

**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: April 15, 2009

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, Arends, Bailey, Hudspeath, Siegman, and Douglas

Absent: none

Also Present: Library Director Ann Kennedy

III. PUBLIC PARTICIPATION

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

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

ADOPTION OF CONSENT AGENDA

Trustee Bailey moved and Trustee Douglas seconded to establish a consent agenda for the Regular Meeting of April 15, 2009. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Siegman (not voting)

Trustee Hudspeath moved and Trustee Douglas 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 1 Trustee Siegman (not voting)

- A. Approval of Minutes of the Regular Meeting of March 18, 2009**
- B. Receive Monthly Report of the Treasurer for the period ending March 31, 2009**
- C. Approve Recommendation, Re: Employee Service Recognition**
- D. Approve Recommendation, Re: Transfer of Funds from General Fund to Capital Maintenance and Repair Fund**
- E. Approve Recommendation, Re: Material Selection Policy**
- F. Review of the Task Function Calendar FY2010**
- G. Approve Disbursements of the Regular Meeting of April 15, 2009 in the amount of \$173,625.34**
- H. Receive Monthly Report of the Library Director**
- I. Receive Monthly Staff Reports**
- J. Receive Communications**
- K. Receive Announcements**

Trustee Douglas moved and Trustee Bailey 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 1 Trustee Siegman (not voting)

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

Employee Service Recognition

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

Transfer of Funds

The Library Board of Trustees authorized the Library Director to transfer \$900,000.00 from the Library's General Fund reserve to the Capital Maintenance and Repair Fund to cover future expenses relating to capital maintenance, repair and remodeling.

Material Selection Policy

In its bi-annual review of the Material Selection Policy, Policy 4.B in the Board Policy Manual, the Library Board of Trustees approved the Policy, as presented.

Communications

Thank you from Marcy Doyle for Employee Service Anniversary Recognition

Announcements

Annual LACONI Trustee Dinner, May 15, 2009, Oak Brook Bath & Tennis Club

Regular Meeting

VI. COMMITTEE REPORTS

A. Human Resources Committee

1. Recommendation, Re: Performance Evaluation of the Library Director

This item was moved to the end of the meeting

2. Recommendation, Re: Military Leave Policy

Trustee Bailey moved and Trustee Douglas seconded that the Board of Library Trustees adopt the Military Leave Policy as presented and that it be incorporated into the Library's Personnel Code as item VII.B.8. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Siegman (not voting)

Discussion:

The Human Resources Committee recommended that the Board adopted the one sentence, "Employees shall be entitled to all military leave benefits in accordance with state and federal law." rather than a longer 2 page policy. The longer policy will be retained for reference to the appropriate laws.

B. Facilities Committee

1. Recommendation, Re: Contract with SRBL Architects for Proposed 2009 Remodeling project

Trustee Douglas moved and Trustee Hudspeath seconded that the Board of Library Trustees authorize Board President Barbara Siegman to sign the contract with SRBL Architects when the representatives of the Architects and the representatives of Ancel Glink have reached an agreement. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Siegman (not voting)

Discussion:

The proposed contract was received from the Architects on March 27 and forwarded to legal counsel. Supplemental Conditions were received from Ancel Glink on Tuesday, April 14 and forwarded to SRBL Architects. There were no major changes and an agreement is pending.

VII. UNFINISHED BUSINESS

A. Recommendation, Re: Vacancy on the Board of Library Trustees

The item was tabled until the May 20, 2009 Board meeting pending the Certified outcome of the Trustee Election.

VIII. NEW BUSINESS

C. Recommendation, Re: Resolution #239 honoring Robert B. Ranck for his years of service as a Carol Stream Library Trustee.

Trustee Douglas moved and Trustee Arends seconded that the Library Board of Trustees of the Village of Carol Stream adopt Resolution #239 commending Robert B. Ranck for his years of service as a Library Trustee and that said Resolution be read into and become a part of the permanent record of the Minutes of the Meeting. Motion Carried

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION # 239

RE: COMMENDATION OF ROBERT B. RANCK FOR HIS SERVICE AS A CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Robert B. Ranck was appointed to complete an unexpired term as Trustee in November 2002, elected to four-year terms in April 2003 and in April 2007, and served in that capacity until March 2009, and;

WHEREAS, during his term of office he served the Library whenever called upon and in a variety of ways; and,

WHEREAS, as Chairman and a member of the Library Facilities Committee he was a leading force in keeping an efficient, well-maintained building, including specific projects such as the clean up of the wooded area north of the Library and construction of the fence, the installation of automatic entry doors, the installation of the Library sign and improvements to the Library exterior; and,

WHEREAS, as a participating member of the Board, he demonstrated his commitment to the provision of quality library service, bringing his knowledge and experience to the many Committees on which he served including the Architect Selection Committee, the Material Selection Policy Review Committee, the Budget and Finance Committee, the Personnel Committee, the Bylaws Revision Committee and the Facilities Committees; and

WHEREAS, during his term as Trustee he has served the Library and the community extremely well and has contributed many hours of his time for the welfare of the Library and the Village;

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Robert B. Ranck on behalf of the citizens of Carol Stream and library users everywhere for his exemplary dedication and service to all.

XII. OTHER REPORTS

A. DuPage Library System

No report

B. Friends of the Carol Stream Public Library

No report

VI. COMMITTEE REPORTS

A. Human Resources Committee

2. Recommendation, Re: Performance Evaluation of the Library Director

EXECUTIVE SESSION:

Trustee Bailey moved and Trustee Douglas seconded that the Board of Library Trustees go into Executive Session under the Open Meetings Act, 5 ILCS 120/2(c).01 where they will discuss the performance evaluation and salary increase of the Library Director and nothing else. Motion Carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

Accordingly the Meeting was closed to the public at approximately 7:45 p.m. pursuant to an exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)01 specifically for the purpose of discussing the “the appointment, employment, compensation, discipline, performance, or dismissal of specific employee” whereupon the Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:00 p.m.

Trustee Douglas moved and Trustee Bailey seconded that the Board of Trustees approve the performance evaluation of Library Director Ann Kennedy as presented and that the recommended salary increase go into effect on May 3, 2009 with the new fiscal year. Motion carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

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.

Mary C. Hudspeath, Secretary
Board of Library Trustees

Minutes drafted by Ann Kennedy, April 23, 2009