

**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: September 17, 2008

TIME: 7:30 p.m.

PLACE: Community 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, Bailey, Hudspeath, and Siegman

Absent: Trustees Arends, Ranck and Douglas

Also Present: Library Director Ann Kennedy, Brian LeFevre of Sikich LLP., Mike Kunowski, Valerie Salvato from the Examiner

III. PUBLIC PARTICIPATION

Valerie Salvato introduced herself as the new reporter for the Examiner. Mike Kunowski was in attendance only to observe.

ADOPTION OF CONSENT AGENDA

Trustee Shambo moved and Trustee Bailey seconded to establish a consent agenda for the Regular Meeting of September 17, 2008. Motion carried.

Ayes 4 Trustees Shambo, Bailey, Hudspeath, and Siegman

Nays 0 None

Absent or

Not Voting 3 Trustees Arends, Ranck and Douglas

Trustee Arends entered the meeting at 7:33 p.m.

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

Ayes 4 Trustees Shambo, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 3 Trustees Ranck (absent), Douglas (absent), and Siegman (not voting)

- A. Approval of Minutes of the Rescheduled Meeting of August 27, 2008**
- B. Receive Monthly Report of the Treasurer for the period ending August 31, 2008**
- C. Approve Recommendation, Re: Employment Service Anniversary**
- D. Approve Recommendation, Re: Authorize Library Director to Apply for FY2009 Per Capita Grant**
- E. Approve Recommendation, Re: Authorize Library Director to cast ballot for Directors of DuPage Library System Board**
- F. Review of Illinois Open Meetings Act**
- G. Approve Recommendation, Re: Library Policy 5.I. Standards for Public Behavior**
- H. Approve Disbursements of the Regular Meeting of September 17, 2008 in the amount of \$222,604.88**
- I. Receive Monthly Report of the Library Director**
- J. Receive Monthly Staff Reports**
- K. Receive Communications**
- L. Receive Announcements**

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

Ayes 4 Trustees Shambo, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 3 Trustees Ranck (absent), Douglas (absent), and Siegman (not voting)

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

Employment Service Anniversary:

A book was dedicated in the collection to Robin Harwood in recognition of her 15th employment anniversary and in gratitude for her years of service to the Library and the community.

Review of Illinois Open Meetings Act:

Board Trustees confirmed that they reviewed the synopsis of the Illinois Open Meetings Act distributed in the packet.

Policy 5.I. Standards for Public Behavior:

Standards for Public Behavior replaces the previous policy, Unsupervised Children, and goes into effect immediately upon approval.

Report of the Library Director:

The Library's Ethics Resolution was distributed and board members were encouraged to review it.

Other staff members celebrating their anniversaries during the month of September are: Donna Donchenko – 18 years, Mary Magnus – 13 years, Sue McCallum – 11 years, Heidi Krueger – 4 years, and Brian Link – 2 years.

Communications

A. Thank you from Megan Palombella for gift card and party.

Announcements

A. Trustee Workshop on parliamentary Procedure Friday, October 3 and Friday, November 14 conducted via video at DuPage Library System.

B. Fall Legislative Breakfast, Monday, November 17, 2008 at Bloomingdale Public Library

Regular Meeting

VI. COMMITTEE REPORTS

B. Facilities Committee
No Report

C. Finance Committee
1. Presentation of Annual Financial Report for the Year Ended April 30, 2008 by Brian LeFevre of Sikich, LLP

LeFevre thanked the Board on behalf of Sikich for hiring them to perform the audit. Their opinion on the Financial Statements is an "unqualified audit opinion", which is the highest level that can be received. This also means that the Library is financially better off at the end of the year. LeFevre reviewed the Financial Statements for the Board. The Library switched financial institutions during the year. The peg balance changed after a few months leaving Library deposits uncollateralized. A collateral agreement has been entered into since then. LeFevre recommended that the Board make sure to review the investment policy on a regular basis to ensure the safety of investments. He also cautioned that property values may start to decrease which could increase the Library's tax rate. The Management Letter contains no recommendations for improvement but mentions a new GASB rule. GASB 45 could affect public entities in regards to health insurance for retirees. He recommended that the Library be part of the actuarial study done by the Village of Carol Stream. LeFevre said the audit went very smoothly and thanked the Library staff for their cooperation.

VII. UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

VIII. NEW BUSINESS

B. Recommendation, Re: Acceptance of proposal to provide insurance for the Carol Stream Public Library.

Trustee Bailey moved and Trustee Shambo seconded that the Board of Trustees of the Carol Stream Public Library accept the proposal of Heil & Heil Insurance Agency dated August 30, 2008 to provide Property, Liability, Crime, Automobile, Umbrella and Workers' Compensation Insurance for the period beginning October 8, 2008 and ending October 8, 2009. Motion carried.

Ayes 4 Trustees Shambo, Arends, Bailey, and Hudspeath

Nays 0 None

Absent or

Not Voting 3 Trustees Ranck (absent), Douglas (absent), and Siegman (not voting)

Discussion:

Two proposals were received for the provision of insurance, one from Arthur J. Gallagher Risk Management Services and one from Guy Blaszak of Heil & Heil Insurance Agency. Guy requested quotes from Philadelphia, Travelers', Indiana and Utica. Philadelphia and Travelers' did not submit a quote. Indiana submitted a quote but did not include flood, earthquake, or D&O coverage. Information on Utica's Library program was distributed. They are just starting to enter the Midwest market. Heil & Heil has done several presentations at Illinois Library Association Conferences for over four years and is sponsoring the Trustee Luncheon this year. The company used by Gallagher, Hartford Insurance Group, has an A+ rating in A.M. Best. The Utica national Insurance Group has an A- rating in A.M. Best. A spread sheet was distributed which provided a side-by-side comparison of the two proposals. The Heil & Heil proposal was almost \$12,000 less than the Gallagher proposal.

XII. OTHER REPORTS

A. DuPage Library System

The DuPage Library System Scholarship Dinner will be held on Friday, September 19. Carol Stream Public Library will be represented by eight attendees.

B. Friends of the Library

The Friends had plans to take part in the Historical Society Market Place the previous weekend but the event was rained out. They are now planning a Mystery Dinner for January.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Siegman declared the Meeting adjourned at 8:10 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees

Minutes drafted by Ann Kennedy, September 22, 2008