

**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: March 18, 2009**

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

**PLACE: Community 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, Siegman, and Douglas

Absent: Trustee Ranck

Also Present: Library Director Ann Kennedy

**III. PUBLIC PARTICIPATION**

Members of the public in attendance: David DeRango, Dominick Jeffrey, Michael Kunowski, Valerie Salvato, and Michael Wade.

None of those in attendance accepted the offer to address the Board.

President Siegman announced that the order of the Agenda will be changed to move New Business to the end of the meeting.

**ADOPTION OF CONSENT AGENDA**

Trustee Shambo moved and Trustee Arends seconded to establish a consent agenda for the Regular Meeting of March 18, 2009. Motion carried.

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

Nays ..... 0 None

Absent or

Not Voting .... (2) Trustee Ranck (absent), and Trustee Siegman (not voting)

Trustee Bailey 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 Douglas

Nays ..... 0 None

Absent or

Not Voting .... (2) Trustee Ranck (absent), and Trustee Siegman (not voting)

- A. Approval of Minutes of the Regular Meeting of February 18, 2009**
- B. Receive Monthly Report of the Treasurer for the period ending February 28, 2009**
- C. Receive Report of the Facilities Committee**
- D. Approve Disbursements of the Regular Meeting of March 18, 2009 in the amount of \$404,197.42**
- E. Receive Monthly Report of the Library Director**
- F. Receive Monthly Staff Reports**
- G. Receive Report of the DuPage Library System**
- H. Receive Report of the Friends of the Carol Stream Public Library**
- I. Receive Communications**
- J. Receive Announcements**

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

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

Nays ..... 0 None

Absent or

Not Voting .... (2) Trustee Ranck (absent), and Trustee Siegman (not voting)

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

**Treasurer's Report:**

Trustee Douglas pointed out that the Library is 75% through the fiscal year. Expenditures and revenues are on track at 75% for most line items.

**Facilities Committee:**

Director Kennedy met with the architects to begin plans for the remodeling projects. The contract for services will be brought to the April Board meeting.

**Approve Disbursements:**

Kennedy pointed out that the Disbursements appear high because they include the \$250,000 investment in CDs at Mutual Bank.

**Report of the Library Director:**

Staff employment anniversaries this month are: Barbara Kohlmetz – 11 years; Richard Karney – 11 years; Jennifer Welch – 2 years; Beth Urgo – 1 year

**Report of the DuPage Library System**

The Executive Director Search Committee will take a proposal to the March DLS Board meeting on which Search Firm to hire. The time table now has a new Executive Director being hired August 2009 at the earliest.

**Report of the Friends of the Library**

The Friends of the Library will hold a membership drive during the month of April, especially during National Library Week. The Annual Meeting and Garden Planting will be held on Saturday, May 16.

**Communications**

- A. Thank you from Maryanne Dihel for Margo Quaintance visit to 3<sup>rd</sup> Grade Literacy Night
- B. Letter from Illinois State Treasurer Alexi Giannoulias on merging of Illinois Funds
- C. Letter from Illinois Secretary of State Jesse White announcing FY2009 Per Capita Grant award

**Announcements**

- A. Illinois Library Day, Springfield, Illinois, April 23, 2009

**Regular Meeting**

**VI. COMMITTEE REPORTS**

- A. Human Resources Committee  
No Report
- B. Finance Committee

- 1. Recommendation, Re: Engagement of a firm to perform bookkeeping services

Trustee Douglas moved and Trustee Bailey seconded that the Board of Library Trustees of the Village of Carol Stream accept the proposal of McClure Inserra & Company Chartered for the provision of accounting services for the period of May 1, 2009 through April 30, 2010 as detailed in their proposal dated February 26, 2009. Motion carried.

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

**Background information:**

The Library has had trouble with Lauterbach & Amen with sloppy work and lack of customer focus. When no improvement was seen last fall, a request for proposal went out to other accounting services. One firm responded that they were not interested. Proposals were received from Manning Silverman and from McClure Inserra. The proposal from McClure Inserra was significantly less than the one from Manning Silverman. The staff was also impressed that Paul Inserra came out to interview the staff and to get to know the Library. They have done extensive work with libraries in the North Suburban Library System.

**2. Recommendation, Re: Change in fiscal procedures of the Library**

Trustee Douglas moved and Trustee Arends seconded that the Board of Library Trustees approve the implementation of QuickBooks in the Library Business Office for the payment of all Library invoices in-house by Library staff on a weekly basis. Motion carried.

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

**Background information:**

By using QuickBooks and paying invoices in house the Library can pay bills in a more timely fashion as required in the Illinois Prompt Payment Act. Board members would not have two piles of checks to sign at each Board meeting. The existing Business Office staff already pays half of the bills and would be able to easily pick up the rest. Expenses would be approved on the Vendor Check list each month. All checks over \$1000 would require an officer signature.

**3. Recommendation, Re: Fiscal Year 2010 Working and Appropriation Budgets**

Trustee Douglas moved and Trustee Arends seconded that the Board of Library Trustees of the Village of Carol Stream adopt Library Resolution #238, FY2010 Working and Appropriation Budget / Request for Tax Levy effective immediately and that the Library Director be instructed to forward same to the Village of Carol Stream. Motion carried.

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

**Background information:**

The budget covers expenses for FY2010 and the levy appropriation to be collected in FY2011. Non-tax revenue is projected to be lower than normal. Interest income is now following the fund reserve instead of all going to General Fund. The IMRF expense and levy will see significant increases because of the loss of investments in 2008. Increases in all lines for the next 3 years are being kept to a minimum. The levy requested last year at this time is 2.10% less than the previous year. The levy being requested at this time is a 2.62% increase over the previous year but is only a .46% increase over the past two years. A six to twelve month reserve is being maintained in all funds as recommended by standard accounting principals.

**VII. UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

**VIII. NEW BUSINESS**

**A. Recommendation, Re: Possible vacancy on the Board of Library Trustees**

Trustee Shambo moved and Trustee Douglas seconded that the Board of Library Trustees adjourn to Executive Session under the Open Meetings Act, 5 ILCS 120/2(c)03 where they will discuss a vacancy in public office and nothing else. Motion carried.

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

Accordingly the Meeting was closed to the public at approximately 7:44 p.m. pursuant to the exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)03 specifically for the purpose of discussing a vacancy in public office whereupon the Board discussed the aforesaid matter and no other matters in closed session. The Board returned to regular session at 7:53 p.m.

President Siegman announced that the Board had accepted the resignation of Trustee Ranck effective immediately. Applications for the open position will be accepted by the Library Director until 5:00 p.m. April 9, 2009.

**XV. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Siegman declared the Meeting adjourned at 7:54 p.m.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees

Minutes drafted by Ann Kennedy, March 23, 2009