

**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: October 19, 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 7:36 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 Hudspeath, Ranck, Anderson, Siegman, and Douglas

Absent: Trustee Bailey, one Trustee position vacant

Also Present: Library Director Ann Kennedy, Bob Herzberg from the Examiner
Brian LeFevre of Sikich Gardner & Co. LLP was also present for a portion of the Meeting.

III. PUBLIC PARTICIPATION

There was no one present to address the Board.

VII. UNFINISHED BUSINESS

A. Report/Recommendation, Re: Vacant Trustee Position

President Douglas asked that this item be taken out of order on the agenda. Before the meeting the Board had interviewed Melissa Spyrison to fill the vacant Trustee position. Spyrison could not stay for the rest of the meeting so President Douglas asked that the matter be considered at this point.

Motion was made by Trustee Ranck, second by Trustee Siegman, that Melissa Spyrison be appointed to fill the vacant position on the Board of Trustees of the Carol Stream Public Library with the term expiring in April, 2007. Motion Carried.

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

Motion was made by Trustee Anderson, second by Trustee Siegman, that the Agenda be amended to include under VI. C. Personnel Committee, 1) Recommendation, Re: Revision of the Position Description for Assistant Library Director, Exempt 6 and 2) Recommendation, Re: Revision of the Position Description for Maintenance Person, Custodial Worker B. Motion carried.

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

ADOPTION OF CONSENT AGENDA

Trustee Ranck moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of October 19, 2005. Motion carried.

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

- A. Minutes of Regular Meeting of September 21, 2005**
- B. Receive Monthly Report of the Treasurer for period ending September 30, 2005**
- C. Receive Report, Re: Annual Publishing of Statement of Revenue and Expenditures**
- D. Approve Recommendation, Re: Revision of the Position Description for Assistant Library Director, Exempt 6**
- E. Approve Recommendation, Re: Revision of the Position Description for Maintenance Person, Custodial Worker B**
- F. Receive Report, Re: Per Capita Grant Application**

- G. Approve Recommendation, Re: Policy 6.L Use of Cellular Telephones in the Library**
- H. Approve Recommendation, Re: Changing the Designation of Library Departments**
- I. Receive Report, Re: Items for Discussion at the November 16, 2005 Board Meeting**
- J. Approve Disbursements of the Regular Meeting of October 21, 2005, in the amount of \$172,820.69**
- K. Receive Monthly Report of the Library Director**
- L. Receive Monthly Staff Reports**
- M. Receive Communications**
- N. Receive Announcement, DuPage Library System Invitation to Legislative Breakfast**

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

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

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

Annual Publishing of Statement of Revenue and Expenditures

The Library's Statement of Revenues and Expenditures and Changes in Fund Balances for Fiscal Year Ended April 30, 2005 was published in the Daily Herald on October 7, 2005, in accordance with ILCS, Chapter 715, Act 5, Section 1 and 5.

**Revision of the Position Description for Assistant Library Director, Exempt 6
Revision of the Position Description for Maintenance Person, Custodial Worker B**

Minor changes were needed to the documents as the Library works to fill the two positions. The Assistant Library Director will *assist* with the day-to-day operations of the Library rather than being totally responsible for it. The Maintenance Person description did not mention opening the Library and re-stocking supplies.

Per Capita Grant Application

The FY2006 Per Capita Grant was completed and mailed to the State Library on Friday, October 14.

Policy 6.L Use of Cellular Telephones in the Library

The Management Staff requested that Library Policy 6.L Use of Cellular Telephones in the Library be abolished. The policy states that cell phones can only be used in the Lobby of the Library. The Management Staff would like to allow quiet and courteous cell phone use in the Library, and only ask patrons to take their calls in the Lobby if they prove to be a disruption to other patrons.

Changing the Designation of Library Departments

The name of the Adult Services/Reference Department will be changed to The Adult Services Department. The name of the Children’s Services Department will be changed to the Youth Services Department.

Items for Discussion at the November 16, 2005 Board Meeting

The Board will be discussing the Trustee Facts File as a pre-meeting activity, beginning at 7:00 p.m. The Managers will be starting to review the Policy revisions proposed by Lynn O’Dell. The Personnel Policy will be the first document and may be ready for the November 16, 2005 Board meeting.

Monthly Report of the Library Director

The following Staff members were congratulated on their employment anniversaries in October: Pam Leffler (12 years), Renee Walther (9 years), Kristen Adomovicz (3 years), Steve Dexheimer (2 years), Dan Jones (2 years), and Pat Rambo (1 year)

Communications

Lynn O’Dell, Re: Thank you for Retirement Reception and Gift
Robin Harwood, Re: Thank you for Farewell Party and Gift
Mary Magnus, Re: Thank You for Employment Anniversary Recognition
Donna Donchenko, Re: Thank You for Employment Anniversary Recognition

Announcements

DuPage Library System, Re: Invitation to Legislative Breakfast on Monday, October 24, 2005

Regular Meeting:

VI. COMMITTEE REPORTS

A. Finance Committee

2. Recommendation, Re: FY2006 Working and Appropriation Budgets

Motion was made by Siegman, second by Anderson, that the Board adopt the amended FY2006 Working Budget dated October 19, 2005 and as recommended by the Finance Committee. Motion Carried.

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

The Finance Committee met on October 6 to consider amending the FY2006 Working and Appropriation Budgets. Director Kennedy outlined the proposed changes for the Board.

B. Facilities Committee

1. Report/Recommendation, Re: Remodeling of Children's Office and Circulation Desk.

The Facilities Committee met on October 12, 2005 to consider the proposed budget from Sente Rubel Bosman Lee to remodel an existing bathroom to become part of the Children's Office. They considered the cost per square foot to be high and asked Director Kennedy to contact SRBL for an estimate on the cost of an alternate remodeling. The cost per square foot was lower but the total project cost would be much more. President Douglas expressed his frustration at not having the money, yet wanting to take care of the staff. The Board prides itself on being conservative stewards of public money. Other options for creating extra space were discussed. Director Kennedy was asked to work more with SRBL. No space was to be considered off limits.

They authorized Director Kennedy to contact Meilahn Manufacturing and proceed with a reconfiguration of the Circulation Desk. The YA area is on hold until the staff can reach a consensus.

Finance Committee

1. Presentation of Annual Financial Report for the Year Ended April 30, 2005 by Brian LeFevre of Sikich Gardner & Co, LLP

Brian LeFevre arrived at the meeting at 8:10 p.m. He thanked the President and Board for allowing Sikich Gardner to make the presentation. He reviewed the Annual Financial Statements, the Management's Discussion and Analysis, the Statement of Net Assets, and the Statement of Activities. The MD&A letter was added under GASB 34 so government would take more of a role in analyzing financial statements. LeFevre reported that it is an Unqualified, or Clean Report. Trustee Ranck asked how grants, gifts and interest at 3.2% of income compared with other libraries. LeFevre felt that it was pretty comparable. He also explained how our investments are not subject to custodial credit risk. Under Recommendations for Improvement, no issues came to their attention in terms of controls. No new regulations will have a big affect on the Library.

VII. NEW BUSINESS

A. Recommendation, Re: Revision to the Fines and Fees Sheet

Siegman made a motion, with a second by Hudspeath, that the daily overdue fine amount charged by the Carol Stream Public Library be raised from 10¢ per day to 25¢ per day, that the overdue fine amount for 3-day DVD and Video rentals be raised to \$1 per day, and that the maximum fine amount charged to a patron be changed to the replacement cost of the item, and that these changes go into effect on January 1, 2006. Motion carried.

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

The Management Staff recommended the changes to encourage the timely return of items, especially the 3-day DVDs and videos. Mary Clemens, Head of Circulation Services, surveyed other libraries in DLS. Of the 20 libraries in the survey, 10 charged \$1 fine for DVDs and Videos, and one Library charged \$2 per day. Only four libraries charged 10¢ per day. Therefore, the Managers recommended the change to \$1 for 3-day items. The Library has charged a maximum fine amount of \$5 for more than 15 years. A patron will pay the same amount of money whether they keep an item out 50 days overdue or 100 days overdue. If the fine per day for 3-day loan items is raised to \$1, patrons will reach the maximum fine amount in 5 days. Seven of the 20 libraries surveyed have a maximum fine amount of the cost of the item.

At the request of the Finance Committee, the Management Staff considered changing the amount of fines charged per day. Their recommendation is to change the daily overdue fine amount to 25¢. It is estimated to be at least 20 years since the fines were raised. The cost of doing business has increased significantly in those 20 years. The Library can no longer afford to purchase as many duplicate items as we could before the current budget difficulties.

The approved changes would not go into effect until January 1, 2006. This will give the staff time to publicize the changes. They will emphasize the availability of the outside book drop, where we will now accept AV material, and we will encourage people to renew items if they can't be returned on time. The increase in fine amount would only affect items that are checked out after January 1, 2006.

XII. OTHER REPORTS

A. DuPage Library System

No report.

B. Friends of the Carol Stream Public Library

No report.

XIV. ANNOUNCEMENTS

A. Citizen of the Year Committee, Re: Nominations for Citizen of the Year

The Library normally looks to its Board members and their hard work for this honor. President Douglas asked the Board to nominate Barbara Siegman for Special Citizen of the year. Trustee Siegman declined because she already has plans for the evening of the dinner. The Board urged her to reconsider.

XV. ADJOURNMENT

Trustee Siegman made a motion, second by Trustee Ranck, that the meeting be adjourned. There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:48 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees