

**MINUTES FOR THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF CAROL STREAM
(as amended March 20, 2013)
Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, IL 60188**

DATE: February 20, 2013 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 Clark, DeRango, Galle, Hudspeath, Jeffrey, Wade

Absent: Trustees Bailey

Also Present: Director Susan Westgate, Attorney Britt Isaly and visitors.

III. PUBLIC PARTICIPATION

Suzanne G. Hlotke, a resident, stated that she was a frequent donor of books to the Carol Stream Library. She was unable to see on the Friends of the Library web page an account of their financials and an account of the items and programs that they sponsored at the library. She recommended that they list these things on their web pages so that people were aware of their contributions and that it would be good publicity for them. Director Westgate stated that she would get the numbers regarding the Friends donations to the library in 2012 and would share the information with her.

Nadia Sheikh, a resident, welcomed Director Westgate. She stated that she was a frequent visitor to the Bartlett Public Library and that they missed her there and that she was very happy that Westgate was now at Carol Stream and looked forward to seeing what she will be doing at Carol Stream.

There was no other public participation.

IV. ADOPTION OF CONSENT AGENDA

Trustee Hudspeath moved and Trustee DeRango seconded the establishment of a consent agenda for the Regular Meeting of February 23, 2013. Motion carried.

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

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

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

- A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending January 31, 2013
- B. Finance Committee Report
- C. Approval of Additional Four Hours for Interim Director for 2/13/13.
- D. Authorization to purchase CPU holders.
- E. Approval of Policy Revision-4. E. Circulation Policies Borrowing Privileges and 4.
- F. 1a Library Cards: General.
- F. Approval of Policy Revision-6. A. Purchasing and Contracting-Invoices and Payments.
- G. Approval of Human Resources Committee recommendation regarding revision of Job Description and title for Assistant Director/Youth Services Manager.
- H. Approval of Human Resources Committee recommendation regarding a new position of an IT position and a part-time Graphic Artist in Fiscal Year 2014.
- I. Release of Executive Session Minutes (1/20/10, 9/22/10, 9/21/11, 10/17/12, 10/22/12, 7/18/12-with exception of discussion of Personnel matters to remain closed, 11/19/12-release the discussion of Executive Session Minutes with all other parts to remain closed).
- J. Approval of Disbursements for the period January 1, 2013 to January 31, 2013, plus the Addendum for the Meeting of February 20, 2013.
- K. Report of the Library Director
- L. Monthly Staff Reports
- M. RAILS Library System Report
- N. MAGIC Consortium Report
- O. Friends of the Carol Stream Public Library Report
- P. Communications
- Q. Announcements

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

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

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

Finance Committee – No Report
Facilities Committee – No Report

Approval of Additional Four Hours for Interim Director

The Board of Library Trustees approves allowing the new Director to work with the Interim Director for an additional four hours on 2/13/13.

Background Information:

Director Westgate requested an additional four hours to work with Interim Director Boria to go over some final details regarding Board meeting preparation and library policies.

Authorization to purchase CPU holders

The Board of Library Trustees approves the purchase of 62 CPU holders at a cost of \$69, for the new computers that were approved on January 16, 2013 at a cost of \$4300.

Background Information

The CPU holders are a monitor stand with a bracket behind the monitor that will hold the CPU. This will provide for easy access for flash drives, neater control of the cords, keep the CPUs off the floor and provide more space on tables and desks.

Approval of Circulation Policy Revision

The Board of Library Trustees approves Policy Revision-4. E. Circulation Policies Borrowing Privileges and 4. F. 1a Library Cards: General.

Background Information:

Our current policy only requires a photo I.D. and was not specific to a state issued or school photo I.D. Dupage Library System was update to RAILS (Reading Across Illinois Library System). Revisions are in red.

4.E CIRCULATION POLICIES BORROWING PRIVILEGES

~~Effective July 22, 2010~~ **Effective February 21, 2013**

- ◆ Borrower's cards are issued to Carol Stream residents and taxpayers at no charge upon presentation of a signed application, ~~and two forms of identification. One must be a photo I.D. and one must supply both the name and current address of the applicant.~~ **a photo I.D. and proof of current address. Identification must include a current government or school issued photo I.D. and proof of residency must supply both the name and address of the applicant.** Any child, age 3 through 17 years, may have an individual borrower's card. A parent or legal guardian must sign the child's application and supply the required proof of residency in person. Non-residents may enjoy full library privileges upon the payment of a fee which is based on property valuation.

4.F.1a LIBRARY CARDS: GENERAL

Anyone applying for a card must present two forms of identification, one of which is a current **government or school issued** photo I.D., ~~such as a driver's license or State or student identification card,~~ and one of which supplies both the legal name and current address of the applicant. ~~such as a recent bill received in the mail or a lease.~~

Through a Reciprocal Borrowing Agreement with the ~~DuPage Library System~~ **Reaching Across Illinois Library System (RAILS)**, Carol Stream cardholders who are in good standing may borrow materials directly from any library which participates in the Reciprocal Borrowing Program in the State of Illinois.

Approval of Purchasing and Contracting Policy Revision

The Library Board of Trustees approves the Policy Revision-6. A. Purchasing and Contracting-Invoices and Payments.

Background Information:

It is good practice to have the majority of checks approved by the Board whenever possible rather than mailing them out throughout the month. We will be working with our vendors and changing our payment due dates, whenever possible, to fall after our monthly board meeting. We have eliminated the Librarian's Account for payments under \$200 and will pay these bills out of our General Fund. The Director will review all invoices and checks at one time, rather than reviewing them on two occasions. We have established new interest bearing accounts at West Suburban Bank.

6. A. PURCHASING AND CONTRACTING

Revised October 15, 1997, May 20, 1998, April 20, 2011, **February 20, 2013**

Invoices and Payments:

3. The Library Director or Acting Director will review and approve all invoices before ~~they are submitted for payment~~ **payment is issued.**
4. ~~Invoices of \$1000 or more will be paid at the regular monthly Board meeting unless the due date is before the meeting. In the event an invoice of \$1000 or more is required to be paid prior to the regular monthly board meeting, said payment shall be ratified by the Board at the regular monthly board meeting. All invoices will be approved for payment at the regular monthly Board meeting unless due before the meeting, in which case said payment shall be ratified by the Board at the regular monthly board meeting. Invoices of \$1000 or more will be held for signature at the Board meeting unless due before, as noted above.~~
6. ~~A Librarian's Account with a maximum amount of \$5000 is established for the payment of expenditures less than \$200. The Library Director, Assistant Director and Department Heads are authorized to sign checks in amounts no greater than \$200 from the Librarian's Account. The following funds are established for the stated purpose indicated below:~~

Money Market Operating Revenue Fund – An interest bearing account serving as a depository for the Library's operating revenue. Accounts may be established with Illinois Funds and/or a local bank to secure the best rate of return. Transfers are authorized from this Fund to the General Fund and Payroll Fund as necessary to cover expenditures.

Money Market Reserves Fund – An interest bearing account serving as a depository for the Library's monetary reserves. Accounts may be established with Illinois Funds and/or a local bank to secure the best rate of return. Transfers are authorized between reserve accounts to secure the best rate of return.

Money Market EPAY Fund – This Illinois Funds account is established as a depository for revenues received via EPAY and credit card payments. Transfers are authorized from this fund to the Money Market Operating Revenue Fund.

General Fund – This fund is established for the payment of all expenditures over \$15.00.

Payroll Fund – This fund is established for the payment of employee payroll and related expenses.

7. ~~The General Fund is established for the payment of expenditures of \$200 or more. The Library Director, Board President and Board Treasurer are authorized signatories on the General Fund account.~~ **The Library Director, Assistant Library Director, Board President and Board Treasurer are authorized signatories on all accounts.**
8. Two signatures are required on all bank checks. **Signature stamps for the Board President and Board Treasurer may be used for this purpose.**

Approval of revision of Job Description

The Board of Library Trustees approves the recommendation of the Human Resources Committee to change Mary Clemens status in title from Interim Assistant Director/Youth services Department Head to Assistant Director/ Youth Services Department Head maintaining the current salary adjustment.

Background Information:

Director Westgate proposed an update to the job description for the Youth Services Manager to include the title of Assistant Director (making current salary adjustment permanent). It is important for the Director to have a back-up person to act in her stead when unavailable, to sign for financial matters, and to assist with the Administration of the library. This portion of the position would comprise approximately 30% of the work schedule, dependent upon projects, deadlines, etc. There are several libraries in the suburbs that have the Youth Services Manager also assuming the duties of Assistant Director (Addison and Rolling Meadows). The updated job description would provide the library with an additional senior administrator with a high level of responsibility and the authority of decision-making in the Director's absence. The library funds previously designated for the full-time Assistant Director position can then be redirected to meet other library needs.

Approval of an IT position and part-time Graphic Artist

The Board of Library Trustees approve the recommendation of the Human Resources Committee to allow the Director to open a full-time IT position and part-time graphic artist position with hiring to commence upon future approval of the Board (if these are exempt positions) in Fiscal Year 2014.

Background Information:

The funds and benefits formerly allocated for the full-time Assistant Director position will be used to support the positions of a full-time IT position and Part-time graphic artist position to be filled during the 2014 Fiscal Year. This will provide the library with needed daily IT support and improve our marketing pieces.

Approval of the Release of Certain Executive Session Minutes

The Board of Library Trustees approve to open the Executive Session Minutes of 1/20/10, 9/22/10, 9/21/11, 10/17/12, 10/22/12, 7/18/12-with exception of discussion of Personnel matters to remain closed, and 11/19/12-release the discussion of Executive Session Minutes with all other parts to remain closed and that all other minutes which are closed to the public remain so at this time.

Background Information:

The Board reviewed the Executive minutes on 2/13/13 and approved the release of the above closed minutes. The Library Board is required by Illinois Statutes (5 ILCS 120/2.06 (d)) to review no less than semi-annually all minutes of closed sessions. The purpose of the review is to determine if the Minutes may be released to the public or if the need for confidentiality still exists.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period January 1, 2013 to January 31, 2013, plus the Addendum for the Meeting of February 20, 2013 in the amount of \$165,743.32

Report of the Library Director

Staff members celebrating employment anniversaries this month are: Susan Grude-18 years; Clare Meehan-16 years; Adriana Albers-13 years and Regina Bow-4 years.

Monthly Staff Reports

Managers prepared monthly reports for the Board to review with details and highlights of the activities in each department.

Other Reports

RAILS Library System – No Report

MAGIC Consortium – No Report

Friends of the Carol Stream Public Library

- a) New Director Reception 3/10/13, 2-4 p.m.
- b) Refreshment Reception 4/18/13for Illinois Poet Laureate Kevin Stein program 6-6:45 p.m.
- c) Sponsor ship of 5/14/13 6:30 p.m. program featuring Orion Samuelson

Communications

- A. Thank you letter from Carol Stream Police Department
- B. Thank you letter from Glenbard Township High School District 87 Superintendent
- C. Thank you email from Elgin Recycling
- D. Thank you letter from Interim Director Marilyn Boria

Announcements

There were no announcements.

Regular Meeting

IV. APPROVAL OF MINUTES

President Wade asked if there was a section missing in the minutes regarding the revised XV. Grievance and Appeal Procedure. Director Westgate stated that she believed that the minutes only contained the section that had been revised and not the complete procedure. She will verify that to ensure that is the case.

Trustee DeRango moved and Trustee Clark seconded that the Board of Library Trustees approve the minutes of the January 16, 2013 Regular Board Meeting. Motion carried.

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

VI. COMMITTEE REPORTS

Human Resources Committee-No Report

VI. UNFINISHED BUSINESS

A. Attorney Fees

President Wade prepared and distributed to the Board of Trustees a spreadsheet breaking out the attorney fees currently invoiced in fiscal year 2013. Trustee Hudspeath had expressed concern that the Library was well over their budget for the year in this account line. Trustee DeRango stated these were unnecessary because Trustee Bailey was always changing the board decision on bylaws of what the board president could or could not do, having the library lawyers at meeting to confirm to Trustee Bailey that these decisions were correct by law. Some of unnecessary spending was 37% of having the library lawyers at meetings on challenges on bylaws decision and 26% was spent on behavior problems and censure issues of Trustee Bailey and how he was going to act in meetings.

B. BANK COLLATERLIZATION

The bank accounts at West Suburban Bank are now fully collateralized for up to \$8,000,000. The library accounts in the Illinois Funds may have a zero balance and do not require a minimum. Director Westgate stated that she had spoken with the library’s accountant and he advised that she look at the investment policy and requirements for diversification. The Library’s policy does require diversification. Currently the library has CDS and accounts in the Illinois Fund and West Suburban Bank. Before transferring the bulk of the money from Illinois Fund to West Suburban Bank, she recommended that the Finance Committee meet and determine how diversified they would like to be and investigate other types of investments such as CDARS.

VII. NEW BUSINESS

A. Response from the Park District on Use of Kuhn Road Property

Trustee Jeffrey moved and Trustee Clark seconded that the Board of Library Trustees table discussion of the Park District's response to the Facilities Committee. Motion carried.

Background Information:

The President of the Park District sent a letter outlining the possibility of the Park District leasing the property on Kuhn Road and maintaining it as Park land for the community to enjoy.

B. Approval to Purchase New Computer Tables for Youth Services Public Computers

Trustee Clark moved and Trustee Hudspeath seconded that the Board of Library Trustees that the Board of Library Trustees approve the purchase of new computer tables for the Youth Services public area, not to exceed \$15,000. Motion carried.

Ayes Trustees Clark, DeRango, Galle, Hudspeath, Jeffrey, Wade
Nays 0
Absent..... Trustee Bailey

Background Information:

The current configuration of Youth Computers on the hexagon tables is crowded and takes up a lot of floor space. Having a rectangular computer center will be easier for people to navigate around, be more attractive and will have better cord management. We have received prices from one place and are waiting on pricing from another. We will seek the best possible pricing for this project.

C. Approval of Human Resources Committee recommendation regarding staff compensation in Fiscal Year 2014.

Trustee Galle moved and Trustee Jeffrey seconded that the Board of Library Trustees tables the discussion of staff compensation to the Human Resources Committee. Motion carried.

Background Information:

At the Human Resources Committee meeting on 2/13/13 the committee recommended merit increases for staff from a pool of 3%. Staff did not receive any increases in 2012, there has been an increase of 2% in Social Security withholdings and full-time staff will have an increase in their contributions for medical coverage beginning in July 2013 of 3.3% to 6.2 % (preliminary figures from the Village) depending upon which plan they are in. Staff has worked exceptionally well this year while undergoing changes in Administration.

D. Resolution to update ICMA-RC 457 (optional employee retirement fund)

After library staff spoke with ICMA on 2/20/13, it was determined that a Resolution was not necessary to list Director Westgate as coordinator of the plan.

E. Revisit/Discuss Censure Resolution 258

Trustee Hudspeath distributed to the Board and read aloud a prepared statement in response to the Censure Resolution of Trustee Bailey in January. She believes that the Board owes Jim a public apology for their attack against his character and reputation. Below is the written statement and Trustee responses.

Statement:

The Censure of Jim Bailey

This should have been a straightforward statement to write about the censure of Jim Bailey, but it wasn't. I had what I knew were the important points to bring up, and I knew how I drew my conclusions, because even though listening to the recording of the meeting clarified my thoughts, it also sharpened my anger at the actions taken in the January meeting.

This board has denigrated Jim's service and commitment to this library and the community, in the unwarranted action it took in January.

Last month's agenda included both a discussion of the *Daily Herald* article "5 Carol Stream Library Candidates Stay on the Ballot", immediately followed by a motion "to adopt censure resolution as presented or amended of Trustee Bailey", and a second choice of motions to approve a different version of the censure. There was no other alternative on the agenda other than censure which means this was clearly the intended action from the beginning.

The focus of discussion regarding the article centered on Jim's quotes in the paper to which Mike took exception, but Mike referred to Elaine, not by name, but as a patron in his remarks, a point not noted in the text. Notable by its absence then, was any discussion of Dominic's complaints in the same article about the five candidates for the Library Board, who are also patrons of the library, and his comments on their inability and lack of desire to read. Were those comments not insulting to patrons and a fellow trustee?

It's of no use to say that the censure is not related to the newspaper article, because the 2nd version of the censure was pulled just moments before the vote was taken, and the 1st version from October was substituted, even though its provisions no longer applied since none of the issues or "behaviors" had been called into question since the resolution was tabled indefinitely – until that night's discussion with Jim regarding his views about both the article and censure. I listened to board members bring up old issues that should have been laid to rest with the tabled resolution, and then watched the same issues turn into an unwarranted attack to which Jim reacted much as you would if all of that animosity had been directed at you. **If censure had not been the goal following discussion of the article, it would not have been on the agenda at all, and you would not be able to use this as a campaign issue as you have done on your election website.**

I believe that the trustees owe Jim a public apology for the attack against his character and his reputation, and I also believe that it is unethical to try to use this manufactured action as a campaign issue. At some point in your tenure as trustees you will understand that your actions must be designed to benefit only the library, and not yourselves; you cannot create the problem then profit from its solution.

Mary Hudspeath, February 20, 2013

Trustee Responses:

Trustee DeRango was asking for a public apology for Trustee Bailey's false statement that Trustee DeRango tried to hit him in one of the August meetings and Trustee DeRango wants to know where his apology for his attack on his character.

In response to Trustee Hudspeath's request that the Library Board give Trustee Bailey an apology, Trustee Clark stated that after challenging President Wade, Mr. Bailey looked out into the audience and grinned at some person, which at that point Trustee Clark said, "Jim, I really don't think this is funny!" Which Mr. Bailey replies, "Oh, F***(verb) Y** (pronoun)!" To date I still haven't received an apology for his profanity used against me. (September 2012 Meeting). It has been questioned if a censure was a legal step for our Board. I would like to point out that our attorney drew up the papers for the censure, and based on our bylaws state that we follow Robert's Rule of Order. Under Robert's Rule of Order item number 15 states that censure is allowed.

Trustee Galle stated in the last meeting (in Reference to Trustee Bailey's censure) and after Trustee Hudspeath's reading of a letter that this has nothing to do with "denigrating his (Trustee Bailey's) character" but has everything to do with the fact that his repeated actions continually violates the rules and that this censure is based on those repeated actions which he chooses to ignore. That is the reason why we are censuring Trustee Bailey is because he will not stop acting inappropriately.

President Wade stated that the censure of Trustee Bailey for his Board actions of abusive behavior, threatening the presiding officer, use of profanity, making an untruthful statement, interrupting other Board members in the midst of their presentations and repeatedly violating Robert's Rules of Order, was not written by Board members, but by the Library's Attorney, Britt Isaly, who witnessed Trustee Bailey's actions. President Wade also stated that Trustee Bailey was legally censured because the Library's Attorney, Britt Isaly, stated that the Board has the authority under Library Bylaws to follow Robert's Rules of Order to censure and under State Statute to create a Resolution to censure.

IX. EXECUTIVE SESSION

Trustee Jeffrey moved and Trustee DeRango seconded that the Board of Library Trustees convene in Executive Session under the Illinois Open Meetings Act for discussion of 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 under Illinois Open Meeting Act, 5 ILCS 120/2(c)(6). Motion carried.

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

Accordingly the Meeting was closed to the public at 8:42 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 9:25 p.m.

Trustee DeRango moved and Trustee Jeffrey seconded that the Board of Library Trustees approves the minutes of the Executive Session of January 16, 2013 as presented, and that these minutes remain closed. Motion carried.

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

Trustee Clark moved and Trustee Galle seconded that the Board of Library Trustees authorize President Wade to cause to have performed any actions needed, and to set the price as discussed in Executive Session, to sell the Kuhn Road property.

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

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 Jeffrey seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 9:35 p.m.

March 20, 2013
Date Approved

Mary C. Hudspeath, Secretary
Board of Library Trustee