

**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 21, 2007

TIME: 7:30 p.m.

PLACE: Village Hall

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 Bailey, Hudspeath, Ranck, and Siegman

Absent: Trustee Douglas

Also Present: Library Director Ann Kennedy, Assistant Director Julie Blackwell

III. PUBLIC PARTICIPATION

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

ADOPTION OF CONSENT AGENDA

Trustee Siegman moved and Trustee Ranck seconded to establish a consent agenda for the Regular Meeting of February 21, 2007. Motion carried.

Ayes 4 Trustees Bailey, Hudspeath, Ranck, and Siegman

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (absent), Two Trustee positions vacant

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

Ayes 4 Trustees Bailey, Hudspeath, Ranck, and Siegman
Nays 0 None
Absent or
Not Voting 1 Trustee Douglas (absent), Two Trustee positions vacant

- A. **Approval of Minutes of the Regular Meeting of January 17, 2007**
- B. **Receive Monthly Report of the Treasurer for the period ending January 31, 2007**
- C. **Approve Recommendation, Re: Employment Anniversary Recognition**
- D. **Receive Report, Re: Resignation of Library Trustee and Open Position**
- E. **Approve Recommendation, Re: Change in Borrower's Agreement**
- F. **Approve Disbursements of the Regular Meeting of February 21, 2007 in the amount of \$112,222.21**
- G. **Receive Monthly Report of the Library Director**
- H. **Receive Monthly Staff Reports**
- I. **Receive Report of the DuPage Library System**
- J. **Receive Report of the Friends of the Library**
- K. **Receive Communications**
- L. **Receive Announcements**

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

Ayes 4 Trustees Bailey, Hudspeath, Ranck, and Siegman
Nays 0 None
Absent or
Not Voting 1 Trustee Douglas (absent), Two Trustee positions vacant

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

Employment Anniversary Recognition:

A book will be dedicated in the collection to Clare Meehan in recognition of her 10th employment anniversary and in gratitude for her years of service to the Library and Community.

Resignation of Library Trustee:

Melissa Spyrison has submitted her resignation from the Board effective the second week of February. The open position will be advertised as required by our By Laws.

Change in Borrower's Agreement:

As recommended by the Library's lawyer, John Piccione, the Borrower's agreement has been changed to include language about the Responsible Party that signs for a juvenile card being sent to the collection agency for amounts owed on the juvenile card and the Responsible Party possibly being credit reported for those outstanding amounts.

Report of the Library Director:

The following staff members were congratulated on their employment anniversaries in February: Elaine Wierdak – 17 years, Susan Grude – 12 years, and Adriana Albers – 7 years.

Communications

- A. Thank you from Laura Hays for fifth anniversary recognition
- B. Thank you from Kathy Kalvig for twentieth anniversary recognition
- C. Thank you to Pam Leffler from Naperville Public Library for training on Question Point and Ask Away Reference Service

Announcements

- A. *Everything You Need to Know About the Open Meeting Act*, Thursday, March 15, 4:00 p.m. at DuPage Library System
- B. *Effective Meeting Skills*, Thursday, March 22, 6:30 p.m. at DuPage Library System
- C. *Understanding Board – Staff Relationships*, Thursday, April 26, 1:30 p.m. at DuPage Library System

Regular Meeting

VI. COMMITTEE REPORTS

A. Human Resources Committee

1. Recommendation, Re: Pay Plan for Non-Exempt Personnel

Trustee Bailey moved and Trustee Siegman seconded that the FY2008 Pay Plan for Non-Exempt Employees as presented by the Human Resources Committee be accepted and go into effect April 22, 2007. Motion carried.

Ayes 4 Trustees Bailey, Hudspeath, Ranck, and Siegman

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (absent), Two Trustee positions vacant

Discussion:

The Human Resources Committee met before the regular meeting of the Library Board to discuss the proposed new pay plan. The mandated state increase in minimum wage from \$7.00 per hour to \$7.50 per hour is forcing the Library to increase salaries by 8% or more for some of its employees. The increase in the bottom salary range is forcing a move up in the ranges above it. The Human Resources Committee will meet again on March 7, 2007 to discuss recommended pay increases for Library staff.

B. Facilities Committee

No report

C. Finance Committee

No report

VII. UNFINISHED BUSINESS

A. 2007 Library Referendum

The request to place the question on the ballot was approved by the Village Board at their February 5 meeting. The paper work was filed with the County on February 15. The informational brochure from the Library is completed and at the printer's. Library Tours have been scheduled. The first one is Sunday, February 25 at 2:00 p.m. Other dates are Tuesday, March 6 at 7:00 p.m., Saturday, March 17 (St. Patrick's Day) at 3:00 p.m. and Monday, March 19 at 7:00 p.m.

Trustee Siegman reported that the Referendum Committee is hard at work and gearing up for the campaign. Some funds have been raised but more are need to cover all anticipated costs. At the February 19 meeting it was determined that the Committee did not have enough funds for a mailing. Brochures will be printed for manual distribution.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, Vice-President Ranck declared the Meeting adjourned at 7:40 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees