

**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: November 19, 2012 TIME: 7:30 p.m. PLACE: Discovery Room

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, Wade

Absent: None

Also Present: Interim Director Marilyn Boria and visitors.

III. PUBLIC PARTICIPATION

There was no public participation.

ADOPTION OF CONSENT AGENDA

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

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

Nays 0 None

Trustee Clark moved and Trustee Galle seconded that the following items be included on the Consent Agenda. Motion carried.

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

Nays 0 None

- A. Minutes of the Human Resources Committee Meeting of April 6, 2011
- B. Minutes of the Human Resources Committee Meeting of March 8, 2012
- C. Minutes of the Special Board Meeting of August 1, 2012
- D. Minutes of the Anniversary Committee Meeting of August 9, 2012
- E. Minutes of the Human Resources Committee Meeting of August 15, 2012
- F. Minutes of the Regular Board Meeting of September 19, 2012
- G. Minutes of the Facilities Committee Meeting of October 16, 2012

- H. Accept the Monthly Financial Statements of the Treasurer for the period ending October 31, 2012
- I. Finance Committee Report
- J. Human Resources Committee Report
- K. Facilities Committee
- L. Approval of 2013 Library Calendar
- M. Approval of a Date for the December Board Meeting
- N. Approval of Holiday Pay Policy
- O. Approval of 50th Anniversary Celebration for Staff
- P. Approval of Disbursements for the period October 1, 2012 to October 31, 2012, plus the Addendum for the Meeting of November 19, 2012 in the amount of \$248,858.61
- Q. Report of the Library Director
- R. Monthly Staff Reports
- S. RAILS Library System Report
- T. MAGIC Consortium Report
- U. Friends of the Carol Stream Public Library Report
- V. Communications
- W. Announcements

Trustee Bailey 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, 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
- Facilities Committee** – No Report

Approval of the 2012 Library Calendar

**2013 LIBRARY HOLIDAYS, CLOSINGS
AND BOARD MEETINGS**

HOLIDAYS

- Tuesday, January 1 (New Year’s Day)
- Monday, May 27 (Memorial Day Observed)
- Thursday, July 4 (Independence Day)
- Monday, September 2 (Labor Day)
- Thursday, November 28 (Thanksgiving Day)
- Tuesday, December 24 (Christmas Eve)
- Wednesday, December 25 (Christmas Day)
- Wednesday, January 1, 2014 (New Year’s Day)

When a holiday falls on Sunday, the Library will be closed on Sunday and the following Monday.

LIBRARY CLOSINGS

Sunday, March 31 (Easter)

Wednesday, November 27 (Thanksgiving Day Eve) at 5:00 p.m.

Tuesday, December 31 (New Year's Eve) at 5:00 p.m.

LIBRARY BOARD MEETINGS

January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, December 18

All Library Board meetings will be held in the Library's Meeting Room at 7:30 p.m. unless otherwise noted.

Approval of a date for the December Board Meeting

The Board of Library Trustees approves holding a regular library board meeting on Wednesday, December 19, 2012.

Background:

Last year, when approving the calendar, the Board did not set a December meeting date. There will be business to conduct in December so it is recommended that the Board set a meeting date for the 3rd Wednesday of the month.

Approval of Holiday Pay Policy

The Board of Library Trustees authorizes 2 hours of pay at double the normal rate of pay for the staff member responsible for coming to the Library on a holiday to empty the book drops and check the building for problems.

Background:

In the past, this work was done by a volunteer on the staff. This is no longer possible so it is recommended that one of the maintenance staff members come to the Library on each holiday and perform this work. Since this will occur on a holiday, two hours of double pay is recommended.

Approval of a 50th Anniversary Celebration for Staff

The Board of Library Trustees authorizes the Library Director to provide a 50th anniversary luncheon at the Library for staff at a cost not to exceed \$600.

Background:

At the close of the 50th anniversary, the Interim Library Director recommends that the Board recognizes the work of the staff with a luncheon commemorating the 50th anniversary.

Report of the Library Director

The following staff members are celebrating an employment anniversary in November: Karen Seago – 15 years, Gail Santroch – 11 years, Fran Venegas – 9 years, Liz Bryers – 5 years, and Joyce Farrell – 4 years.

Other Reports

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

Communications

A 50th anniversary “thank you” letter from the Friends of the Library to the staff.

Regular Meeting

IV. EXECUTIVE SESSION

Trustee Clark moved and Trustee Bailey seconded that the Board of Library Trustees convene in Executive Session under the Illinois Open Meetings Act for discussion of litigation 5 ILCS 120/2(c) (11); previous Executive Session Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21); and the setting of a price for sale or lease of property owned by the public body." 5 ILCS 120/2(c)(6). Motion carried.

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

Accordingly the Meeting was closed to the public at 7:37 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:54 p.m.

Trustee Jeffrey moved and Trustee Galle seconded that the Library Board of Trustees authorizes President Wade to act on behalf of the Board at the lawsuit settlement meeting based upon the recommendation of Counsel. Motion carried.

Ayes 6 Trustees Bailey, Clark, Galle, Jeffrey, Hudspeath, and Wade
Nays 0 None
Abstain..... 1 Trustee DeRango

V. NEW BUSINESS

A. Approval of the Minutes of the Executive Session of September 19, 2012

Trustee Jeffrey moved and Trustee Bailey seconded that the Board of Library Trustees approves the Minutes of the Executive Session of September 19, 2012 as presented, and that these minutes remain closed to the public. Motion carried.

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

B. Authorization to Take the Necessary to List the Kuhn Road Property

Trustee DeRango moved and Trustee Jeffrey seconded that the Board of Library Trustees authorizes the President and the Interim Library Director to take the necessary steps to list the Kuhn Road property with Realty Executives. Motion carried.

Ayes 6 Trustees Clark, DeRango, Galle, Jeffrey, Hudspeath, Wade
Nays 1 Bailey

C. Approval of Carpet Cleaning Proposal

Trustee Jeffrey moved and Trustee Galle seconded that the Board of Library Trustees authorizes the Library Director to contract for the cleaning of carpets, floors and other areas of the library as outlined in proposal #50047 from Complete Cleaning Co. at a cost of \$4,088.

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

Discussion:

Trustee Hudspeath expressed concern about the cost of this cleaning. Interim Director Boria explained that this is the Library's regular cleaning company which has been handling this work for a number of years. Unfortunately, the carpets have not been cleaned for the past two years which has resulted in some very dirty areas. It is recommended that the Board approve this cleaning, and that the cleaning contract be bid when a new director is hired.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Wade asked for a motion to adjourn. **Trustee Bailey moved and Trustee Jeffrey seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 9:02 p.m.

December 19, 2012
Date Approved

Mary C. Hudspeath, Secretary
Board of Library Trustees