

**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: January 19, 2005

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 7:30 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, Morrow (who entered the Meeting at 8:10 p.m.)
Anderson, George, Siegman, Douglas

Absent: None

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

III. PUBLIC PARTICIPATION

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

ADOPTION OF CONSENT AGENDA

Trustee Siegman moved and Trustee Ranck seconded to establish a consent agenda for the Regular Meeting of January 19, 2005. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Morrow (absent)

Trustee George moved and Trustee Ranck 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. Minutes of the Special Meeting of December 13, 2004**
- B. Minutes of the Regular Meeting of December 15, 2004**
- C. Minutes of the Special Meeting of December 27, 2004**
- D. Receive Report, Re: Eight-Month Financial Position FY2005 Budgets**
- E. Recommendation, Re: Library Policy 3.A. Personnel Code, Section IX. Employee Coverage under Fair Labor Standards Act**
- F. Recommendation, Re: Pay Plan and Authorization of Personnel**
- G. Recommendation, Re: Librarian Position Classification Guide**
- H. Recommendation, Re: Employment Anniversary Recognition(s)**
- I. Receive Report, Re: Village Ordinance Providing for and Requiring the Submission of the Question of Issuing \$19,500,000 General Obligation Library Bonds to the Voters of Carol Stream at the Consolidated Election to be Held on the 5th day of April 2005**
- I. Approve Disbursements of Regular Meeting of January 19, 2005, in the Amount of \$113,462.61**
- J. Receive Monthly Report of the Library Director**
- K. Receive Monthly Staff Reports**
- L. Receive Communication**
- M. Receive Announcement**

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:

Library Policy 3.A. Personnel Code, Section IX. Employee Coverage under Fair Labor Standards Act

Library Policy 3.A. Personnel Code, Section IX. was amended to reflect changes in the Fair Labor Standards Act and was made effective immediately.

Pay Plan and Authorization of Personnel

The Pay Plan and Authorization of Personnel was amended effective immediately. With the reclassification of the part time librarian positions under the Fair Labor Standards Act, the pay plan had to be updated accordingly.

Librarian Position Classification Guide

The Librarian Position Classification Guide was amended effective immediately. With the reclassification of the part time librarian positions under the Fair Labor Standards Act, the job description had to be updated accordingly.

Employment Anniversary Recognition(s)

A book was dedicated in the collection to Elaine Wierdak in recognition of her 15th employment anniversary and in gratitude for her years of service to the Library and the community

A book was dedicated in the collection to Susan Grude in recognition of her 10th employment anniversary and in gratitude for her years of service to the Library and the community

A book was dedicated in the collection to Adriana Albers in recognition of her 5th employment anniversary and in gratitude for her years of service to the Library and the community

Monthly Report of the Library Director

The following Staff members are congratulated on celebrating employment anniversaries in January: Lynn Johnson (24 years); Kathy Kalvig (18 years); Ann Kennedy (13 years); Linda Bothen (6 years); Barbara Boucher (5 years); and, Laura Hays (3 years).

Communications

Unique Management Services, Inc., Re: Return on Investment (Retrieval of Overdues and Lost or Damaged Materials)

Announcement

Citizen of the Year Dinner / February 12, 2005 / 6:00 Cocktail Hour – 7:00 p.m. Dinner / Holiday Inn / Reservation deadline: January 26, 2005

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

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

VIII. NEW BUSINESS

B. Discussion, Re: Space Expansion Planning

President Douglas reported on his meeting with Architect Louise Kowalczk where he, the Library Director, and Assistant Director reviewed plans for the new building that had been scaled back according to direction from the Board. He felt the plans retained the integrity of the building to a major degree. The building has a modern feel but is reduced in size. He noted that the scaled back building did contain the ability to expand in the future. The Board reviewed the revised plans and reacted. Trustees noted that the redesigned plan was pretty austere in relation to the original design although light was well-used throughout the structure. Some discussion followed.

President Douglas reported that a meeting of a Committee of the Whole has been called for Thursday, January 20 at 7:00 p.m. to provide information to and seek input from the public involving the revised building plans. At that meeting, President Douglas will review the Board's rationale for reducing the building size and deciding not to go for an operating rate, Ray Lee will present the revised building plans, and Steve Larson will discuss the financing.

(Trustee Morrow entered the Meeting at 8:10 p.m.)

President Douglas further reported that the nucleus of a referendum committee is being formed and will be seeking interested citizens to serve. It is understood that the Friends of the Library is donating seed money to the 2005 Library Referendum Committee for the campaign. Getting volunteers and adequate funding for the Referendum Committee are both critical issues.

Ann Kennedy reported that she met with Ray Lee and Carol Sente to discuss the informational brochure that the Library puts out and to consider a timetable for finalizing the drawings and bidding documents in preparation for construction.

XII. OTHER REPORTS

A. DuPage Library System

No report

B. Friends of the Carol Stream Public Library

No report

XV. ADJOURNMENT

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

Approved: _____
(Date)

Donald C. George, Secretary
Board of Library Trustees

Minutes drafted by Lynn O'Dell on February 15, 2005