

**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 16, 2011**

**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.

**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, Assistant Director Pam Leffler

**III. PUBLIC PARTICIPATION**

Members of the public in attendance: David DeRango, Dominick Jeffrey, Nadia Sheikh, Matt Gentile of the Examiner, Sara Smith from Press Publications, and Chris Placek from the Daily Herald.

David DeRango and Dominick Jeffrey expressed concern that the Board was focusing too much on possible uses for and disposition of the Kuhn Road property rather than the current Library building and services.

**ADOPTION OF CONSENT AGENDA**

Trustee Hudspeath moved and Trustee Siegman seconded to establish a consent agenda for the Regular Meeting of March 16, 2011. 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 Wade moved and Trustee Outland 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. Receive Monthly Report of the Treasurer for the period ending February 28, 2011**
- B. Approve Recommendation, Re: Closing the Library until 1:00 p.m. on May 20, 2011 for Staff Training**
- C. Approve Recommendation, Re: Awarding contract for janitorial services beginning May 1, 2011**
- D. Receive Monthly Report of the Library Director**
- E. Receive Monthly Staff Reports**
- F. Receive Report of the Library System**
- G. Receive Report of the Friends of the Library**
- H. Receive Communications**

Trustee Hudspeath moved and Trustee Siegman seconded to approve the Consent Agenda for the 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:*

**Library Closing**

The Library will be closed the morning of May 20 so the Library staff can receive training in responding to emergency situations and in team building.

**Janitorial Service**

The contract for Janitorial Service was awarded to Complete Cleaning beginning May 1, 2011 according to their proposal dated February 10, 2011.

**Report of the Library Director**

Employees observing anniversaries in March 2011 are: Richard Karney – 13 years, Jennifer Welch – 4 years, and Beth Urgo – 3 years.

The Staff will have a Jean Day for Charity on March 24 to collect donations for the Red Cross relief efforts in Japan.

**Friends of the Library Report**

The Friends held a very successful program on March 8 about Social Networking. The next program is scheduled for Saturday, April 23 at 1:00 p.m. The topic will be Organic Gardening in small places, focusing on edible plants.

**Communications**

Thank you from Lynn Johnson for Employment Anniversary Recognition

**Regular Meeting**

**IV. APPROVAL OF MINUTES**

**A. Minutes of Regular Meeting of February 16, 2011**

Trustee Hudspeath moved and Trustee Siegman seconded that the Minutes of the Regular Board Meeting of February 16, 2011 be approved.

Trustee Wade requested that the discussion on the Kuhn Road property show that Trustees Wade and Arends raised the issue of selling the property. Trustee Wade also requested that the narrative read aloud by Trustee Hudspeath be included in its entirety.

Trustee Hudspeath amended her motion to include the changes. Trustee Siegman agreed to amend her second. Motion carried.

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

**VI. COMMITTEE REPORTS**

**A. Human Resources Committee**

No Report

**B. Facilities Committee**

No Report

**C. Finance Committee**

1. Recommendation, Re: FY2012 Working and Appropriation Budgets and Resolution 248

Trustee Siegman moved and Trustee Bailey seconded that that the Library Board of Trustees adopt the FY2012 Working and Appropriation Budgets with an estimated total expenditure in FY 2012 to be determined in discussion and an FY2012 Appropriation of \$3,431,500 for the FY2013 working budget, and that this budget along with Resolution 248 be forwarded to the Village of Carol Stream by the Library Director no later than March 24, 2011.

Discussion:

Two proposed budgets were presented to the Board for selection. The proposed budget of Trustee Wade had total expenditures of \$3,691,739. The proposed budget of Director Kennedy had total expenditures of \$3,797,742. The differences between the two proposals were on account lines 5101 through 5103, salaries for exempt, non-exempt and custodial personnel.

Trustee Wade expressed his concern that in March 2010 the Library Board passed a resolution stating that expenses would be \$3,675,967. The Library Director's proposed expenditures exceed that amount. In March 2010 the Library did not levy for new hires.

President Douglas explained that the Levy requested in 2010 was for a total dollar amount and did not specify line-by-line expenditures. There is enough in the levy for the proposed 3% salary increases and the new hires. As discussed at the Finance Committee meeting the funds are there as place holders until the Human Resources Committee makes a recommendation.

Trustee Siegman asked Director Kennedy why she felt additional staff is needed. Kennedy explained that Library use is up in every Department this year. Reference questions are up 24%. Circulation is up 14% and computer use is up 28%. More staff is needed to handle the additional work and keep up with their other duties. Trustee Wade asked if we had hired any new people in the last year. Director Kennedy said that there were not any new positions but that the Library replaced people who had left.

Trustees Wade and Arends felt that the Human Resources Committee should meet to recommend new positions before the Board allocates funds for the positions. President Douglas stated that the money needed to be set aside at this time in the event that the Human Resources Committee agrees to new staff. If the Human Resources Committee does not recommend additional positions then the funds would go to the General Fund Reserve. If the Board does not budget for the positions first, then the Library can't hire additional staff no matter what the recommendations of the Human Resources Committee may be.

Trustee Wade enquired if it was OK to have placeholders in the budget. Trustee Siegman stated that the entire budget is a placeholder, a planning document.

Trustee Arends expressed concern about the money budgeted for consultants. President Douglas explained that the funds are a placeholder. The next Board will decide whether or not to hire consultants.

Trustee Wade stated that the Library had more reference transactions in June 2010 than in February 2011. He questioned why if the increased volume could be handled then with no requests for additional staff, why couldn't it be handled now? He also pointed out that according to the census the population of Carol Stream has decreased. Trustee Wade felt that the decrease in population could translate into decreased use of the Library thus mitigating the need for additional staff.

President Douglas asked other members of the board for comments and/or questions about the proposed budgets before calling for a vote. Trustee Hudspeath stated that the budget recommendation is a best guess at what will be needed in the future. Trustee Bailey said that he felt the planning was appropriate. Trustee Outland agreed.

Trustee Wade expressed his concern that the budget document presented by Director Kennedy had the expense of the demolition of the house on the Kuhn Road property. He did not recall that this had been discussed at the Finance Committee meeting. Trustee Arends

also stated that he did not hear a specific amount of expense on the recording he listened to. Director Kennedy and Trustee Siegman both said that it was mentioned at the meeting.

Trustee Siegman wanted to go on public record as saying that an entry-level librarian with a master's degree receives a starting pay of \$39,000. She feels the industry standard is too low, and in other industries people with an MBA would be earning double that.

At this point, President Douglas concluded discussion of the budget proposals and asked Trustee Siegman to insert an expenditure amount in her previous motion.

Trustee Siegman moved and Trustee Bailey seconded that that the Library Board of Trustees adopt the FY2012 Working and Appropriation Budgets with an estimated total expenditure in FY 2012 of \$3,797,742 and an FY2012 Appropriation of \$3,431,500 for the FY2013 working budget and that this budget along with Resolution 248 be forwarded to the Village of Carol Stream by the Library Director no later than March 24, 2011. Motion carried.

Ayes ..... 5 Trustees Outland, Bailey, Hudspeath, Siegman, and Douglas  
Nays ..... 2 Trustees Wade and Arends  
Absent or  
Not Voting .... 0

Further discussion:

Trustee Arends asked Trustee Wade if Resolution 248 had the correct numbers. Trustee Wade affirmed that it did. Trustee Arends asked why a compromise could not be reached at the Finance Committee between the proposed 2% and 3% raise increases. He did not feel that the raises were an issue but that the new hires and the money for consultants were. President Douglas explained that the Library cannot and is not requesting any additional funds over last year's levied amount. The budget process is to decide how to allocate the funds already levied.

**VII. UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

**IX. EXECUTIVE SESSION**

There were no matters for Executive Session.

**X. DISBURSEMENTS**

- A. Approval of Vendor Check Report for the Period February 1, 2011 to February 28, 2011, plus the Addendum for the Meeting of March 16, 2011.

Trustee Siegman moved and Trustee Wade seconded to approve the Vendor Check Report and Addendum for the meeting in the amount of \$122,054.57. 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 about the expense on the Addendum for Mango Languages. Director Kennedy explained that it is an online service for learning to speak world languages including English.

**XIII. OTHER REPORTS**

B. MAGIC Consortium

Trustee Arends asked for a financial report for the MAGIC Consortium. Director Kennedy explained that the Consortium does not create the same type of financial report as that presented Carol Stream Public Library Board. She would distribute a statement of finances to the Trustees the next day. Trustee Arends also asked about the changes to the MAGIC by-laws that the Carol Stream Public Library Board had previously requested. Director Kennedy explained that, as she reported to the Board last fall, the MAGIC Governing Board voted not to make any changes at this time until the system merger was complete.

**XV. ANNOUNCEMENTS**

There were no announcements

**XV. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:25 p.m.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees