

**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: March 16, 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, Anderson, George, Siegman, and Douglas

Absent: None

Also Present: Assistant Library Director Ann Kennedy

III. PUBLIC PARTICIPATION

There was no one 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 November 17, 2004. Motion carried.

Ayes 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas

Nays 0 None

Absent or

Not Voting 0 None

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

Ayes 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

- A. Receive Monthly Report of the Treasurer for Period Ending February 28, 2005**
- B. Approve Recommendation to Amend Motion Re: Library Policy 4.B. Circulation / Fines and Fees Schedule Previously Adopted on February 16, 2005**
- C. Approve Disbursements of Regular Meeting of March 16, 2005, in the Amount of \$107,006.09.**
- D. Receive Monthly Report of the Library Director**
- E. Receive Monthly Staff Reports**
- F. Receive Other Reports (Agenda Item B)**
- G. Receive Communications**
- H. Receive Announcements**

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

Ayes 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

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

Recommendation to Amend Motion Re: Library Policy 4.B. Circulation / Fines and Fees Schedule Previously Adopted on February 16, 2005

Changes to the Fines and Fees schedule were adopted at the February Board Meeting. Subsequently, errors were discovered that had to be corrected and time had to be allocated to have the sheets printed. Additional time was also required to implement changes in the database parameters. The decision was made to delay implementation to accomplish all of this.

Monthly Report of the Library Director

The following Staff members are congratulated on their employment anniversaries in March: Linda Derango (9 years); Mary Bodane (7 years); Richard Karney (7 years); Barbara Kohlmetz (7 years).

Other Reports

Friends of the Carol Stream Public Library

A written report was submitted detailing the Friends fundraising activities and the upcoming Annual Meeting on May 11.

Communication

- A. Rod Kitick, Andrew and Rich, Re: Thank You for Sympathy Acknowledgement
- B. Adriana Albers, Re: Thank You for Employment Anniversary Acknowledgement

Announcements

Memorial Dedication to Jeffery J. Uhlig / Sunday, April 10, 2005 / 12:30 p.m. / Library Grounds

Regular Meeting

IV. APPROVAL OF MINUTES

A. Minutes of the Regular Meeting of February 16, 2005

Not available

VI. COMMITTEE REPORTS

A. Budget and Finance Committee

1 Library Resolution #224, Re: FY2006 Working and Appropriation Budgets / Request for Tax Levy

Trustee Siegman moved and Trustee George seconded that Library Resolution #224, Re: FY2006 Working and Appropriation Budget / Request for Tax Levy be adopted effective immediately and that the Library Director be instructed to forward same to the Village of Carol Stream. Motion Carried.

Ayes 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

During discussion Trustee Siegman reviewed the documents prepared by Library Director Lynn O'Dell, *Goals for the Development of the FY2006 Budgets and Development of the FY06 Working & Appropriation Budgets*. Trustees discussed the proposed wireless Internet access for the public, the freeze in new Staff positions, and the budgeted increases for insurance. President Douglas commended the Staff on their work and for building up the reserve funds to a healthy level.

B. Library Property Committee

No report

C. Personnel Committee

**1. Recommendation, Re: *Guide to Salary Administration*, Section I.5.
Performance Management and Appendix of Performance Management Forms**

Trustee Morrow moved and Trustee Anderson seconded that the *Guide to Salary Administration*, Section I.5. Performance Management and Appendix of Performance Management Forms be amended, effective immediately, as recommended by the Management Staff and Human Resources Administrator. Subject to the rewrite of the Performance Management document for clarification purposes, the motion carried.

Ayes 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

D. Ad Hoc Committee to Plan Conversion to District Status

No Report

VII. NEW BUSINESS

There was no New Business

XII. OTHER REPORTS

A. DuPage Library System

No Report

B. 2005 Library Referendum Committee

The Assistant Director reported on the efforts made by the 2005 Library Referendum Committee to date. Discussion followed.

XV. ADJOURNMENT

Trustee Siegman moved and Trustee Anderson seconded to adjourn the meeting. Motion carried by voice vote. President Douglas declared the Meeting adjourned at 8:06 p.m.

Approved: _____
(Date)

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