

**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 17, 2012                      TIME: 7:30 p.m.                      PLACE: Discovery Room**

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**I.            CALL TO ORDER**

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

**PLEDGE TO THE FLAG**

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

**II.          ROLL CALL**

Secretary Hudspeath called the roll.

Present:            Trustees Bailey, Clark, DeRango, Galle, Jeffrey, Hudspeath, and Wade

Absent:             None

Also Present: Interim Director Marilyn Boria and visitors.

**III.        PUBLIC PARTICIPATION**

There was no public participation.

**ADOPTION OF CONSENT AGENDA**

**Trustee Bailey moved and Trustee Jeffrey seconded** the establishment of a consent agenda for the Regular Meeting of September 19, 2012. Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, DeRango, Galle, Jeffrey, Hudspeath, and Wade

Nays ..... 0 None

**Trustee Hudspeath moved and Trustee Jeffrey seconded** that the following items be included on the Consent Agenda. Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, DeRango, Galle, Jeffrey, Hudspeath, and Wade

Nays ..... 0 None

- A. Approval of Minutes of the Facilities Committee Meeting of September 10, 2012.
- B. Accept the Monthly Financial Statements of the Treasurer for the period ending September 30, 2012
- C. Finance Committee Report
- D. Human Resources Committee Report
- E. Purchase of a Vacuum Cleaner

- F. Purchase of a Popcorn Machine for Library Programming
- G. Approval of Disbursements for the period September 1, 2012 to September 30, 2012, plus the Addendum for the Meeting of October 17, 2012 in the amount of \$241,603.37.
- H. Monthly Staff Reports
- I. RAILS Library System Report
- J. MAGIC Consortium Report – No report
- K. Friends of the Carol Stream Public Library Report
- L. Communications
- M. Announcements - Nominating petitions for candidates interested in running for open elected positions on the Library Board are available at the Village Hall. There are four 4-year library board positions open and one 2-year library board position open.

**Trustee Hudspeath moved and Trustee Jeffrey seconded** that the Consent Agenda be approved by omnibus vote. Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, DeRango, Galle, Jeffrey, Hudspeath, and Wade  
 Nays ..... 0 None

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

**Finance Committee – No Report**

**Human Resources Committee – No Report**

**Purchase of a Vacuum Cleaner**

The Board of Library Trustees approves the purchase of a vacuum cleaner to be used as library programs at a cost not to exceed \$250 plus shipping.

Background Information: The Library does not own a regular vacuum cleaner which makes it very difficult to clean up spills and other messes during business hours. This was very evident during the 50<sup>th</sup> anniversary event when popcorn was served. Staff used brooms and a small non-electric hand vacuum which did not work very well. A professional grade vacuum by Eureka Sanitaire receives very good reviews. This brand/model is highly recommended.

**Purchase of a Popcorn Machine for Library Programming**

The Board of Library Trustees approves the purchase of a popcorn machine to be used at library programs at a cost not to exceed \$350 plus shipping.

Background information: The public loved the popcorn machine that the library borrowed for the 50<sup>th</sup> anniversary celebration. The staff proposes to purchase a machine for the library to be used during movie nights and for other celebrations. The machine that is proposed has a stainless steel cabinet, a stainless steel kettle and metal gears which will be more reliable than aluminum and plastic.

**Report of the Library Director**

The following staff members are celebrating an employment anniversary in October: ReneWalther – 16 years; Steve Dexheimer and Dan Jones – 9 years; Tanya Schwander – 7 years; and Sallee Brossard – 1 year.

**Other Reports**

- RAILS Library System – No Report
- MAGIC Consortium – No Report
- Friends of the Carol Stream Public Library – No Report

**Communications**

- A. Letter from staff member Sue McCallum thanking the Board and staff for her 15<sup>th</sup> anniversary celebration.
- B. Letter from a library patron thanking Sue McCallum for her excellent customer service.

**Regular Meeting**

**IV. Approval of Minutes**

- A. Approval of the Minutes of the August 15, 2012 Regular Meeting

**Trustee Jeffrey moved and Trustee Galle seconded** that the Minutes of the August 15, 2012 Regular Meeting be approved as amended. Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, DeRango, Galle, Jeffrey, Hudspeath, and Wade  
 Nays ..... 0 None

Discussion: President Wade asked that the Minutes be changed on page 4 under E, second paragraph from the bottom to read “that the President, Vice President and Treasurer to be insured or bonded.” On page 5, “a motion” was included twice. Everyone agreed with these changes.

**V. COMMITTEE REPORTS**

- A. Facilities Committee

Trustee Jeffrey reported that, at their meeting of 10/16/12, the Facilities Committee discussed the fact that the Library Board was not in the business of owning property. Therefore, it was agreed to list the land for sale with the understanding that it would not be sold unless a satisfactory offer was received. It was noted that the Village has the first right to purchase the property, so a letter would be sent to the Village. At the same time, the Library Board agreed to meet with the Park Board to discuss a possible lease of the property for public use. This would provide additional green space for the residents while eliminating property taxes and maintenance costs for the Library.

**Trustee Bailey moved and Trustee Clark seconded** that the Interim Director is directed to contact realtors to obtain market analyses and listing information, and the

Board will meet with representatives from the Park District to discuss lease of the property on November 19, 2012 at 6:30 p.m.

Ayes ..... 7 Trustees Bailey, Clark, DeRango, Galle, Jeffrey, Hudspeath, Wade  
Nays ..... 0 None

**B. 50<sup>th</sup> Anniversary Committee**

Mary Clemens reported that the number of people attending the grand celebration on October 6 was double the usual number. The Kindle give-away was very popular, and all eight recipients have picked up their Kindles. Patrons greatly appreciated the weekly give-aways as well. The Library was very inviting with displays of flowers, balloons and pumpkins. And, everyone enjoyed the events throughout the building. Trustee Clark thanked the staff and fellow Trustees for making this wonderful day possible, singling out President Wade and Trustee DeRango for their work in arranging so many exciting exhibits.

**VI. UNFINISHED BUSINESS**

**A. Resolution Censuring Trustee Bailey**

**Trustee Jeffrey moved and Trustee DeRango seconded** a Resolution to censure Trustee Bailey.

After discussion, **Trustee Jeffrey moved and Trustee Clark seconded** that the motion to censure be tabled indefinitely. Motion carried.

Ayes.....6 Trustees Clark, DeRango, Galle, Hudspeath, Jeffrey, Wade  
Nays.....0  
Abstain.....1 Trustee Bailey

**VI. NEW BUSINESS**

**A. Discussion of Future Library Projects**

President Wade discussed a recent Internet search that he had conducted that listed a number of exciting but relatively simple science projects that the Library could incorporate into regular Youth Services programming. In addition, there could be reading lists of library books that would provide more information on these subjects. Mary Clemens noted that she was excited about planning this type of programming in the coming year.

**VII. Report of the Library Director**

President Wade asked about the service awards used to recognize staff. Interim Director Boria explained that on anniversary milestones (5 years, 10 years, etc.) the Library provided a plaque and a gift certificate. Boria then explained that she and Assistant Director Clemens were looking into a system which would cost approximately the same amount of money but would allow staff to select a gift of their choosing from a catalog.

**Executive Session**

**Trustee Bailey moved and Trustee Jeffrey seconded** that the Board of Library Trustees convene in Executive Session to discuss previous Executive Session Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)21; and employment and compensation change for specific employees under Open Meetings Act 5 ILCS 120/2 (c) (1). Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, DeRango, Galle, Jeffrey, Hudspeath, Wade  
Nays ..... 0 None

Accordingly the Meeting was closed to the public at 8:06 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:55 p.m.

**Trustee Bailey moved and Trustee Jeffrey seconded** that the Minutes of the Executive Session of August 15, 2012 be approved as presented, and that these Minutes remain closed. Motion carried.

Ayes ..... 7 Trustees Bailey, Clark, DeRango, Galle, Jeffrey, Hudspeath, Wade  
Nays ..... 0 None

**ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Wade asked for a motion to adjourn. **Trustee Hudspeath moved and Trustee Galle seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:56 p.m.

December 19, 2012  
Date Approved

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Mary C. Hudspeath, Secretary  
Board of Library Trustees