

**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: September 21, 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.

APPOINTMENT OF SECRETARY

President Douglas appointed Trustee Hudspeath as the permanent Board Secretary until the next election.

II. ROLL CALL

Secretary Hudspeath called the roll.

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

Absent: 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 Anderson moved and Trustee Bailey seconded to establish a consent agenda for the Regular Meeting of September 21, 2005. Motion carried.

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

Nays 0 None

Absent or

Not Voting one Trustee position vacant

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

Ayes 6 Trustees Bailey, Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting one Trustee position vacant

- A. Approve Minutes of the Regular Meeting of August 21, 2005**
- B. Receive Monthly Report of the Treasurer for Period Ending August 31, 2005**
- C. Receive Library Property Committee Report, Re: Fencing of the East Property Line**
- D. Receive Library Property Committee Report, Re: Proposal from COD to lease part of Kuhn Road Property**
- E. Approve Personnel Committee Recommendation, Re: Employment Service Recognition**
- F. Receive Personnel Committee Report, Re: Staff In-Service Workshop Evaluation**
- G. Receive Report, Re: Vacant Trustee Position**
- H. Approve Recommendation, Re: Acceptance of Contract Proposal from Sikich Gardner & Co, LLP**
- I. Authorization of Library Director to Apply for FY2006 Per Capita Grant**
- J. Approve Recommendation, Re: The Gallagher Library Program Insurance Program**
- K. Approve Recommendation, Re: Change of Signatories on Library Funds**
- L. Approve Disbursements of Regular Meeting of September 21, 2005, in the Amount of \$132,590.66**
- M. Receive Monthly Report of the Library Director**
- N. Receive Monthly Staff Reports**
- O. Receive Report of the DuPage Library System**
- P. Receive Report of the Friends of the Carol Stream Public Library**
- Q. Receive Announcements**

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

Ayes 6 Trustees Bailey, Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting one Trustee position vacant

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

VI. Committee Reports:

B Property Committee Report

1. Fencing of the East Property Line
The installation of the fence was completed on Thursday, September 8. The Village's Building Department completed inspection on Tuesday, September 13.
2. Proposal from COD to lease part of Kuhn Road Property

No written report has been received from John Piccione. Via telephone he reports that they are researching the impact that leasing would have on the Library's agricultural exemption and the possibility of parceling the land.

C. Personnel Committee

2. Employment Service Recognition

The Board agreed by consensus that a book be dedicated in the collection to Donna Donchenko in recognition of her 15th employment anniversary and in gratitude for her years of service to the Library and the community. The Board agreed by consensus that a book be dedicated in the collection to Mary Magnus in recognition of her 10th employment anniversary and in gratitude for her years of service to the Library and the community. President Douglas extended the congratulations of the Board to Donna Donchenko and Mary Magnus and commented on how nice it is to see people staying here as long as they have.

VII. Unfinished Business

B. Vacant Trustee Position

Although interest has been expressed, no written application has been received. The position will be re-advertised.

VIII. New Business

A. Acceptance of Contract Proposal from Sikich Gardner & Co, LLP

The Board agreed by consensus that the Library accept the 3-year extension of auditing services contract with Sikich Gardner & Co., LLP dated August 12, 2005.

B. Authorization of Library Director to Apply for FY2006 Per Capita Grant

The Board agreed by consensus that the Library Director be directed to prepare the Library's Application for a Per Capita Grant for FY2006 and to file such document with the Illinois State Library no later than October 14, 2005.

C. The Gallagher Library Program Insurance Proposal (Property and Casualty Insurance)

The Board agreed by consensus that the quotation as detailed in *Gallagher Library Program: a Property and Casualty Insurance Program for Libraries and Library Systems Insurance Proposal / October 9, 2005 – October 9, 2006* be accepted in the amount of \$37,777 which includes a premium for Workers Comp in the amount of \$11,306.

D. Recommendation, Re: Change of Signatories on Library Funds

The Board agreed by consensus that one of the designated signatories on all Library funds be changed from Lynn O'Dell, Library Director, to Ann L. Kennedy, Library Director, effective October 1, 2005. The Board agreed by consensus that one of the designated signatories on all Library funds be changed from Nancy N. Morrow, Secretary to the newly appointed Board secretary, effective October 1, 2005

IX. Monthly Report of the Library Director

The following Staff members are congratulated on their employment anniversaries in September: Lynn O'Dell (41 years), Robin Harwood (12 years), Nancyann Lach (8 years), Sue McCallum (8 years), Chris Romero (3 years), and Heidi Krueger (1 year).

XII. OTHER REPORTS

A. DuPage Library System

Barbara Siegman volunteered to run for a seat on the DLS Board.

Regular Meeting:

VI. COMMITTEE REPORTS

A. Budget and Finance Committee

No Report

B. Library Property Committee

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

No Report

4. Report/Recommendation, Re: Continuing vandalism and a proposal to install exterior Security Cameras.

Trustee Siegman made a motion, second by Trustee Anderson, that the Library Board waive competitive bidding for the purchase of exterior surveillance cameras in consideration that Computer View, Inc. of Arlington Heights is uniquely qualified to provide the system that will best suit the Library's needs. Motion carried

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

Nays 0 None

Absent or

Not Voting one Trustee position vacant

Trustee Bailey made a motion, second by Trustee Anderson, that the Library accept the proposal of Computer View, Inc. to install six cameras on the exterior of the Library building at a cost of no more than \$15,000. Motion carried

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

Nays 0 None

Absent or

Not Voting one Trustee position vacant

C. Personnel Committee

1. Acceptance of Resignation of Library Director Lynn O'Dell

Trustee Anderson moved and Trustee Siegman that the Board of Trustees of the Carol Stream Public Library accept the resignation of Lynn O'Dell as Library Director, affective September 30, 2005. Motion did not carry.

Ayes 0 None
Nays 6 Trustees Bailey, Hudspeath, Ranck, Anderson, Siegman, and Douglas
Absent or
Not Voting one Trustee position vacant

President Douglas asked the Board to reconsider their vote. Motion carried.

Ayes 6 Trustees Bailey, Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting one Trustee position vacant

Trustee Anderson moved and Trustee Siegman seconded that Library Board Resolution #228, Re: Commendation of Lynn O'Dell for Her Service as a the Director or the Carol Stream Public Library be adopted effective immediately upon passage and that such Resolution be read into the permanent record. Motion carried.

Ayes 6 Trustees Bailey, Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting one Trustee position vacant

Accordingly, President Douglas read the following in to the record:

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #228
RE: COMMENDATION OF LYNN O'DELL FOR HER SERVICE AS THE DIRECTOR OF THE CAROL STREAM PUBLIC LIBRARY

WHEREAS, Lynn O'Dell was hired as the Library Director in September, 1964;

WHEREAS, during her years in that position she served the community of Carol Stream with hard work and dedication;

WHEREAS, under her guidance the Library grew from a small house at 397 Blackhawk Drive to the present, over crowded, over flowing and over used facility at 616 Hiawatha Drive;

WHEREAS, Lynn exemplified the new breed of working mother in her time, working as a key figure in the community while raising two exemplary children and participating in community activities;

WHEREAS, Lynn hired and trained many excellent staff and Librarians, sending some on to bigger and better things, while retaining the best for many long years at the Carol Stream Public Library;

WHEREAS, she always kept the Library at the cutting edge of style by wearing her hair at the HEIGHT of fashion;

WHEREAS, Lynn O'Dell and the Carol Stream Public Library were an integral part in the formation of the DuPage Library System, promoting inter-library cooperation, inter-library loan and reciprocal borrowing,

WHEREAS, under Lynn's tenure, automation and technology became a backbone of the Library including the MAGIC consortium, the Library's LAN, Internet access for the public, and the delivery of information via the World Wide Web with the Library's Web Page and subscription databases;

WHEREAS, she modeled creative conflict resolution by hiding in her closet when an unwanted visitor gained access to her office;

WHEREAS, Lynn O'Dell hired little Robbie to be a part-time maintenance man, little knowing that someday he would grow to be Colonel Robert Douglas, her boss as President of the Library Board of Trustees;

WHEREAS, Lynn always emphasized and promoted a strong spirit of good customer service for the people of Carol Stream;

WHEREAS, while writing countless policies, resolutions, evaluations, memos, reports and letters, Lynn has achieved the level of Grand Master in the Art of Sincere BS;

WHEREAS, Lynn O'Dell chose to retire from her position on September 30, 2005 after 41 years of creative and entertaining service;

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends, thanks, and honors Lynn O'Dell on behalf of the citizens of Carol Stream and library users everywhere for her exemplary dedication and service to all.

D. By-Laws Committee

No Report

VII. UNFINISHED BUSINESS

A. Recommendation, Re: Revised Bylaws of the Carol Stream Public Library

The motion to revise the Bylaws of the Carol Stream Public Library was removed from the table.

ORIGINAL MOTION:

Trustee Siegman moved, seconded by Trustee Hudspeath, 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 effect immediately upon passage.

Motion carried.

Ayes 6 Trustees Bailey, Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting one Trustee position vacant

BACKGROUND INFORMATION:

The proposed changes in the By-Laws were presented at the August Board meeting. The full Board was not present at that meeting to approve the changes. Written notice of the proposed amendments was presented at that meeting.

Library Director Lynn O’Dell asked for permission to address the Board. As part of the transition from one Director to another, Ann Kennedy asked each Department Head what three things they would like to see changed and what three things they would never want to see changed. Lynn O’Dell wanted to pass her thoughts on to the Board.

The three things she would never want to see changed are: 1) The way the Boards have conducted themselves with integrity, both this Board and others. 2) The support of the staff by the Board in terms of what the staff recommends and in terms of salary. 3) That we stay a Village library for a while, at least until finances improve.

The three things she would like to see changed are: 1) Find a way to give more time to prepare for meetings, perhaps with an earlier packet delivery. 2) Follow Ann’s lead and make bold changes. 3) Get the building and raise the tax rate. Don’t give up.

The Board thanked Director O’Dell for her many years of dedicated service.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, Trustee Bailey made a motion, seconded by Trustee Siegman, that the meeting be adjourned. Motion carried by consensus. President Douglas declared the Meeting adjourned at 8: 06 p.m.

Approved: _____
(Date)

Mary Hudspeath, Acting Secretary
Board of Library Trustees