

**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**

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**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' 5<sup>th</sup> 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.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees