longer practical or prudent to provide names, addresses, and phone numbers in the policy manual.

Receive Monthly Report of the Library Director

The following Staff members are congratulated on their employment anniversaries in June: Amy Stuenkel (10 years); Mary Clemens (10 years); Kathryn Kitick (8 years); Kevin Clemens (3 years); and, Ruby Gaba (1 year).

Receive Communications

- A. Poplar Creek Library District, Re: Invitation to Farewell Open House Honoring Lynne Childres
- B. Perry M. Laks, Re: Acknowledgment of Adriana Albers
- C. Amy Stuenkel, Re: Thank You for Tenth Employment Anniversary Acknowledgment

Regular Meeting:

VI. Committee Reports

A. Budget and Finance Committee

No report

C. Personnel Committee

No report

D. Ad Hoc Committee to Plan Conversion to District Status

No report

President Douglas asked that the order of the Agenda be revised to discuss Agenda Item VIII. E. in tandem with Agenda Item VII.A.

VII. UNFINISHED BUSINESS

- A. Amendment to Library Resolution #222, Re: Regulating Political Activities and the Solicitation and Acceptance of Gifts by Officers and Employees of the Carol Stream Public Library**

VIII. NEW BUSINESS

- E. Recommendation, Re: Proposal for Professional Services to Conduct a Citizen Survey**

Since adoption of Resolution #222 at the previous meeting, questions have been raised about possible implications of the Act particularly Library activities involved in conducting a random sample survey. The Board reviewed a letter from its Attorney, and discussion followed.

Also, according to the Resolution, the Board President needs to appoint an Ethics Advisor – which could be an internal or external appointment. Discussion followed on possible choices to fill that appointment.

Library Attorney John J. Piccione entered the Meeting at 7:55 p.m. and reviewed various implications of the Ethics Act with the Board particularly in relation to conducting a random sample survey. Discussion followed.

It was the consensus of opinion not to consider an amended to Resolution #222 at this time.

(Mr. Piccione left the Meeting.)

Trustee Siegman moved and Trustee Ranck seconded to reject all proposals as submitted and issue a new request for proposal for professional services to conduct a citizen's survey on advice of counsel. Motion carried.

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

During discussion, it was decided that proposals would be considered at the next Regular Meeting on July 21, 2004.

IX. NEW BUSINESS

A. Review of Minutes of Closed Meetings

Executive Session

Trustee Anderson moved and Trustee Siegman seconded to go into executive session for the purpose of reviewing minutes of meetings lawfully closed under the Illinois Open Meetings Act. Motion carried.

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

Accordingly the Meeting was closed to the public at approximately 8:28 p.m. pursuant to an exception to the Illinois Open Meetings Act, specifically for the purpose of reviewing the minutes of meetings lawfully closed under this Act whereupon the Board discussed the aforesaid matter and no other matter in closed session. The Board returned to regular session at 8:36 p.m.

It was the consensus of opinion to release for public inspection or retain in closed files the following Minutes of Closed Session:

November 16, 1988 - *Release*
September 5, 1991 (Pages 2 and 3 only) *Release*
September 18, 1991 - *Release*
May 18, 1994- *Release*
May 21, 1997 - *Remain sealed under 51CLS 120/1 ©(3)*
June 21, 2000- *Release*
January 17, 2001 - *Remain sealed under 51CLS 120/1 ©(1)*
July 2, 2002
 Item 4. Acquisition of Real Property - *Release*
 Remaining portions of the Minutes - *Remain sealed under 51CLS 120/1 ©(1)*
July 17, 2002
 Item VII Unfinished Business, A. Acquisition of Real Property - *Release*
 Remaining portions of the Minutes - *Remain sealed under 51CLS 120/1 ©(1)*
July 31, 2002
 Item 4. Acquisition of Real Property - *Release*
 Remaining portions of the Minutes - *Remain sealed under 51CLS 120/1 ©(1)*
August 21, 2002
 Item VI. Unfinished Business A. Acquisition of Real Property - *Release*
 Remaining portions of the Minutes - *Remain sealed under 51CLS 120/1 ©(1)*
November 20, 2002 - *Remain sealed under 51CLS 120/1 ©(1)*
December 18, 2002
 Item VII New Business A. Recommendation, Re: Acquisition of Real Property - *Release*
 Remaining portions of the Minutes - *Remain sealed under 51CLS 120/2 ©(1)*
August 6, 2003 - *Remain sealed under 51CLS 120/1 ©(1)*

B. Recommendation, Re: Proposal for Professional Services to Conduct a Citizen Survey

Agenda item considered earlier in the Meeting.

C. Annual Meeting

1. Annual Report of the Library Treasurer FY2004

Treasurer Siegman presented her report and commented on the following:

- 1) Expenditures in the collection budget have been flat, and totals are now frozen at that level. Considering an accelerating cost of materials, collection development will be significantly impacted in the future.
- 2) Even with health insurance policy changes initiated to reduce expenses and cutting costs for continuing education, the cost of benefits continues to rise.
- 3) In comparison to the collection and building budgets, the personnel budget is the highest, demonstrating – as it should -- that the biggest value is the Staff.

2. Annual Report of the Library Director FY2003 / FY2004

First considered were various usage statistics, especially a declining percentage of population registered. Discussion centered on possible reasons why people don't get a library card. Trustee George offered that some residents aren't book readers. It was noted that demographics in Carol Stream are changing. Although the core group of dedicated users remains, there is a more transient population overall that apparently does not use libraries. Multicultural needs are not being met due to a lack of both funds and space to provide an expanded collection. Patron perception of the collection and the facility itself were addressed. Poor access to the collection because of shelves being either too high or too low is an important factor along with the lack of adequate seating. The latter is further exacerbated by the increased number of tour groups and school visits being experienced. Patrons consider the Library to be small, dinky, and crowded and go elsewhere for service. Fair or not, comparisons to larger libraries are the norm as evidenced, in part, by a change in reciprocal borrowing statistics. The impact of technology and computers cannot be ignored. Students now complete more work online or from home. If a patron can get to Google™, s/he can readily find answers to elementary reference questions. This does not diminish the importance of Staff assistance in answering questions, however, as professional help in finding and interpreting information remains essential. The Adult Reference Department is as busy as it always was. It has, however, changed the way it delivers service. Different patterns are being experienced in the nature of the question, and the amount of research needed to provide an answer. Add to this assisting patrons with using the Internet and online databases, and participating in an online reference service cooperative. Other facets of providing service in different ways are evidenced by a record number of homebound patrons and the increased number of visits, both in number and in scope, to schools. It was also noted that public use of meeting rooms has increased underlining the need for such facilities in Carol Stream. The impact of book stores with comfortable seating, availability of refreshments, and longer hours open was considered as a factor both in declining use and in relation to the plans for the new building.

Trustee Ranck moved and Trustee Hudspeath seconded to accept the Annual Report of the Library Treasurer FY2004 and the Annual Report of the Library Director FY2003 / FY2004 as presented. Motion carried.

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

XII. OTHER REPORTS

A. DuPage Library System

No report

B. Friends of the Carol Stream Public Library

No report

C. Chamber of Commerce Event

President Douglas reported that he represented the Library at a Chamber of Commerce Event.

D. Dedication of Coyote Crossing

The Director reported that President Douglas and she represented the Library at the dedication of the new miniature golf course constructed by the Carol Stream Park District.

XIII. ANNOUNCEMENTS

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

XIV. Adjournment

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 9:33 p.m.

Approved: _____
(Date)

Donald C. George, Secretary
Board of Library Trustees