

**MINUTES FOR THE RESCHEDULED 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 22, 2010 TIME: 7:30 p.m. PLACE: Library Discovery Room

I. CALL TO ORDER

Vice-President Bailey called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

PLEDGE TO THE FLAG

Vice-President Bailey led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees Wade, Arends, Bailey, Hudspeath, and Siegman

Absent: Trustee Douglas

Also Present: Library Director Ann Kennedy

III. PUBLIC PARTICIPATION

Members of the public in attendance: David DeRango, Michael Kunowski, Erin Sauder of the Press, and Matt Gentile of the Examiner.

ADOPTION OF CONSENT AGENDA

Trustee Siegman moved and Trustee Wade seconded to establish a consent agenda for the Regular Meeting of September 22, 2010. Motion carried.

Ayes 5 Trustees Wade, Arends, Bailey, Hudspeath, and Siegman

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (absent)

Trustee Siegman moved and Trustee Hudspeath seconded to put the following items on the Consent Agenda for the Meeting. Motion carried.

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

- A. Receive Monthly Report of the Treasurer for the period ending August 31, 2010**
- B. Approve recommendation, re: Employee Service Anniversaries**
- C. Approve recommendation, re: Amendment to Chart of Accounts and Budget**
- D. Approve recommendation, re: Certificates of Deposit**
- E. Approve recommendation, re: Authorization of Library Board President to cast ballot for Directors of DuPage Library System Board.**
- F. Receive Monthly Staff Reports**
- G. Receive Report of the Library Systems**
- H. Receive Announcements**

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

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

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

Employee Service Anniversaries:

The Board approved that books be dedicated in the collection to Donna Donchenko in recognition of her 20th employment anniversary and to Mary Magnus in recognition of her 15th employment anniversary and in gratitude for their years of service to the Library and the community.

Amendment to Chart of Accounts and Budget

The Board of Library Trustees approved the changes to the Chart of Accounts as recommended by the Finance Committee and the subsequent changes to the budget as a result of the new accounts.

- a) The Benefits Account line (5104) will be divided into
 - i. Life Insurance (5107)
 - ii. Medical Insurance (5108)
 - iii. Other Benefits (5109)
- b) The Professional Education Account line (5105) will be divided to make Membership a different account (make Membership 5106)
- c) A new Account will be added for all MAGIC expenses including monthly operating costs, automation modules, and future expenses (5410)
- d) The IMRF line will be renumbered 6620 so the expenses can be easily tracked.

Certificates of Deposit

The Board authorized the Library Director to invest \$249,000 in twelve or thirteen month CDs at the best rate possible at any one of the Library's authorized depositories.

Report of the Library Systems

Director Kennedy submitted a written report on the process of the merger of the five northern Library Systems.

Announcements

- A. Carol Stream Citizen of the Year Committee Invitation to Honor Someone with a Nomination

Regular Meeting

IV. APPROVAL OF MINUTES

A. Minutes of Regular Meeting of August 25, 2010

Trustee Siegman moved and Trustee Wade seconded to approve the minutes of the Regular Meeting of August 25, 2010.

Trustee Arends asked for clarifying wording under the discussion of the Intergovernmental Agreement. Trustee Wade and Trustee Arends both requested that the Intergovernmental Agreement be on the September 1 Agenda.

Trustee Siegman amended her motion and Trustee Wade amended his second to approve the minutes as corrected. Motion carried.

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

B. Minutes of Special Meeting of September 1, 2010

Trustee Siegman moved and Trustee Wade seconded to approve the minutes of the Special Meeting of September 1, 2010.

Trustee Arends asked for clarifying wording under the discussion of the Intergovernmental Agreement.

Trustee Siegman amended her motion and Trustee Wade amended his second to approve the minutes as corrected. Motion carried.

Ayes 5 Trustees Wade, Arends, Bailey, Hudspeath, and Siegman
Nays 0 None
Absent or

Not Voting 1 Trustee Douglas (absent)

VI. COMMITTEE REPORTS

B. Facilities Committee

No Report

C. Finance Committee

1. Report, re: Status of Annual Audit

Director Kennedy gave a report on the delay of the audit. She is attempting to work with the bookkeeping service to make the necessary corrections to have a clean audit presented. The Board told her to call Paul Inserra and have the matter cleared up quickly.

VII. UNFINISHED BUSINESS

A. Recommendation, Re: Request from T-Mobile to build a cell tower on Library property

Director Kennedy outlined the responses from Derek McGrew to the previous questions the Board had submitted. McGrew submitted a picture of what the cell tower would look like on the north end of the property. The Board agreed that they have not been impressed with the presentation so far. They aren't sure what sort of commitment Mr. McGrew is looking for but would need a number of questions answered before moving to negotiations. Trustee Wade stated that he is interested in the revenue source but has several outstanding questions. Kennedy asked what other questions she should submit to McGrew. The Board would like to find out in advance if it is feasible to get the project approved by the Zoning Board. Trustee Hudspeath would like to see the size of the pad staked out on the property. The Board asked what the typical length of a contract would be. If there is an increase in property taxes because the use of the property changes, the Board would like a compensating increase in the lease amount. Once installed, if other wireless companies add antennas, would we get part of the increased revenue? How would access to the property be gained? Would they build a blacktop road? A public meeting of the neighbors would need to be held if the project were to move forward. The matter was referred to the Facilities Committee.

VIII. NEW BUSINESS

A. Recommendation, Re: Acceptance of Insurance Proposals

Trustee Wade moved and Trustee Siegman seconded that the Insurance Proposal of Heil & Heil be accepted at the rate quoted. Motion carried.

Ayes 5 Trustees Wade, Arends, Bailey, Hudspeath, and Siegman

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (absent)

B. FY2011 Per Capita Grant Application
1. Review of Library's Bylaws

The Board reviewed changes that they would like to see made to the Bylaws. The Bylaws Committee will meet to write the changes into the Document. The Document will be reviewed by Legal Counsel and then presented to the Board for approval. Suggested changes:

Article IV, Sec. 7: adding the word "if" before point number "e"

Article VII, Sec. 2: Clarification that the vacancies on the Board are filled by a majority vote of the Board.

Article VIII, Sec. 7, 3rd sentence: The Treasurer shall "cause to have prepared" all financial reports...

Article XII, Sec. 3, point "g" add wording for accounting service

Article XIX, Add Executive Session between New Business and Disbursements

2. Review of Core Standards

The Board reviewed the Core Standards of Library Service to determine five areas to focus on in the next year, as requested by the Per Capita Grant Application. Two areas that were previously suggested were long range planning and alternative sources of revenue. Director Kennedy reviewed areas suggested by the Management Staff which include making the collection more accessible with signage, a floor map and better AV shelves. Emergency and disaster training for the staff was recommended by the Management Staff and by Trustee Wade. Trustee Siegman requested that the Library focus public relations and marketing efforts toward local businesses, bringing more businesses into the Library and promoting cooperation and sponsorship.

3. Recommendation, Re: Authorization of Library Director to Apply for FY2011 Per Capita Grant

Trustee Siegman moved and Trustee Arends seconded that the Library Director be authorized to prepare the Library's Application for a Per Capita Grant for FY2011 and to file such document with the Illinois State Library no later than October 15, 2010. Motion carried.

Ayes 5 Trustees Wade, Arends, Bailey, Hudspeath, and Siegman

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (absent)

Discussion:

Director Kennedy outlined the application and review process for the Board. Carol Stream has been fortunate in that we have received the FY2010 funds. Many libraries have not yet received last year's funds and are voicing their displeasure at having to submit a lengthy application when funds are not forthcoming. The FY2010 funds came through as LSTA funds which is federal money and has a more complicated reporting process. Kennedy

requested permission to request funds in this year's report, in the following order for, the play wall for the preschool area, software and hardware to allow patron printing from home and from the Library's Wifi, and electronic books pre-loaded with books for patrons to check out.

IX. DISBURSEMENTS

A. Approval of Vendor Check Report for the Period August 1, 2010 to August 31, 2010, plus the Addendum for the Meeting of September 22, 2010.

Trustee Hudspeath moved and Trustee Wade seconded that the Vendor Check Report for the period of August 1, 2010 to August 31, 2010, plus the Addendum for the meeting of September 22, 2010 in the amount of \$87,116.50 be approved. Motion carried.

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

Discussion:

Trustee Arends asked about the expense for Text-a-Librarian. Kennedy explained that this is an annual subscription to a software package that allows questions to be texted to librarians. The service is monitored the entire time that the Library is open and the librarians respond to the questions through their computers instead of cell phones. Trustee Siegman commended the Library for a service designed to reach patrons under the age of 30.

X REPORT OF THE LIBRARY DIRECTOR

Trustee Arends mentioned that at a workshop he attended it was announced that the Administrative Code for the FOIA has been released by the Auditor General affective August 13, 2010. Trustee Arends asked Kennedy to inquire of legal counsel if there is anything in the Code that the Library should be aware of.

In addition to the Donchenko and Magnus employment anniversaries, congratulations to: Robin Harwood – 17 years, Sue McCallum – 13 years, Heidi Krueger – 6 years, Brian Link – 4 years, Stephanie DeYoung – 2 years, Sarah Kovac – 2 years, and Angela Aiello – 1 year.

XII. OTHER REPORTS

B. MAGIC Consortium

Director Kennedy reported that she has been elected President of the MAGIC Consortium. Trustee Arends asked about the Bylaws amendments which Legal Counsel was concerned with. Kennedy reported that the governing body of MAGIC would like to wait three months before discussing changes to the Bylaws.

C. Friends of the Carol Stream Public Library

No report

IX. EXECUTIVE SESSION

A. Civil Suit against the Library

Trustee Siegman moved and Trustee Arends seconded that the Board of Library Trustees adjourn to Executive Session under the Open Meetings Act, 5 ILCS 120/2(c)11 where they will discuss litigation against the Library and nothing else. Motion carried.

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

Accordingly the Meeting was closed to the public at approximately 8:50 p.m. pursuant to the exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)11 in order to discuss litigation against the Library and no other matter in closed session. The Board returned to regular session at 9:02 p.m.

Trustee Siegman moved and Trustee Bailey seconded that Resolution 247, “A Resolution of the Village of Carol Stream Public Library Approving a Settlement Agreement Between the Library and Ms. Elaine Wierdak” be approved as written. Motion carried.

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

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, Vice-President Bailey declared the Meeting adjourned at 9:03 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees