

**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 18, 2012

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

The Pledge to the Flag and Roll Call were conducted at a Special Meeting immediately preceding the Regular Meeting and were not repeated at the Regular Meeting.

II. ROLL CALL

Trustees Present: DeRango, Jeffrey, Wade, Bailey and Hudspeath
Also Present: Library Director Ann Kennedy, Assistant Directory Pam Leffler

III. PUBLIC PARTICIPATION

No one elected to address the Board.

ADOPTION OF CONSENT AGENDA

Trustee Wade moved and Trustee Jeffrey seconded to establish a consent agenda for the Regular Meeting of April 18, 2012. Motion carried.

Ayes 5 Trustees DeRango, Jeffrey, Wade, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

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

Ayes 5 Trustees DeRango, Jeffrey, Wade, Bailey, and Hudspeath
Nays 0 None
Absent or

Not Voting 0 None

- A. **Minutes of the Special Meeting of the Library Board, February 7, 2012**
- B. **Minutes of the Special Meeting of the Library Board, February 9, 2012**
- C. **Minutes of the Regular Meeting of the Library Board, March 17, 2012**
- D. **Minutes of the Special Meeting of the Library Board, April 11, 2012**
- E. **Receive Monthly Report of the Treasurer for the period ending March 31, 2012**
- F. **Approve recommendation, Re: Approval of Signatories on Payroll Account at West Suburban Bank**
- G. **Approve recommendation, Re: Acceptance of FY2013 Task Function Calendar**
- H. **Approve recommendation, Re: Approval of Non-Resident Library card fee effective May 1, 2012**
- I. **Receive Monthly Report of the Library Director**
- J. **Receive Monthly Staff Reports**
- K. **Receive Report of the Friends of the Library**
- L. **Receive Communications**

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

Ayes 5 Trustees DeRango, Jeffrey, Wade, Bailey, and Hudspeath

Nays 0 None

Absent or

Not Voting 0 None

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

Signatories on Payroll Account

The Board approved having James Bailey and Michael Wade as signers on the Library's payroll account at West Suburban Bank.

Nonresident library card fee

The Board approved the tax bill method for calculating non-resident card fees in the new fiscal year.

Report of the Friends of the Library

The Friends will hold their annual meeting and a vegetable gardening program on May 9.

Communications

- A. Letter from LIMRiC re: Dividend disbursement
- B. Thank you from Jennifer Welch for Employment Anniversary Recognition
- C. Reminder on Open Meetings Act Training for Trustees
- D. Reminder that Economic Interest Statements are due to the County
- E. Article from April 2012 edition of ILA Reporter on Ebooks

Regular Meeting

VI. COMMITTEE REPORTS

A. Finance Committee

No report

B. Human Resources Committee

1. Recommendation, Re: Approval of Library Director's Goals for FY2013

Trustee Wade asked why one of the goals would be to establish a foundation. Director Kennedy explained that donations to a library foundation would be tax deductible and this may encourage larger donations. Trustee Wade asked if a foundation would be a subsidiary of the Library. Director Kennedy explained that a foundation has a separate Board but representatives from the Library usually serve on the Foundation Board and that it would be separate from the Library

C. Facilities Committee

Trustee Hudspeath reported that the house, barn and garage on Kuhn Road had been completely demolished. Camosy still has to grade with top soil and seed the open land. The fence around the house, garage and barn has also been removed.

VII. UNFINISHED BUSINESS

A. Report, Re: Results of public survey on library facility at Simkus

Director Kennedy distributed the results of the Survey Monkey survey. Trustee Wade stated that the survey showed a wide distribution of opinion with the majority seeming to be in favor of the proposal. Trustee Wade quoted Trustee Arends from the March 17, 2012 Board meeting Minutes: "Trustee Arends expressed concern that the Board was discussing expending \$50,000 to build the Library satellite at Simkus but the public survey says no additional cost to build or furnish." Trustee Wade stated that if the community is told the remote library facility at Simkus is free then more people are likely to be in favor of it but if the community knew there would be an up-front and ongoing cost they may think differently. Trustee Wade said that if there was another survey he would like to see those concerns included and that the Board review the survey first.

Trustee Bailey stated that he had some questions on the additional expenses and asked if there was a budget for the Simkus project. Director Kennedy stated that \$50,000 was included in the Capital Maintenance and Repair budget in fy2014 for the development of the space. Director Kennedy stated that additional ongoing costs would mainly be for staffing.

Trustee Hudspeath stated that her biggest concern with the survey is that it does not give a clear mandate that the people would like to see the project go forward. Trustee Hudspeath stated that philosophically she thinks it is a great idea but the survey raises more questions than it answers.

Trustee Jeffrey expressed his concern that Simkus could become a ghost town. Director Kennedy stated that gymnastics and dance classes will still be at Simkus as will the swimming pool and gym use for youth groups such as basketball and volleyball.

Trustee Hudspeath asked if there would be any adult programming at the remodeled Simkus. Director Kennedy stated that it wasn't clear if all the adult programs were going to the new facility. Trustees Hudspeath and Bailey stated that they would like to look at a new, redesigned survey. Director Kennedy stated that publicity on the survey was sent to all of the newspapers. The survey also appeared on the Library's web site and the Park District featured it in an enews announcement. Director Kennedy also stated that the Library purchased a higher level of Survey Monkey with which it may be possible to design a more dynamic survey.

Director Kennedy stated that now that the Library Board has seen the results she will pass results on to Park District for their Board to review.

VIII. NEW BUSINESS

D. Recommendation, Re: Approval of Expenses over \$10,000

Trustee Wade moved and Trustee Jeffrey seconded that the Library Board of Trustees approve the expenses for the renewal of the Library's subscription to General Reference Center Gold and Literary Resource Center. Motion carried.

Ayes 5 Trustees DeRango, Jeffrey, Wade, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee Wade asked if there were any statistics available on the use of the two databases. Assistant Director Leffler stated that statistics could be provided, that General Reference Center Gold is heavily used but Literary Resource Center not as much. Trustee Wade expressed his concern at the high price for the databases. Director Kennedy explained that General Reference Center Gold is a search tool for magazines and newspapers to which the Library has subscribed for many years. Literary Resource Center is the best available database for literature research. These two databases replace print resources to which the Library has subscribed. Trustee Hudspeath asked if the Library has links to the schools and if these are considered tools for students. Assistant Director Leffler stated that the school and library boundaries do not coincide, that many students that go to Glenbard or West Chicago do not live in Carol Stream and could not use the databases. Students are aware of the database and can use them in the Library or remotely if they have a Carol Stream Library card. Trustee Wade asked if they had seen any other databases at the conference. Assistant Director Leffler stated that Ebsco has a magazine database but it does not have as much depth and that there really is no other literary database.

X. DISBURSEMENTS

A. Approval of Disbursements for the period March 1, 2012 to March 31, 2012, plus the Addendum for the Meeting of April 18, 2012.

Trustee Hudspeath moved and Trustee Wade seconded that the Board of Library Trustees approve the Disbursements for the period March 1, 2012 to March 31, 2012, plus the Addendum for the Meeting of April 18, 2012 in the amount of \$186,562.47. Motion carried.

Ayes 5 Trustees DeRango, Jeffrey, Wade, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee DeRango enquired about the expense at Bellini Grill. Director Kennedy stated that it was one dinner for three people. Trustee DeRango expressed his concern over a large expense for one meal and asked if alcohol was included. Director Kennedy stated that the Library does not pay for alcohol and that the conference attendees were given an amount to spend on meals per day. Director Kennedy also stated that they spent less than the amount budgeted for the conference by \$100. Trustee Wade asked if there are guidelines for meals. Director Kennedy stated that the personnel code states a certain amount for lunches and dinners but for this conference the attendees were told they had a certain amount for meals per day. Trustee Bailey stated that there are federal guidelines per diem by city and that he is content if the expense was under the per diem basis.

XII. OTHER REPORTS

A. RAILS Library System

Trustee Wade asked for clarification on the contract negotiated between RAILS and MAGIC. Director Kennedy explained that MAGIC pays RAILS a set amount of money for the year in exchange for the salaries of two employees, bookkeeping, administrative services, and utilities.

B. MAGIC Consortium

Trustee Wade had the same question under MAGIC as under RAILS.

XIV. ANNOUNCEMENT

There were no announcements for the meeting.

Vice-President Bailey reminded Trustees that everyone had to complete Open Meetings Act Training and submit Economic Interest Statements to the County.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, Vice-President Bailey declared the Meeting adjourned at 8:02 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees

Minutes drafted by Ann Kennedy, April 26, 2012