

**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 17, 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 7:39 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 Morrow, President Douglas appointed Trustee Hudspeath as the Acting Secretary for the Meeting.

**II. ROLL CALL**

Acting Secretary Hudspeath called the roll.

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

Absent: Trustee Anderson; one Trustee position vacant

Also Present: Library Director Lynn O'Dell, Acting Director Ann Kennedy

**III. PUBLIC PARTICIPATION**

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

**ADOPTION OF CONSENT AGENDA**

Trustee Ranck moved and Trustee Siegman seconded to establish a consent agenda for the Regular Meeting of August 17, 2005. Motion carried.

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas

Nays ..... 0 None

Absent or

Not Voting .... 2 Trustee Anderson (absent); one Trustee position vacant

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

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 2 Trustee Anderson (absent); one Trustee position vacant

- A. Approve Minutes of the Regular Meeting of July 20, 2005**
- B. Receive Monthly Report of the Treasurer for Period Ending July 31, 2005**
- C. Recommendation, Re: Memorial for Mary Karamitsos**
- D. Recommendation, Re: Revision to the Policies and Procedures for the Public Use of the Internet**
- E. Report, Re: Library participation in Multi-Cultural Festival at The Ross Ferraro Town Center on September 10, 2005**
- F. Approve Disbursements of Regular Meeting of August 17, 2005, in the Amount of \$90,234.84**
- G. Receive Monthly Report of the Library Director**
- H. Receive Report of the DuPage Library System**
- I. Receive Monthly Staff Reports**
- J. Receive Communications**
- K. Receive Announcements**

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

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 2 Trustee Anderson (absent); one Trustee position vacant

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

**Memorial for Mary Karamitsos**

The Board accepted the recommendation to purchase the statuette “Joy of Learning II” as a memorial for former Trustee Mary Karamitsos.

**Recommendation, Re: Revision to the Policies and Procedures for the Public Use of the Internet**

The Policy was revised per recommendation of the Management Staff to restrict Internet Users who are under the age of 18. If a parent wishes to work with a child, or wishes to use the Children’s Internet Station while watching their child in the Children’s Department, the Staff at the Children’s Services Desk could over-ride the restriction.

**Report, Re: Library participation in Multi-Cultural Festival at The Ross Ferraro Town Center on September 10, 2005**

The Library will have a table/booth at this September 10 event, as in years past. This year, the Community Expo, organized by the Carol Stream Chamber of Commerce will also be at Town Center on September 10. This will be an excellent opportunity for the Library to promote its services to the Community.

**Monthly Report of the Library Director**

The following Staff members are congratulated on their employment anniversaries in August: Marie Englebert (9 years); Donna Badame (8 years); Pat Ketcham (4 years); Patrick Clemens (1 year); and, Michael Uselding (1 year).

**Report of the DuPage Library System**

Invitations to the Legislative Breakfast on Monday, October 24 were distributed. DLS is also seeking nominations for Board positions. Barbara Siegman expressed a desire to have her name submitted. She was duly nominated by the Board.

**Communications:**

- A. The Nitty Gritty 3: Building the Team / Thursday, September 22, 2005 / Metropolitan Library System / 6:00 p.m. – 8:30 p.m. / Reservation Deadline September 15, 2005.
- B. “Finding a spot to read is problem at library”, newspaper article from 1975
- C. Thank you note from Julie Stahler

**Announcements:**

Glencoe Library would like someone to call a trustee for a referral on the consultants used to conduct the Board Retreat in July. President Douglas agreed to do it.

**Regular Meeting:**

**VI. COMMITTEE REPORTS**

**A. Budget and Finance Committee**

No report

**B. Library Property Committee**

**1. Report/Recommendation, Re: Fencing of the East Property Line**

Acting Directory Kennedy presented two proposals from Nosy Neighbor Fence company to erect a fence along 330 feet of the east property line. A four-foot high picket fence would cost \$3630. A six-foot solid dog-ear fence would be \$6930. Motion carried.

Trustee Bailey moved and Trustee Ranck seconded to accept the bid from Nosy Neighbor Fence Company to build a six-foot dog-ear fence at a cost of \$6930.

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 2 Trustee Anderson (absent); one Trustee position vacant

Discussion followed on the continuing vandalism at the Library. Acting Director Kennedy was directed to obtain bids to have security cameras installed.

**2. Report/Recommendation, Re: Proposal from COD to lease part of Kuhn Road Property**

Terry Fuller from the College of DuPage called Kennedy about the possibility of leasing land from the Library for parking. President Douglas suggested a three year lease with a two-year option. It was suggested that this lease arrangement would change the tax-exemption status of that piece of property. Kennedy was directed to check with the Attorney's office.

Trustee Ranck moved and Trustee Bailey seconded that the Library enter into negotiations with the College of DuPage to lease a strip of the Library's Kuhn Road property to the College for the purpose of providing diagonal parking for the students at the Carol Stream Community Education Center. Motion Carried

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 2 Trustee Anderson (absent); one Trustee position vacant

**3. Recommendation, Re: Capital improvement projects at 616 Hiawatha Drive**

President Douglas reported on the areas that the Staff had prioritized for improvement in the present facility: the Children's Department office, the circulation desk, indoor signage, and a separate area for YA's. Acting Director Kennedy was asked to contact an architect and find out how much it would cost to hire an architect and secure an estimate on each project.

**B. Personnel Committee**

No Report

**D. By-Laws Committee**

The revisions suggested by John Piccione were distributed to the Board. Trustee Hudspeath commended the Attorney on the excellent and thorough job he did and the Director for the great job she did of putting the revisions together.

Trustee Siegman moved and Trustee Hudspeath seconded that the Board of Trustees of the Carol Stream Public Library approve the proposed changes to the By-Laws of the Carol Stream Public Library and that the changes go into affect immediately upon passage.

The full Board was not present to approve the revisions to the By-Laws as required.

Trustee Hudspeath moved and Trustee Bailey seconded that the motion be tabled until the next regular meeting on September 21, 2005. Motion carried

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 2 Trustee Anderson (absent); one Trustee position vacant

## **VII. NEW BUSINESS**

### **B. Report, Re: Requirements for the FY2006 Illinois Public Library Per Capita Grant**

The application for the FY2006 Illinois Public Library Per Capita Grant is due to the State Library by October 15, 2005. One of the requirements this year is to “In narrative format, report on the library’s progress in meeting Chapter II, “Governance and Administration”...of Serving Our Public, Standards for Illinois Public Libraries.” Supplemental Standards numbers 3 and 5 pertain to Trustee activities and continuing education. It was agreed that the Library would record that it is working toward meeting the standards.

### **D. Report, Re: Plans for a Library Barn Festival on October 8, 2005**

Acting Director Kennedy reported on the Staff’s progress in planning for activities at the Barn on October 8. This date was chosen because it is the same day as the Fire Department Open House and we hope to draw on their crowd. Proposed activities include story times, Friends of the Library sales, a pumpkin decorating contest, and a display of material from the Library’s historical documents collection. Creative names for the Library Barn were suggested. President Douglas encouraged the Staff to keep working on it.

## **XII. OTHER REPORTS**

### **A. 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 8:20 p.m.

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

\_\_\_\_\_  
**Mary Hudspeath, Acting Secretary**  
**Board of Library Trustees**

Minutes drafted by Ann Kennedy, Assistant Director, September 12, 2005