

**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: February 20, 2008**

**TIME: 7:30 p.m.**

**PLACE: Community Room**

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**I. CALL TO ORDER**

Vice-President Ranck called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

**PLEDGE TO THE FLAG**

Vice-President Ranck led those in attendance in the Pledge of Allegiance to the Flag.

**II. ROLL CALL**

Secretary Hudspeath called the roll.

Present: Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, and Douglas

Absent: Trustee Siegman

Also Present: Library Director Ann Kennedy, Britt Isaly and Laura Pollastrini from the law firm of Ancel, Glink, Diamond, Bush, DiCianni and Krafthefer, P.C.

**III. PUBLIC PARTICIPATION**

There was no one from the public in attendance to address the Board.

**ADOPTION OF CONSENT AGENDA**

Trustee Douglas moved and Trustee Shambo seconded to establish a consent agenda for the Regular Meeting of February 20, 2008. Motion carried.

Ayes ..... 6 Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, and Douglas

Nays ..... 0 None

Absent or

Not Voting .... 1 Trustee Siegman (absent)

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

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

- A. Approval of Minutes of the Regular Meeting of January 16, 2008**
- B. Receive Monthly Report of the Treasurer for the period ending January 31, 2008**
- C. Approve Recommendation, re: Library closing for staff training**
- D. Approve Recommendation, re: Revision to Library's Circulation Policies**
- E. Approve Disbursements of the Regular Meeting of February 20, 2008 in the amount of \$174,634.15**
- F. Receive Monthly Report of the Library Director**
- G. Receive Monthly Staff Reports**
- H. Receive Report of the DuPage Library System**
- I. Receive Report of the Friends of the Library**
- J. Receive Communications**

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

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

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

**Library closing for staff training**

The Library will be closed to the public the morning of April 4, 2008 so the staff can receive training on the new online public catalog system plus additional final training before the migration. The Library will open to the public at 1:00 p.m.

**Revision to Library's Circulation Policies**

The policy was updated to reflect changes necessitated by the migration to the Unicorn system. Maximum overdue fines will be by item type instead of the replacement cost of the item. The threshold for blocking checkout and online functions was raised from \$5 to \$10. The charge for returned NSF checks was raised from \$20 to \$30.

**Report of the Library Director**

Congratulations to the following staff members for their employment anniversaries: Elaine Wierdak – 18 years, Susan Grude – 13 years, Clare Meehan – 11 years, and Adriana Albers – 8 years.

Congratulations also to Julie Blackwell who has been accepted for 2008 Synergy, The Illinois Library Leadership Initiative. Congratulations also to Pam Leffler and Ann Kennedy who were two of the nine candidates approved for participation in the Certified Public Library Administrator program.

### **Report of the DuPage Library System**

Migration down time has been reduced from 10 days to 3. We are very happy with the change and anticipate a less stressful transition.

### **Report of the Friends of the Library**

The Friends of the Library will be focusing on membership this year, both increasing it and offering incentives. We have initiated a "Volunteer Day" for Friends at the Library. Every other month the Friends will gather on a Saturday morning to work on a special project at the Library.

### **Communications**

- A. Thank you from Jeanne Hintz for donation to Geneva Library Foundation upon the retirement of Mrs. Hintz from the Geneva Public Library.
- B. Thank you from Pat Ketcham for farewell gift.

## **Regular Meeting**

### **VI. COMMITTEE REPORTS**

#### **A. Human Resources Committee**

##### **1. Recommendation, Re: Pay Range Authorization of Personnel**

Trustee Douglas moved and Trustee Arends seconded that the Board of Library Trustees accept the proposed adjustments to the Pay Ranges as recommended by the Human Resources Committee and authorize the pay increases in accordance with staff recommendations. Motion carried.

#### **Discussion**

The Human Resources Committee met before the Board meeting to review the Library's Pay Ranges in comparison to Libraries of similar size and budget. With the proposed changes, the Pay Range for Exempt personnel would be adjusted up 7.46% for Grades 1 through 3. The adjustment in the other grades is higher with the Assistant Library Director and Library Director being adjusted up 7.64%. Three changes were proposed for the Non-Exempt Pay Range, affecting Grades 1, 7 and 8. Grade 1 was increased to coincide with the minimum wage which will go into effect July 1, 2008. Grades 7 and 8 were increased to reflect the increase for librarians with Exempt status. Increase in staff salaries would not be as great as the pay range adjustments but would keep the Library competitive. The Trustees felt that it was important that we keep the people we have and not lose them to other libraries. They were also concerned that most people in the community would not be getting large pay increases this year. The Library must operate within the parameters of community norms.

B. Facilities Committee  
No Report

C. Finance Committee  
No Report

**VII. UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

**VIII. NEW BUSINESS**

**A. Recommendation, Re: Library's Long Range Plan of Service, FY2009-2012**

Motion was made by Trustee Douglas and Trustee Shambo seconded that the Board of Library Trustees adopt the Long Range Plan of Service for the Carol Stream Public Library for FY2009-2012 as presented.

**Discussion**

The Long Range Plan was distributed to the Trustees two weeks prior to the meeting for review. Director Kennedy reviewed the process used in putting the Long Range Plan together, plus significant changes and major goals for the next four years.

**XIV. ANNOUNCEMENTS**

There were no announcements for the Board of Trustees.

**XV. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, Vice-President Ranck declared the Meeting adjourned at 7:52 p.m.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees