

**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: August 15, 2007

TIME: 7:30 p.m.

PLACE: Conference Room

I. CALL TO ORDER

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

PLEDGE TO THE FLAG

President Siegman 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, and Siegman

Absent: Trustees Ranck and Douglas

Also Present: Library Director Ann Kennedy, Examiner Reporter Maxine Ledford

III. PUBLIC PARTICIPATION

President Siegman welcomed Maxine to the meeting.

ADOPTION OF CONSENT AGENDA

Trustee Bailey moved and Trustee Shambo seconded to establish a consent agenda for the Regular Meeting of August 15, 2007. Motion carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Siegman

Nays 0 None

Absent or

Not Voting 2 Trustees Ranck (absent) and Douglas (absent)

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

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Siegman
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Douglas (absent)

- A. Approval of Minutes of the Regular Meeting of July 18, 2007**
- B. Receive Monthly Report of the Treasurer for the period ending July 31, 2007**
- C. Approve recommendation to offer a 457 Deferred Compensation Plan**
- D. Receive report, re: Setting limits on holds and borrowing**
- E. Approve recommendation to change date to close Library for door installation**
- F. Approve recommendation, re: Proposed Board Policy 4.F et seq. on Library Cards**
- G. Approve Disbursements of the Regular Meeting of August 15, 2007 in the amount of \$177,037.89**
- H. Receive Monthly Report of the Library Director**
- I. Receive Monthly Staff Reports**
- J. Receive Report of the DuPage Library System**
- K. Friends of the Carol Stream Public Library**
- L. Receive Communications**

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

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Siegman
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Douglas (absent)

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

Human Resources Committee: 457 Deferred Compensation Plan:

The Library Director was authorized to enter into discussion with ICMA-RC to offer a 457 deferred Compensation Plan to Library employees. The Plan would be offered at no cost to the Library and would allow employees to invest pre-tax dollars for retirement through payroll deductions.

Setting limits on holds and borrowing:

The Director reported that we can not restrict holds according to the number of items a patron has out, but we can restrict them if they have a large amount of money owed to the Library. Also, with the present computer system, we can not limit holds to just one type of format of any given title.

Change of date to close Library door installation:

Approval was granted to change the closing date from August 24 to August 31 for the installation of automatic doors.

Board Policy 4.F et seq. on Library cards:

The Board approved the new policies on obtaining Library cards, the deletion of policies that are no longer relevant, and the reorganization of Chapter 4 of the Board Policy Manual.

Report of the Library Director:

July anniversaries include Ellen Marchessault – 26 years, Pat Roche – 16 years, Ron Anderson – one year, and Matt Weston – four years.

DuPage Library System:

Director Kennedy reported that a new contract had been negotiated with SirsiDynix and that the DLS Board was expected to approve it the following night. Work would begin immediately with ordering servers and meetings of the implementation liaisons.

Friends of the Library:

The Board of the Friends of the Library met on Thursday, August 9. Significant activities for the year will include making a gift basket to be auctioned off at the DLS Scholarship Dinner and hosting a Murder Mystery Dinner at the Library.

Communications

- A. Thank you from Stratford Square Kidsquare for presentation on July 11.
- B. Thank you from Sue McCallum for sympathy acknowledgement.
- C. Thank you from Marie Engelbert for Retirement reception and gift.

Regular Meeting

VI. COMMITTEE REPORTS

A. Human Resources Committee

2. Recommendation, Re: Performance Review of the Library Director

Trustee Shambo moved and Trustee Arends seconded to go into executive session for the purpose of conducting the performance review of the Library Director. Motion carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Siegman

Nays 0 None

Absent or

Not Voting 2 Trustees Ranck (absent) and Douglas (absent)

Accordingly the Meeting was closed to the public at approximately 7:37 p.m. pursuant to an exception to the Illinois Open Meetings Act (5 ILCS 120/2(c)(1)), specifically for the purpose of conducting the performance review of the Library Director whereupon the Board discussed the aforesaid matter and no other matter in closed session. The Board returned to regular session at 7:50 p.m.

Trustee Bailey moved and Trustee Hudspeath seconded that the Board of Trustees approve the performance evaluation of Library Director Ann Kennedy as presented and that the recommended salary increase go into effect, retroactive to May 1, 2007.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Siegman
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Douglas (absent)

B. Facilities Committee

1. Recommendation, Re: Identification sign for the front of the Library

Trustee Bailey moved and Trustee Hudspeath seconded that the Board of Trustees accept the proposal of American Sign and Lighting Company to design, construct and install an identification sign for the Library along Hiawatha Drive at a cost not to exceed \$24,300.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Siegman
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Douglas (absent)

Background information

Five letters were sent to sign companies which were identified as being able to install outdoor LED signs and were located in the Chicagoland area. Only two proposals were received. Director Kennedy recommended that the proposal from American Sign and Lighting be accepted. Their price is almost \$20,000 less than that from Parvin Claus. The representative from American did a lot of research on Carol Stream Sign Codes before submitting the proposal and his design is really nice. Kennedy will arrange a site visit with the representative to go over the contract, sign design and placement on the property.

C. Finance Committee

No report.

VII. UNFINISHED BUSINESS

C. Recommendation, Re: Meeting of Legal Services Committee

Action on this item was tabled until the Regular Board Meeting on September 19, 2007.

VIII. NEW BUSINESS

B. Recommendation, Re: By-Laws Committee recommendation on amended By-Laws

The proposed By-Laws were distributed to all Trustees in the pre-meeting package. With Trustee Ranck and Trustee Douglas absent a vote could not be taken, according to Article

XVIII, Section 1 of the By-Laws. Therefore the item was tabled and will be taken up for a vote at the next regular meeting of the Board of Trustees.

C. Recommendation, Re: Committee to review Ethics Resolution #221

It was agreed by consensus that once the Legal Services Committee has completed it's task, the same Committee will reform to review Ethics Resolution #221 and make recommendations for changes to the Board.

D. Recommendation, Re: Date for Board Long Range Planning Meeting

October 20, 2007 was chosen as the possible meeting date for a long range planning session with the Library Board of Trustees and the Library Management Staff, depending on the availability of the two absent trustees. If they are not available October 20, September 15 will be proposed as an alternative date.

XIV. ANNOUNCEMENTS

A. Memo, Re: DLS Board Elections

President Siegman announced that her two year term on the DLS Board will be up in October. There are three open seats for representatives from Public Libraries on the Board. She encouraged any Trustee interested in running for a position to contact either her or Director Kennedy. Carol Stream has a history of representation and leadership on the DLS Board. It is a 3-year commitment with meetings on the third Thursday of the month.

B. Invitation to DuPage Scholarship Banquet on September 28

The Banquet will help fund scholarships for Library School students. Although Carol Stream staff members have never received scholarships from this fund, several have applied. It is a great cause and worthy of our support. The Friends of the Carol Stream Public Library will be creating a basket to be auctioned off. Those who would like to attend should contact Director Kennedy by September 18.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Siegman declared the Meeting adjourned at 8:22 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees