

**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 19, 2007**

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

**PLACE: Conference Room**

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**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, Brian LeFevre of Sikich Gardner & Co. LLP

**III. PUBLIC PARTICIPATION**

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

**ADOPTION OF CONSENT AGENDA**

Trustee Bailey moved and Trustee Arends seconded to establish a consent agenda for the Regular Meeting of September 19, 2007. Motion carried.

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

Nays ..... 0 None

Absent or

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

Trustee Shambo moved and Trustee Arends 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 and Douglas (absent)

- A. Approval of Minutes of the Regular Meeting of August 15, 2007**
- B. Receive Monthly Report of the Treasurer for the period ending August 31, 2007.**
- C. Recommendation, Re: Employment Service Anniversary**
- D. Recommendation, Re: Amended By-Laws**
- E. Recommendation, Re: Date for Board Long Range Planning meeting**
- F. Recommendation, Re: Resolution relating to a 457 Deferred Compensation Plan**
- G. Recommendation, Re: Acceptance of the Disaster Plan of the Carol Stream Public Library**
- H. Authorization of Library Director to apply for FY2008 Per Capita Grant**
- I. Recommendation, Re: Gallagher Library Program Insurance Proposal**
- J. Authorization of Library Director to cast ballot for Directors of DuPage Library System Board and for Bylaws Revisions.**
- K. Approve Disbursements of the Regular Meeting of September 19, 2007 in the amount of \$136,475.76**
- L. Receive Monthly Report of the Library Director**
- M. Receive Monthly Staff Reports**
- N. Receive Report of the DuPage Library System**
- O. Receive Report of the Friends of the Carol Stream Public Library**
- P. Receive Communications**
- Q. Receive Announcements**

Trustee Shambo moved and Trustee Hudspeath 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 and Douglas (absent)

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

**Employment Service Anniversary:**

The Board authorized that a book be dedicated in the collection to Sue McCallum in recognition of her 10th employment anniversary and in gratitude for her years of service to the Library and the community.

**Amended By-Laws:**

The amended By-Laws as recommended by the By-Laws Committee were approved. Copies are on file at the Library.

**Date for Board Long Range Planning meeting:**

Saturday, October 20, 2007 from 9:00 a.m. to 12:00 noon was set for a long range planning session with the Board of Trustees and the Management Staff.

**Resolution relating to a 457 Deferred Compensation Plan:**

The Board approved Resolution #235 authorizing the Library to enter into a contract with ICMA-RC to offer a 457 Deferred Compensation Plan to the employees of the Carol Stream Public Library.

**Gallagher Library Program Insurance Proposal:**

The Library Director was authorized to accept the proposal of Arthur Gallagher for Commercial, Worker's Comp and Umbrella Liability insurance. The policy covers the time frame from October 10, 2007 to October 9, 2008. The premium of \$32,535 represents a six percent overall decrease over the previous year.

**Report of the Library Director:**

Congratulations to the following staff who are celebrating employment anniversaries this month: Donna Donchenko – 17 years, Robin Harwood – 14 years, Mary Magnus – 12 years, Sue McCallum – 10 years, Heidi Krueger – 3 years, and Brian Link – 1 year.

**Report of the DuPage Library System**

The MAGIC migration process has begun. There have been many long hours of work by three Carol Stream Department Heads in addition to the devoted DLS technology staff.

**Report of the Friends of the Carol Stream Public Library**

The Friends of the Library have planned a Mystery event at the Library for Friday, October 26, starting at 5:30 p.m. after the Library closes. Cost will be \$15. Tickets will be available starting October 1, 2007.

**Communications**

- A. Letter from national Association for Business Resources congratulating the Library on being selected as one of "Chicago's 101 Best & Brightest Companies to Work For."
- B. Letter to the Board from citizen Carmine Pizzi.

**Announcements**

- A. DuPage Library System, Invitation to *5<sup>th</sup> Annual Fall Legislative Breakfast*, Monday, November 19, 2007, 8:30 a.m., DuPage Library System

## Regular Meeting

### VI. COMMITTEE REPORTS

#### A. Facilities Committee

No Report

#### B. Finance Committee

1. Presentation of Annual Financial Report for the Year Ended April 30, 2007 by Brian LeFevre of Sikich Gardner & Co, LLP

LeFevre thanked the Board on behalf of Sikich Gardner 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. The Financial Statements contain a Management Discussion and Analysis letter written by the Library Director to explain the Library’s financial position. President Siegman asked why this needed to be done. LeFevre explained that there was a concern that larger units of local government weren’t taking an interest in the Financial Statements. LeFevre reviewed the Financial Statements for the Board. Trustee Arends asked why the collection isn’t listed as an asset. The Library’s policy states that only items that cost \$1,000 or more are counted as an asset. No book is worth that. The collection is insured, just not counted as a financial asset. The Management Letter contains no recommendations for improvement but mentions new GASB rules. Only GASB 43 and GASB 45 could affect public areas. LeFevre said the audit went very smoothly and thanked the Library staff for their cooperation.

### VII UNFINISHED BUSINESS

#### A. Recommendation, Re: Meeting of Legal Services Committee

This discussion was tabled until the next meeting.

### XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Siegman declared the Meeting adjourned at 8:01 p.m.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees