

**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: November 19, 2008

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 7:31 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

III. PUBLIC PARTICIPATION

President Siegman welcomed Valerie Salvato from the Examiner and Mike Kunowski.

ADOPTION OF CONSENT AGENDA

Trustee Shambo moved and Trustee Bailey seconded to establish a consent agenda for the Regular Meeting of November 19, 2008. Motion carried.

Ayes 4 Trustees Shambo, Arends, Bailey and Hudspeath

Nays 0 None

Absent or

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

Trustee Arends moved and Trustee Shambo 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 and Douglas (absent) and Siegman (not voting)

- A. Approval of Minutes of the Regular Meeting of October 15, 2008**
- B. Receive Monthly Report of the Treasurer for the period ending October 31, 2008**
- C. Approve Recommendation, Re: Employee Service Anniversary**
- D. Approve Recommendation. Re: Job Description for Page**
- E. Approve Recommendation, Re: Job Description for Circulation Clerk**
- F. Approve Recommendation, Re: Job Description for Circulation Lead**
- G. Approve Recommendation, Re: Approval of revised Board Policy 5.E. Public Use of the Internet.**
- H. Approve Disbursements of the Regular Meeting of November 19, 2008 in the amount of \$195,262.14**
- I. Receive Monthly Report of the Library Director**
- J. Receive Monthly Staff Reports**
- K. Receive Report of the DuPage Library System**
- L. Receive Report of the Friends of the Library**
- M. Receive Communications**

Trustee Hudspeath moved and Trustee Bailey 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 and Douglas (absent) and Siegman (not voting)

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

Employee Service Anniversary

A book will be dedicated in the collection to Fran Venegas in recognition of her 5th employment anniversary and in gratitude for her years of service to the Library and the community.

Job Descriptions

The Job Descriptions for Page, Circulation Clerks I and II, Circulation Desk Supervisor and Assistant Department Head were revised to bring them more up to date and to accurately reflect the jobs as they are presently intended to be performed.

Revised Policy on Public Use of the Internet

The Policy was revised to reflect current practices in the Library and make it less verbose. The Library's legal counsel reviewed the policy and suggested changes to highlight the Illinois Confidentiality Act and to add a grievance procedure.

Report of the Library Director

The Village Board of Trustees held the public hearing on the Library Tax Levy on Monday, November 3. There was no one to speak at the public participation and there were no comments from any of the Village Trustees.

In addition to Fran Venegas' 5th Employment Anniversary, the following staff members are recognized for their years of service to the Library: Karen Segó – 11 years, Gail Santroch – 7 years, Julie Blackwell – 2 years and Liz Bryers – one year.

Report of DuPage Library System

President Siegman reported on the DLS Legislative Breakfast and announced that she is the Chair of the Succession Planning Committee.

Communications

- A. Thank you from Pam Leffler for Employment Anniversary Recognition
- B. Article from Library Administrator's Digest, October 2008, about Board use of email.
- C. Report from Tom Arends on ILA Trustee Day, September 25, 2008

Regular Meeting

VI. COMMITTEE REPORTS

B. Facilities Committee

No Report

C. Finance Committee

No Report

VII. UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

XIV. ANNOUNCEMENTS

There were no announcements for the month.

XV. ADJOURNMENT

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

Mary C. Hudspeath, Secretary
Board of Library Trustees