

**MINUTES FOR 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: September 20, 2006**

**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 7:30 p.m.

**PLEDGE TO THE FLAG**

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

**II. ROLL CALL**

Secretary Hudspeath called the roll.

Present: Trustees Spyrison, Bailey, Hudspeath, and Douglas

Absent: Trustees Ranck and Siegman

Also Present: Library Director Ann Kennedy, Elizabeth McCormack from the Examiner, Thomas Arendt from the Citizens' Committee, Brian LeFevre from Sikich, and Melissa Gardner

**III. PUBLIC PARTICIPATION**

President Douglas welcomed the public and thanked them for attending.

Tom Arendt from the Citizens' Committee gave a report on the meeting September 13. The groups assignment was to envision the Library in five years and those ideas were reviewed. A tour of the Library was conducted and the Committee laid out bullet points on what they learned. They discussed the strengths of the Library one of which they felt was the staff. They also discussed perceived weaknesses and opportunities. The list of ideas was distributed to the Library Board. The Committee's next assignment is to discuss "What if the Library weren't here." Tom felt that the group worked together well. John Keister tapped in to the perspectives of the group very well. President Douglas thanked Tom Arendt for his report and his participation on the Committee.

## ADOPTION OF CONSENT AGENDA

Trustee Hudspeath moved and Trustee Bailey seconded to establish a consent agenda for the Regular Meeting of September 20, 2006. Motion carried.

Ayes ..... 4 Trustees Spyrison, Bailey, Hudspeath, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 2 Trustees Ranck and Siegman (absent)

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

Ayes ..... 4 Trustees Spyrison, Bailey, Hudspeath, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 2 Trustees Ranck and Siegman (absent)

- A. Approval of Minutes of the Regular Meeting of August 16, 2006**
- B. Receive Monthly Report of the Treasurer for the period ending September 30, 2006.**
- C. Receive Report of the Facilities Committee, Re: Parking Lot Lights**
- D. Approve Recommendation of Human Resources Committee, Re: Personnel Policy on Employee Assistance Program**
- E. Receive Report, Re: Management Staff report on restricting Juvenile cards**
- F. Receive Report, Re: Special Use Permit for Kuhn Road Property**
- G. Approve Recommendation, Re: Destruction of recordings of Library Board Meetings**
- H. Authorization of Library Director to Apply for FY2007 Per Capita Grant**
- I. Approve Recommendation, Re: The Gallagher Library Program Insurance Proposal**
- J. Authorization of Library Director to cast ballot for Directors of DuPage Library System Board**
- K. Receive Report, Re: Freedom of Information Act Request**
- L. Approve Disbursements of the Regular Meeting of September 20, 2006 in the amount of \$98,635.14**
- M. Receive Monthly Report of the Library Director**
- N. Receive Monthly Staff Reports**
- O. Receive Report of the Friends of the Carol Stream Public Library**
- P. Receive Communications**
- Q. Receive Announcements**

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

Ayes ..... 4 Trustees Spyrison, Bailey, Hudspeath, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 2 Trustees Ranck and Siegman (absent)

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

**Parking Lot Lights**

Letters have been sent to five companies asking for proposals for new lights fro the parking lot. Deadline for submission is Friday, September 29.

**Personnel Policy**

The Board approved an amendment to Library Policy 3.A. Personnel Code to include section XX, Employee Assistance Program.

**Management Staff Report on Restricting Juvenile Cards**

The Board accepted the recommendation of the Management Staff that Juvenile Cards not be restricted to items in the Youth Services Department only and asked that a copy of the recommendation be sent to Dianne Keith.

**Special Use Permit for Kuhn Road Property**

At the September 18, 2006 meeting, the Village Board approved the Library's application for a Special Use Permit for the Kuhn Road Property. The Ordinance number is 2006-09-55.

**Destruction of Recordings of Library Board Meetings**

The drawer containing tape recordings is full. A legal opinion from John Piccione states that the tapes can be destroyed no less than 18 months after the completion of the meeting recorded, but only after 1) the Board approves the destruction of a particular recording, and 2) the Board approves minutes of the closed meeting. The Library Board approved the destruction of the tapes for all meetings before January 2005 for which the minutes have been released to the public.

**The Gallagher Library Program Insurance Proposal**

The Board approved the acceptance of the proposal from Gallagher for the package that includes the Commercial Package, Workers' Compensation and Umbrella Liability. The renewal was written with building values increased by 3%, contents value increased by 5% and Worker's Compensation payroll figures increased by 3%. The account premium of \$34,328 is 10% less than the expiring package.

**Freedom of Information Act Request**

A Freedom of Information Act Request was filed by Jack Komperda of the Daily Herald. He has asked for documentation on "the total costs of purchase, maintenance, repair, upgrade, improvements and other special programming activities performed on the property at 2N540 Kuhn Road." He also sought other information related to expenses at the Kuhn Road property including the tax bills. President Rob Douglas and the Library's attorney John

Piccione have both reviewed the document and advised the Director on proceeding. Response was due September 20, 2006.

### **Library Director's Report**

Congratulations to the following staff members who celebrated an anniversary in September: Donna Donchenko – 16 years, Robin Harwood – 13 years, Mary Magnus – 11 years, Sue McCallum – 9 years, Heidi Krueger – 2 years, and Megan McHale – 1 year.

### **Friends of the Library**

The Friends of the Library, in consultation with the Library Director and Lynn Johnson, Head of Youth Services, have elected to purchase child-size furniture for the Youth Services Department this year. This will be the focus of their fund raising efforts.

### **Communications**

- A. Thank you from Maria Englebert for 10<sup>th</sup> Employment Anniversary recognition
- B. Thank you from Pat Ketcham for 5<sup>th</sup> Employment Anniversary Recognition

### **Announcements**

- A. DuPage Library System, Invitation to 4<sup>th</sup> Annual Fall Legislative Breakfast, Monday, October 23, 2006, 8:30 a.m., DuPage Library System
- B. *Effective Meeting Skills*, Thursday, September 28, 2006, DuPage Library System

## **Regular Meeting**

### **VI. COMMITTEE REPORTS**

#### **A. Finance Committee**

1. Presentation of Annual Financial Report for the Year Ended April 30, 2006 by Brian LeFevre of Sikich Gardner & Co, LLP

Brian LeFevre thanked the Board on behalf of Sikich Gardner. The audit is presented with an unqualified opinion which means that the financial statements are prepared in accordance with generally accepted principals and practices. The audit report was then reviewed with the Board. The Library is in a healthy financial position. There are no recommendations for improvements and no comments on matters of significance. President Douglas thanked Brian for his report and expressed his appreciation to the firm of Sikich and the Library Staff that everything went smoothly.

### **VII. UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

## **VIII. NEW BUSINESS**

Director Kennedy reported on the progress of the migration of the MAGIC consortium to a new software package. The migration process was to begin on September 18 but has been delayed. The hybrid system for which a contract was signed will not be functional for at least another year. MAGIC Administrators are being asked to vote on one of three options, 1) migrate to Horizon 8.x with a delayed go-live date, 2) postpone the migration indefinitely, or 3) migrate to Unicorn. Kennedy reviewed the pros and cons of each choice. Changes and updates are happening daily and the Management Staff had not had time to discuss the options and reach a decision. Vote deadline is October 2. President Douglas asked why there was a short deadline for the vote and Kennedy explained it was so MAGIC would not lose its place in the migration queue. Douglas insisted that DLS ask for discounts on the cost of the migration since the contracted package is not available. Future migration to the hybrid should be for free.

## **XII. OTHER REPORTS**

### **A. DuPage Library System**

No Report

## **XV. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:10 p.m.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees