

**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: August 18, 2004**

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

**PLACE: Conference Room**

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**I. CALL TO ORDER**

President Douglas called the Regular Meeting of the Board of Library Trustees to order at 7:32 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, Anderson, George, Siegman, and Douglas  
Absent: Trustees Ranck and Morrow  
Also Present: Library Director Lynn O'Dell  
Barbara Burrell of the Northern Illinois Public Opinion Laboratory 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 Hudspeath seconded to establish a consent agenda for the Regular Meeting of August 18, 2004. Motion carried.

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

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

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

- A. Receive Monthly Report of the Treasurer for Period Ending July 31, 2004**
- B. Receive Personnel Committee Report, Re: Performance Evaluation of the Library Director**
- C. Approve Library Closing for Staff In-service Workshop**
- D. Approve Disbursements of Regular Meeting of August 18, 2004, in the Amount of \$187,333.94**
- E. Receive Monthly Report of the Library Director**
- F. Receive Monthly Staff Reports**
- G. Receive Communications**

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

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

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

**Performance Evaluation of the Library Director**

A Committee of the Whole met to review the performance evaluation of the Library Director at a Special Meeting on August 11, 2004.

**Library Closing for Staff In-service Workshop**

The Library will be closed on Friday, August 27 to conduct a Staff In-service Workshop.

**Monthly Report of the Library Director**

The following Staff members are congratulated on their employment anniversaries in August: Marie Englebert (6 years); Donna Badame (7 years); Mary Klod (5 years); and, Pat Ketcham (3 years).

**Communications**

- A. Brownie Troop #1853, Re: Thank You for Use of Community Room
- B. Emily Lawrence, Marshall Field's, Re: Award of Grant for Children's Program
- C. DuPage Library System, Re: Annual Meeting
- D. Aurora Public Library, Re: Open House

**Regular Meeting:**

**III. APPROVAL OF MINUTES**

**B. Minutes of Regular Meeting of July 21, 2004 (September)**

**C. Minutes of Committee of the Whole of August 11, 2004 (September)**

**VI. COMMITTEE REPORTS**

**A. Budget and Finance Committee**

No report

**B. Library Property Committee**

No report

**D. Ad Hoc Committee to Plan Conversion to District Status**

No report

**VII. UNFINISHED BUSINESS**

There was no Unfinished Business to come before the Board of Library Trustees

**VIII. NEW BUSINESS**

**B. Discussion, Re: Development of Questionnaire for Citizen's Survey**

Barbara Burrell of the Public Opinion Laboratory began the discussion by summarizing the methodology of the survey process. It could take close to a month to secure enough responses to provide an adequate sample.

*It was the consensus of opinion to eliminate Board and Staff members from being called in the survey.*

Various questions were reviewed, and discussion followed centering on finding out what citizen preferences are in regard to expanded services or increased facilities and what user fees or increased taxes the citizens might support. It was decided to categorize responses from those surveyed north or south of Route 64 (North Avenue) and east and west of County Farm Road. It was further decided to drop two of the questions that involved telephone usage.

Discussion followed on how the pre-test would be done. A conference call could be conducted so that the Trustees could hear with the survey sounds like.

Ms. Burrell will see that the suggested revisions are made to the survey questionnaire, and the survey will proceed from there. It is anticipated that the results could be available in October.

**XII. OTHER REPORTS**

**A. DuPage Library System**

No report

**B. Friends of the Carol Stream Public Library**

Trustee Siegman reported that tickets are available for a queen-sized quilt being raffled off by the Friends with proceeds being donated to the Library.

**XIV. ANNOUNCEMENTS**

There were no Announcements.

**XIII. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:46 p.m.

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

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