

**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 17, 2013 **TIME: 7:30 p.m.** **PLACE: Combined 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, Bailey, Hudspeath, Jeffrey, Wade

Absent: None

Also Present: Director Susan Westgate and visitors.

III. PUBLIC PARTICIPATION

Linda Wade thanked the outgoing Trustees for their service to the community.

Former Trustee Thomas Arends thanked everyone who has served on the Board. He noted Mary Hudspeath for her passion and service. He noted President Wade for his hard work and diligence on behalf of the taxpayers. He thanked Dr. DuBose for his generous donation.

Carol Ellermeier from the Historical Society thanked the Trustees for their service. She donated a memory book of the Library's 50th Anniversary Celebration. She shared her organization's brochure "Preserving Our Heritage."

Former Trustee Robert Douglas commended all of the Trustees for their time and service. He especially acknowledged Trustee Hudspeath for her calming influence and incalculable service. He noted that the February 2013 Board minutes as approved, did not include information on the offer on the Kuhn Rd. property and stated that the Board may want to amend them to include this.

Former Trustee Barb Siegman thanked Trustee Hudspeath for her service and dedication and presented her with flowers.

Richard and Ellen Marchessault thanked Dr. DuBose for his generous donation to the Library. They thanked Trustee Hudspeath for her service and strength of character. They noted her continued support of the Friends of the Library over the years.

There was no other public participation.

IV. ADOPTION OF CONSENT AGENDA

Trustee Jeffrey moved and Trustee Clark seconded the establishment of a consent agenda for the Regular Meeting of April 17, 2013. Motion carried.

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

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

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

- A. Approval of Minutes of the Regular Meeting of March 20, 2013.
- B. Approval of Minutes of the Finance Committee Meeting of March 20, 2013.
- C. Approval of Minutes of the Finance Committee Meeting of April 16, 2013.
- D. Accept the Monthly Financial Statements of the Treasurer for the Period Ending March 31, 2013
- E. Human Resources Committee Report
- F. Recommendation, Re: Approval of four book dedications in honor of Trustees Hudspeath, Wade, Clark and Galle to be added to the Library collection.
- G. Presentation of 50th Anniversary Album from the Carol Stream Historical Society
- H. Recommendation, Re: Approval of Policy Revision-5.L Policy on Ereader Collection
- I. Recommendation, Re: Approval of Non-Resident Library card fee effective May 1, 2013
- J. Recommendation, Re: Acceptance of FY 2013/2014 Task Function Calendar
- K. Approval of Disbursements for the period March 1, 2013 to March 31, 2013, plus the Addendum for the Meeting of April 17, 2013
- L. Report of the Library Director
- M. Monthly Staff Reports
- N. RAILS Library System Report
- O. MAGIC Consortium Report
- P. Friends of the Carol Stream Public Library Report
- Q. Communications A. and B.
- R. Announcements

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

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

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

Human Resources Committee – No Report

Approval of Book Dedications

The Board of Library Trustees approves four book dedications in honor of Trustees Hudspeath, Wade, Clark and Galle to be added to the Library collection.

Background Information:

In Compliance with Policy 2.H.2 TRUSTEES: RECOGNITION OF SERVICE, the Board will pass a motion to dedicate a book in the Trustee’s honor, which is to be placed in the Library collection.

Presentation of 50th Anniversary Album from the Carol Stream Historical Society
Presented during the Public Participation.

Background Information:

The Carol Stream Historical Society presented to the Library an album of photos and reminiscences written by Library patrons visiting on the 50th Anniversary, Sept. 29th, 2012. The album contains copies of the originals which are now in the Society’s archives. There is also a transcription of the written cards on a CD.

Approval of Policy Revision-5.L Policy on Ereader Collection

The Board of Library Trustees approves the revision to 5.L Policy on Ereader Collection.

Background Information:

Staff recommended the following revisions to the circulation of Ereaders to expedite service and increase Circulation.

Circulation Policies:

- Carol Stream residents, age 18 or older, whose accounts are in good standing* may check out ereaders. (*No fines or overdue materials in excess of \$10.00).
- Ereaders will circulate for 2 weeks (~~Renewals are not allowed.~~) **with 1 renewal, if eligible.**
- Late fees are \$5.00 per day. Maximum overdue fine is \$150.
- ~~Check-out will be limited to one per family/household.~~
- Library staff will verify that the ereader is in good working order and that all components are present at the time of checkout.
- ~~Patrons must sign a User’s Agreement a copy of which will be placed in the case with the ereader.~~
- **Patrons must complete a User’s Agreement each calendar year, which will be kept on file at the library.**

- Ereaders must be returned inside the library and handed directly to a staff member at the Circulation Desk.
- Ereaders and all components must be returned in the same condition as when they were borrowed.

Approval of Non-Resident Library card fee effective May 1, 2013

The Board of Library Trustees approves that the Carol Stream Public Library participate in the State of Illinois non-resident library card program from May 1, 2013 through April 30, 2014 and that the fees be determined according to Library Board Policy 4.F.5
LIBRARY CARDS: NON-RESIDENTS.

Background Information:

The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant's property – the same as the calculation for a resident. The fee for renters is equal to 15% of the average monthly rent. Public Law 92-0166 requires annual Board action and notification to the Library's regional library system, RAILS. The Library presently has three non-resident families registered as borrowers.

Acceptance of FY2013/2014 Task Function Calendar

The Board of Library Trustees accepts the Task/Function Calendar for FY2013/2014 as presented.

Background Information:

The purpose of the Task/Function Calendar is to outline for the Board and Administration the important functions which need to be accomplished each month. It also contains dates and anniversaries for recognition.

Approval of Disbursements

The Library Board of Trustees approved the disbursements for the period March 1, 2013 to March 30, 2013, plus the Addendum for the Meeting of April 17, 2013 in the amount of \$167,345.39.

Report of the Library Director

Staff members celebrating employment anniversaries this month are: Marcy Doyle-9 years and Amanda Gardner-3 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 - No Report

Communications

A. Email from patron Kathy Grand regarding excellent Adult Services Reference help

- B. Letter from Circulation staff member Rich Karney thanking Library Board and Staff for his 15th Anniversary recognition

Announcements

- A. Statement of Economic Interest requirement due May 1, 2013

Background Information:

Deadline for filing with County Clerk is May 1, 2013.

- B. National Library Week Activities, April 14-20, 2013

Background Information:

A Committee of Library staff members planned a variety of activities, contests, give-aways and a hospitality table to celebrate National Library Week. Staff from all departments will be hosting the table throughout the week.

- C. Earth Day Event, April 20, 2013, 10:00 a.m.-2:00 p.m.at the Town Center

Background Information:

The Library will be participating at the Earth Day event at the Town center on Saturday, April 20. We will have a craft and be giving away/reusing some of our withdrawn library books. In addition left-over craft projects from previous programs will be given away to attendees.

- D Illinois Poet Laureate Kevin Stein program and reception on Thursday, April 18: reception 5:45-6:45 p.m.; program 7:00 p.m.

Background Information:

To celebrate National Library Week and National Poetry Month, a special program featuring Kevin Stein, Illinois Poet Laureate, is being presented at 7:00 p.m. The Friends of the Library are sponsoring and hosting a reception with food and drink at 5:45 p.m.

Regular Meeting

V. COMMITTEE REPORTS

Finance Committee

Treasurer DeRango stated that the budget was balanced and that the Director had found savings in renegotiating contracts. The library is looking into adding a new online downloadable magazine service called *Zinio* in the new fiscal year. He thanked the Director for her work on the budget. He shared that the working budget was accomplished with no increase in the tax levy.

VI. UNFINISHED BUSINESS

President Wade stated that the library had accepted an offer of \$1,350,000 for the property on Kuhn Road.

VIII. NEW BUSINESS

A. Recommendation, Re: Approval of Resolution #259, thanking and honoring Dr. Lawrence A. DuBose

Trustee Clark moved and Trustee Jeffrey seconded that the Carol Stream Library Board of Trustees adopt Resolution 259 thanking and honoring Dr. Lawrence A. DuBose and that the Resolution be read into the official minutes of the meeting. Motion carried.

Ayes 7 Trustees Clark, Galle, DeRango, Jeffrey, Wade, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

Board of Library Trustees of the Village of Carol Stream, Illinois
Resolution #259 of April 17, 2013
A Resolution Thanking and Honoring Dr. Lawrence A. DuBose

WHEREAS, Dr. Lawrence A. DuBose has been a resident of the Village of Carol Stream for 24 years; and,

WHEREAS, Dr. DuBose has owned and operated a successful local business Testing Service Corporation; and,

WHEREAS, Dr. DuBose has traveled the world solving a myriad of engineering problems for companies and government agencies; and,

WHEREAS, Dr. DuBose is a decorated veteran of World War II; and,

WHEREAS, Dr DuBose has volunteered and supported the Beekeeping project at Klein Creek Farm for over thirty years; and,

WHEREAS, Dr. DuBose has enjoyed the pleasure of reading since being introduced to the written word as a young boy by his Father, a school principal and superintendent; and,

WHEREAS, Dr. DuBose has written several books and articles on the subjects of beekeeping, World War II, civil engineering and family memoirs; and,

WHEREAS, Dr. DuBose has made a generous donation in the amount of \$25,000 to support Carol Stream Public Library materials and services;

NOW THEREFORE BE IT RESOLVED, that the Board of Library Trustees of the Village of Carol Stream, in conjunction with the Library Staff and the community as a whole, hereby publicly commends and thanks Dr. Lawrence A. DuBose for his generous donation to the Carol Stream Public Library.

Passed and approved this 17th day of April 2013.

B. Recommendation, Re: Approval of Board Resolutions 260, Commendation of Mary C. Hudspeath for her Service as a Carol Stream Public Library Trustee

Trustee Jeffrey moved and Trustee Clark seconded that the Carol Stream Library Board of Trustees adopts Resolution 260 commending Mary C. Hudspeath for her service to the Carol Stream Public Library and that the Resolution be read into the official minutes of the meeting. Trustee Hudspeath abstained. Motion carried.

Ayes 6 Trustees Clark, Galle, DeRango, Jeffrey, Wade, and Bailey
Nays 0 None
Absent or
Not Voting 1 Hudspeath

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #260
RE: COMMENDATION OF MARY C. HUDSPEATH FOR HER SERVICE AS A CAROL
STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Mary C. Hudspeath was appointed Library Trustee in January 2003 to fill a vacancy on the Library Board; and,

WHEREAS, she was elected to office in April 2005 and reelected in April 2009 for two consecutive four-year terms; and,

WHEREAS, during her terms of office she served the Library whenever called upon and in a variety of ways; and,

WHEREAS, during her tenure on the Board she served on the Finance Committee, the Human Resources Committee, the Bylaws Committee, the Architect Selection Committee, and served as Chair of the Facilities Committee from 2009-2012 during the Library remodel and Kuhn Road property updates; and,

WHEREAS, during her tenure on the Board she served as Secretary from 2005 to 2013, giving wise advice and guidance to the Board and the Library; and,

WHEREAS, she worked tirelessly on behalf of the Library on three referendum campaigns in 2004, 2005 and 2007; and,

WHEREAS, she represented the Library at Community events such as the Fourth of July Parade, and the Citizen of the Year Dinner; and,

WHEREAS, she is an active member of the Seams Like Fun Quilt Group, Carol Stream Historical Society, Friends of the Carol Stream Library, and served as a volunteer PAL when the Library converted to on-line public catalogs and,

WHEREAS, during her time on the Board the Library increased service to the people of Carol Stream with increased collection development, expanded technology, enhanced public programming, and virtual library services; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Mary C. Hudspeath on behalf of the citizens of Carol Stream and library users everywhere for her exemplary dedication and service to all.

Passed this Seventeenth day of April 2013

C. Recommendation, Re: Approval of Board Resolutions 261, Commendation of Michael Wade for his Service as a Carol Stream Public Library Trustee

Trustee Jeffrey moved and Trustee Clark seconded that the Carol Stream Library Board of Trustees adopts Resolution 261 commending Michael Wade for his service to the Carol Stream Public Library and that the Resolution be read into the official minutes of the meeting. Trustee Wade abstained. Motion carried.

Ayes 6 Trustees Clark, Galle, DeRango, Jeffrey, Bailey and Hudspeath
Nays 0 None
Absent or
Not Voting 1 Wade

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #261
RE: COMMENDATION OF MICHAEL WADE FOR HIS SERVICE AS A
CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Michael Wade was elected Library Trustee in April 2009 for a four-year term of office; and

WHEREAS, during his term of office he served the Library whenever called upon and in a variety of ways; and,

WHEREAS, during his tenure on the Board he served on the Finance Committee and Facility Committee; and

WHEREAS, during his tenure on the Board he served as Treasurer and Board President, giving advice and guidance to the Board and the Library; and,

WHEREAS, he helped the Library plan and celebrate its 50th Anniversary in the fall of 2012 and excite the public with E-Reader drawings; and

WHEREAS, he represented the Library at Community events such as the Fourth of July Parade; and,

WHEREAS, during his time on the Board the Library increased service to the people of Carol Stream with increased collection development, enhanced wireless access for the public, expanded technology, and enhanced public programming, and expansion of on-line resources; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Michael Wade on behalf of the citizens of Carol Stream and library users everywhere for his dedication and service to all.

Passed this Seventeenth day of April 2013

D. Recommendation, Re: Approval of Board Resolutions 262, Commendation of Jerry Clark for his Service as a Carol Stream Public Library Trustee

Trustee Jeffrey moved and Trustee DeRango seconded that the Carol Stream Library Board of Trustees adopts Resolution 262 commending Jerry Clark for his service to the Carol Stream Public Library and that the Resolution be read into the official minutes of the meeting. Trustee Clark abstained. Motion carried.

Ayes 6 Trustees Galle, DeRango, Jeffrey, Bailey, Hudspeath and Wade
Nays 0 None
Absent or
Not Voting 1 Clark

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #262
RE: COMMENDATION OF JERRY CLARK FOR HIS SERVICE AS A
CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Jerry Clark was appointed Library Trustee in May 2012 to fill a vacancy on the Library Board; and,

WHEREAS, during his term of office he served the Library whenever called upon and in a variety of ways; and,

WHEREAS, during his tenure on the Board he served on the Human Resources Committee; and,

WHEREAS, during his tenure on the Board he served on the Finance Committee; and,

WHEREAS, he helped the Library celebrate its 50th Anniversary in the fall of 2012; and

WHEREAS, during his time on the Board the Library increased service to the people of Carol Stream with increased collection development, enhanced wireless access for the public, expanded technology, and enhanced public programming; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Jerry Clark on behalf of the citizens of Carol Stream and library users everywhere for his public service.

Passed this Seventeenth day of April 2013

E. Recommendation, Re: Approval of Board Resolutions 263, Commendation of Susan Galle for her Service as a Carol Stream Public Library Trustee

Trustee Clark moved and Trustee Jeffrey seconded that the Carol Stream Library Board of Trustees adopts Resolution 263 commending Susan Galle for her service to the Carol Stream Public Library and that the Resolution be read into the official minutes of the meeting. Trustee Galle abstained. Motion carried.

Ayes 6 Trustees Clark, DeRango, Jeffrey, Bailey, Hudspeath and Wade
Nays 0 None
Absent or
Not Voting 1 Galle

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION #263
RE: COMMENDATION OF SUSAN GALLE FOR HER SERVICE AS A
CAROL STREAM PUBLIC LIBRARY TRUSTEE

WHEREAS, Susan Galle was appointed Library Trustee in May 2012 to fill a vacancy on the Library Board; and,

WHEREAS, during her term of office she served the Library whenever called upon and in a variety of ways; and,

WHEREAS, during her tenure on the Board she served on the Human Resources Committee; and,

WHEREAS, during her tenure on the Board she served as Chair of the Human Resources Committee; and,

WHEREAS, she helped the Library celebrate its 50th Anniversary in the fall of 2012; and

WHEREAS, during her time on the Board the Library increased service to the people of Carol Stream with increased collection development, enhanced wireless access for the public, expanded technology, and enhanced public programming; and,

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Susan Galle on behalf of the citizens of Carol Stream and library users everywhere for her public service.

Passed this Seventeenth day of April 2013

F. Recommendation, Re: Approval of Fiscal Year 2013/2014 Budget

Trustee Clark moved and Trustee Jeffrey seconded that the Board of Library Trustees approve the Fiscal Year 2013/2014 Budget. Motion carried.

Ayes 7 Trustees Clark, Galle, Jeffrey, DeRango, Hudspeath, Bailey, Wade
Nays 0
Absent..... 0

IX. COMMUNICATIONS

C. Trustee Bailey read aloud a correspondence received by the Library from the Office of the Attorney General Lisa Madigan inquiry RE: OMA (Open Meetings Act) Request for Review-2013 PAC 23952

Background Information:

Trustee Bailey submitted a Request for Review under section 3.5 of the Open Meetings Act to the Office of the Attorney General. The Office concluded that further inquiry is warranted to ensure that the Village of Carol Stream Board of Library Trustees complied with the requirements of the OMA regarding items placed on various agendas. The Board is required to respond to these allegations within seven working days of receipt of the letter. The letter was received on Monday, April 15, 2013.

ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Wade asked for a motion to adjourn. **Trustee Clark moved and Trustee Jeffrey seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:10 p.m.

May 15, 2013
Date Approved

Nadia Sheikh, Secretary
Board of Library Trustee