

**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: October 20, 2010**

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

**PLACE: Library Discovery Room**

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**I. CALL TO ORDER**

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

**PLEDGE TO THE FLAG**

President Douglas led those in attendance in the Pledge of Allegiance to the Flag.

**Administration of Oath of Office to James Outland**

Library Director Ann Kennedy administered the Oath of Office to newly appointed Trustee James Outland.

President Douglas is asked to have the Minutes reflect that Trustee Outland had been sworn in and that the Minutes will reflect his vote in any action of the Library Board.

**II. ROLL CALL**

Secretary Hudspeath called the roll.

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

Absent:

Also Present: Library Director Ann Kennedy

**III. PUBLIC PARTICIPATION**

Members of the public in attendance: Dominick Jeffrey, Michael Kunowski, and Matt Gentile of the Examiner. No one asked to address the Board.

**ADOPTION OF CONSENT AGENDA**

Trustee Wade moved and Trustee Siegman seconded to establish a consent agenda for the Regular Meeting of October 20, 2010. Motion carried.

Ayes ..... 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Siegman  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee Douglas (not voting)

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

Ayes ..... 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Siegman  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee Douglas (not voting)

- A. Approval of Minutes of the Special Meeting of September 27, 2010**
- B. Approval of Minutes of the Special Meeting of September 30, 2010**
- C. Approve recommendation, re, Employee Service Anniversaries**
- D. Approve recommendation, re: Revision to the Meeting Room Policy**
- E. Receive Report, re: Certificates of Deposit**
- F. Approve Disbursements of the Regular Meeting of October 20, 2010 in the amount of \$152,807.10**
- G. Receive Monthly Report of the Library Director**
- H. Receive Monthly Staff Reports**
- I. Receive Report on the Library Systems**
- J. Receive Communications**
- K. Receive Announcements**

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

Ayes ..... 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Siegman  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee Douglas (not voting)

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

**Employee Service Anniversary**

The Board dedicated a book in the collection to Tanya Schwander in recognition of her 5th employment anniversary and in gratitude for her years of service to the Library and the Community.

**Revision to the Meeting Room Policy**

The Board adopted the revised Meeting Room Policy and Responsibility Statement as presented and as recommended by the Facilities Committee and that the policy go into affect December 1, 2010. Revisions include a rewriting to reflect two rooms instead of one. The

Board also approved allowing businesses to use the rooms starting December 1, 2010 at a fee of \$25 per hour or fraction thereof.

**Certificates of Deposit**

The Certificates of Deposit were rolled over at West Suburban Bank for 12 months at 0.65% interest.

**Report of the Library Director**

In addition to Tanya Schwander's employment anniversary, the following employees celebrated anniversaries in October: Pam Leffler – 17 years; Renee Walther – 14 years; Steve Dexheimer – 7 years; Dan Jones – 7 years.

**Communications**

- A. Thank you from Mary Magnus for Employment Anniversary Recognition
- B. Newsletters from Ancel Glink

**Announcements**

- A. Tax Levy Hearing at Village Board of Trustees on November 1, 2010

**Regular Meeting**

**IV. APPROVAL OF MINUTES**

**A. Minutes of Regular Meeting of September 22, 2010**

Trustee Arends asked that approval be withheld until the November meeting. The September Minutes mentioned corrections to the minutes of August 25, 2010 and September 1, 2010. Arends requested that copies of those minutes be distributed to Trustees to verify the corrections.

**V. MONTHLY REPORT OF THE TREASURER**

**A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending September 30, 2010**

Trustee Siegman moved and Trustee Bailey seconded to accept the monthly financial statement of the Treasurer for the period ending September 30, 2010. Motion Carried.

Ayes ..... 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Siegman  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee Douglas (not voting)

Discussion:

Trustee Arends asked that approval be delayed until after the presentation of the Annual Financial Report on October 27, 2010. Arends would like to add two lines to the Chart of Accounts, Retainage and Prepaid items. President Douglas said that the lines could be added to the Chart but the financial numbers as presented in the report would not change.

**VI. COMMITTEE REPORTS**

**A. Facilities Committee**

**2. Report, Re: Library Roof Repair/Replacement**

Trustee Hudspeath outlined the discussion held by the Facilities Committee on the roof project. The Library would like to proceed with roof repairs in the spring and is seeking quotes from consultants and construction managers for the project. Kennedy has asked for information from SRBL Architects and Camosy Construction. President Douglas explained that a few Trustees were informed of a possible grant from the County but have since found out that the Library project does not qualify for this grant. Trustee Wade asked that the other construction consultants who bid on the remodeling project be approached for a quote on the roof project.

**VII. UNFINISHED BUSINESS**

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

Trustee Hudspeath moved and Trustee Bailey seconded that the Library Board of Trustees proceed with negotiations with Cellusite LLC, who is representing T-Mobile, to begin drawing up a contract and zoning documents to build a cell tower on the property owned by the Library on Kuhn Road. Motion carried

Ayes ..... 5 Trustees Outland, Wade, Arends, Bailey, and Hudspeath

Nays ..... 0 None

Absent or

Not Voting .... 2 Trustee Siegman (abstain) and Trustee Douglas (not voting)

Discussion:

President Douglas summarized that Facilities Committee's meeting with Derek McGrew. Neighbors of the Kuhn Road property were sent letters to come to the Regular Board meeting. One email response was received stating they were in favor of the project. No one from the public was present to address the Board on the issue. Trustee Siegman asked how the equipment would be hidden with landscape. That could be worked out in the contract negotiation. President Douglas reiterated that the Library could back out at any time during contract negotiations if they didn't like the terms. Trustee Siegman abstained from voting because she works for a competitor of T-Mobile.

**B. Report, Re: Per Capita Grant Application FY2011**

Trustees Wade and Arends questioned some of the wording in the written response to the review of Personnel Standards.

**VIII. NEW BUSINESS**

**A. Recommendation, Re: Bylaws**

Trustee Hudspeath moved and Trustee Wade seconded that the Library Board of Trustees approve the amended Bylaws of the Carol Stream Public Library as presented. Motion carried.

Ayes ..... 7 Trustees Outland, Wade, Arends, Bailey, Hudspeath, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

Discussion:

Trustee Arends, Chair of the Bylaws Committee, presented proposed changes to the Board. The Committee felt that it is a basically sound document and only minor corrections were needed. Changes were made in duties of the Secretary, duties of the Treasurer, and adding Executive Session to Article XIX Order of Business.

**B. Recommendation, Re: Amended Resolution 243, RE: FY2011 Working and Appropriation Budgets / Request for Tax Levy**

Trustee Bailey moved and Trustee Hudspeath seconded that the Library Board of Trustees approve Amended Resolution 243.

Trustee Bailey agreed to amend his motion and Trustee Hudspeath agree also, to read that the Board of Trustees approves the amendment to Resolution 243 reflecting a \$3865 decrease in the General Fund Levy and a \$3865 increase in the FICA Fund levy. Motion carried.

Ayes ..... 6 Trustees Outland, Wade, Arends, Bailey, Hudspeath, and Siegman  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee Douglas (not voting)

Discussion:

Trustees Wade and Arends objected to the original wording of the motion. They voted against the original Resolution 243 and this wording would make it appear that they were voting for the Resolution. The question was raised of lowering the total levy. Kennedy explained that the Village was prepared for the public hearing on the levy. To change the total amount at this time would mean restarting the process and the Library would likely have to pay for re-publication. Kennedy said she made a mistake in listing the General Fund Levy higher than the expense and this is the best way to correct the error.

## **XII. OTHER REPORTS**

### **A. Library Systems**

Trustee Siegman reported that three of the five Systems would close in December if funds are not distributed from the State. This would mean no more delivery between Systems. Kennedy said that the Management Staff is already discussing the possibility of not exchanging materials with other Systems starting the end of November.

### **B. MAGIC Consortium**

Trustee Arends asked for a report on the budget for the Consortium. Kennedy did not have those numbers available. The only unbudgeted expense would be the cost of moving to a new space. A preliminary budget would be distributed when available.

### **C. Friends of the Carol Stream Public Library**

The Friends will have an organizational meeting on Thursday November 11 at 7:00 p.m. Trustee Siegman urged all of the Trustees to attend.

President Douglas thanked the Trustees for attending the Committee meetings and Special meetings of the Board. A lot of work has been done in the Committees to move the work of the Board forward. Trustee Outland was appointed to the Human Resources Committee.

President Douglas asked if anyone would like to address the Board. Dominick Jeffries asked if the Library really thought they would get any money from the State. Douglas explained that the State Library has always the Per Capita Grant. Last year the Secretary of State used Federal funds for the Per Capita Grant. If the Library wants to receive any funds then they have to submit the application.

## **XV. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:24 p.m.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees