

**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: February 16, 2005**

**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 7:35 p.m.

**PLEDGE TO THE FLAG**

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

**APPOINTMENT OF ACTING SECRETARY**

In the absence of Secretary George, President Douglas appointed Trustee Ranck as the Acting Secretary for the Meeting.

**II. ROLL CALL**

Acting Secretary Ranck called the roll.

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

Absent: Trustees Morrow and George

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. Trustee Anderson thanked everyone for their support of his nomination as Citizen of the Year.

**ADOPTION OF CONSENT AGENDA**

Trustee Siegman moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of February 16, 2005. Motion carried.

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

- A. Minutes of the Regular Meeting of January 19, 2005**
- B. Minutes of the Committee of the Whole of January 20, 2005**
- C. Monthly Report of the Treasurer for Period Ending January 31, 2005**
- D. Receive Report, Re: Target Numbers for the FY2006 Budgets**
- E. Receive Report, Re: Comprehensive Salary Studies in Regard to Existing Pay Plan and Authorization of Personnel**
- F. Receive Report, Re: Appointment of Head of Circulation Services**
- G. Adopt Recommendation, Re: Library Policy 4.B. Circulation / Fines and Fees Schedule**
- I. Approve Disbursements of Regular Meeting of February 16, 2005, in the Amount of \$109,078.20**
- J. Receive Monthly Report of the Library Director**
- K. Receive Monthly Staff Reports**
- L. Receive Communications**

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

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

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

**Report, Re: Comprehensive Salary Studies in Regard to Existing Pay Plan and Authorization of Personnel**

After considering a review of comprehensive salary surveys and other studies covering all groups of employees, it is the consensus of opinion that the Pay Plan and Authorization of Personnel effective January 19, 2005 is sufficient to meet the Library's needs for the upcoming fiscal year.

**Report, Re: Appointment of Head of Circulation Services**

Congratulations to Mary Clemens on accepting a promotion to Head of Circulation Services. Mary brings energy, enthusiasm, and a willingness to work hard in leading the Department into the future.

**Recommendation, Re: Library Policy 4.B. Circulation / Fines and Fees Schedule**

Revisions to Library Policy 4.B. Circulation / Fines and Fees Schedule were adopted effective immediately as recommended by the Management Staff. A major item involves changing the loan period for new audiovisual materials to three days from seven days. This is being done in an attempt to turn material over faster and reduce hold lists. Other changes involve grouping like materials together, like fees for photocopying and printing and adding a clarification in replacement fees.

**Monthly Report of the Library Director**

The following Staff members are congratulated on celebrating employment anniversaries in February: Elaine Wierdak (15 years); Susan Grude (10 years); Clare Meehan (8 years); and, Adriana Albers (5 years).

**Communications**

- A. Society of St. Vincent de Paul, Re: Thank You for Library Participation in Mitten and Hat Drive
- B. Jesse White, State Library, Re: Award of FY2005 Per Capita Grant
- C. Barbara Boucher, Re: Thank You for Employment Anniversary Recognition
- D. Susan Grude, Re: Thank You for Employment Anniversary Recognition

**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.

**XII. OTHER REPORTS**

**A. DuPage Library System**

No report

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

No report

**C. 2005 Library Referendum Committee**

The 2005 Referendum Committee has met for two planning sessions. President Douglas and Trustee Anderson serve as liaisons to this Committee.

**XIV. ANNOUNCEMENTS**

There were no Announcements for the Board of Trustees.

**XV. ADJOURNMENT**

Trustee Anderson moved to adjourn the Meeting. No second is required. There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 7:45 p.m.

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

\_\_\_\_\_  
**Robert B. Ranck, Acting Secretary**  
**Board of Library Trustees**

Minutes drafted by Lynn O'Dell on April 1, 2005