

**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: July 20, 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 Morrow called the roll.

Present: Trustees Bailey, Hudspeath, Morrow, Anderson, Siegman, Douglas

Absent: Trustee Ranck

Also Present: Assistant 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 Hudspeath seconded to establish a consent agenda for the Regular Meeting of July 20, 2005. Motion carried.

Ayes 6 Trustees Bailey, Hudspeath, Morrow, Anderson, Siegman, and Douglas

Nays 0 None

Absent or

Not Voting 1 Trustee Ranck (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 Bailey, Hudspeath, Morrow, Anderson, Siegman, and Douglas

Nays 0 None

Absent or

Not Voting 1 Trustee Ranck (absent)

- A. Approve Minutes of the Regular Meeting of June 15, 2005**
- B. Approve Minutes of the Special Meeting of July 15, 2005**
- C. Approve Minutes of the Special Meeting of July 16, 2005**
- D. Receive Monthly Report of the Treasurer for Period Ending June 30, 2005**
- E. Receive Report, Re: Library Property Committee, Wooded Area North of the Library**
- F. Recommendation, Re: Library Closing August 12, 2005 for a Staff In-service Workshop**
- G. Approve Disbursements of Regular Meeting of July 20, 2005, in the Amount of \$140,595.76**
- H. Receive Monthly Report of the Library Director**
- I. Receive Monthly Staff Reports**
- J. Receive Announcements**

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

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

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

Report, Re: Wooded Area North of the Library

Assistant Director Kennedy reported Gentile & Associates have been asked to do a survey of the property line. Nosy Neighbors Fence Company has given a quote of \$11 per foot for a 4' cedar plank fence.

Recommendation, Re: Library Closing August 12, 2005 for a Staff In-service Workshop

The Board agreed by consensus to close the Library on Friday, August 12, 2005 for a Staff In-Service Workshop. The Staff In-Service Committee has planned a full day of activities including a presentation by Voices of Vision Talking Book Center, a demonstration on how to use a fire extinguisher, a tour of the COD facility on Kuhn Road, a Library trivia contest, and time for Departmental meetings.

Monthly Report of the Library Director

The following Staff members are congratulated on their employment anniversaries in July: Ellen Marchessault (24 years); Pat Roche (14 years); Lynn Ritchey (9 years); Mallam Abdallah (3 years); Matt Weston (2 years)

Announcements:

- A. The Nitty Gritty 1: Boot Camp for Public Library Trustees / Thursday, August 4, 2005 / DuPage Library System / 6:00 p.m. – 8:30 p.m. / Reservation Deadline July 28, 2005.
- B. The Nitty Gritty 2: Active Duty for Public Library Trustees/ Thursday, August 11, 2005 / DuPage Library System / 6:00 -m. – 8:30 p.m.

Regular Meeting:

VI. COMMITTEE REPORTS

A. Budget and Finance Committee

No report

C. Personnel Committee

1. Recommendation, Re: Appointment of Acting Director

Trustee Anderson moved and Trustee Siegman seconded to approve that Ann Kennedy be appointed Acting Library Director until the retirement of Lynn O'Dell. Motion carried.

Ayes 6 Trustees Bailey, Hudspeath, Morrow, Anderson, Siegman, and Douglas

Nays 0 None

Absent or

Not Voting 1 Trustee Ranck (absent)

C. By-Laws Committee

The proposed revisions to the By-Laws of the Carol Stream Public Library were distributed and reviewed. Discussion was held on the position of Vice-President. The Board approved by consensus the concepts in the recommended document directed Mrs. Kennedy to forward the document to the Library's Attorney for review. Lynn O'Dell was commended for all of her work in revising and presenting the By-Laws

VII. UNFINISHED BUSINESS

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

VIII. NEW BUSINESS

A. Trustee Resignation

The resignation of Trustee Morrow was accepted with sadness by President Douglas. Morrow expressed how much she enjoyed her tenure on the Board and her opportunities to make contributions. The Board wished her luck as she pursues her new career in Louisville, Kentucky. Acting Directory Kennedy was directed to advertise for candidates to fill the open position. President Douglas will appoint an Acting Secretary at each meeting until the position is filled, at which point a Secretary will be elected.

C. Discussion, Re: Board/Staff Retreat of July 15 and July 16, 2005.

President Douglas thanked everyone for participating in the Retreat. He outlined what needs to be done next. Library functions should be looked at. The current space need is the most immediate crisis, specifically the Children's Office and the Circulation Desk. Programs and the use of the Community Room are also to be addressed. Services to Young Adults were discussed, including the establishment of a panel of young adults to address how the Library can serve them. The Facilities Committee will be asked to meet before the August Board meeting to discuss construction issues. The Trustees also enjoyed the exchange of ideas with the Management Staff. Quarterly meetings of the Board and Staff were suggested. Staff members were urged to contribute their ideas and suggestions to the Board and Committees. Trustee Siegman stated that Board members are willing to help the staff with projects, especially with outreach to the Community.

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 8:04 p.m.

Approved: _____
(Date)

**Nancy Morrow, Secretary
Board of Library Trustees**