

**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: August 16, 2006

TIME: 7:30 p.m.

PLACE: Conference Room

I. CALL TO ORDER

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

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, Siegman, and Douglas

Absent: None

Also Present: Library Director Ann Kennedy, Lynn O'Dell, Elizabeth McCormack from the Examiner

III. PUBLIC PARTICIPATION

President Douglas welcomed Lynn O'Dell to the meeting. The Reading Garden in front of the building was dedicated to Lynn before the meeting. President Douglas characterized it as very pretty and very fitting. President Douglas also welcomed Elizabeth McCormack.

ADOPTION OF CONSENT AGENDA

Trustee Ranck moved and Trustee Bailey seconded to establish a consent agenda for the Regular Meeting of August 16, 2006. Motion carried.

Ayes 7 Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

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

Ayes 7 Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, Siegman, and
Douglas
Nays 0 None
Absent or
Not Voting 0 None

- A. Approval of Minutes of the Regular Meeting of July 19, 2006**
- B. Receive Monthly Report of the Treasurer for the period ending July 31, 2006.**
- C. Approval of Human Resources Committee, Performance Review of the Library Director**
- D. Approval of Human Resources Committee, Employment Service Anniversary Recognition**
- E. Receive Report, Re: Management Staff Report on Restricting Juvenile Cards**
- F. Receive Report, Re: Citizens' Committee to Discuss the Future of the Carol Stream Public Library**
- G. Approval of Recommendation, Re: Revised Circulation Department Position Classification**
- H. Approval of Recommendation, Re: Policy for the use of Public Computers**
- I. Approve Disbursements of the Regular Meeting of August 16, 2006 in the amount of \$127,834.46**
- J. Receive Monthly Report of the Library Director**
- K. Receive Monthly Staff Reports**
- L. Receive Communications**
- M. Receive Announcements**

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

Ayes 7 Trustees Spyrison, Bailey, Hudspeath, Ranck, Anderson, Siegman, and
Douglas
Nays 0 None
Absent or
Not Voting 0 None

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

Performance Review of the Library Director:

The Human Resources Committee met on July 12 and July 17 to conduct the performance evaluation of Library Director Ann Kennedy. The evaluation written by Committee Chair Egil Anderson was distributed. Anderson said that the format of an evaluation based on

meeting goals was set to be used for future years. The Board approved the recommended salary increase, retroactive to May 1, 2006.

Employment Service Anniversary Recognition

Books were dedicated in the collection to honor Maria Engelbert for 10 years of service and Pat Ketcham for 5 years of service.

Management Staff Report on Restricting Juvenile Cards

A written report from the Management Staff was submitted. It is the recommendation of the Management Staff that the Library not allow juvenile cards to be restricted to juvenile material only.

Citizens' Committee to Discuss the Future of the Carol Stream Public Library

A very successful public meeting was held on August 9. President Douglas commented that it was an outstanding meeting and that the facilitator, John Keister, got people stirred up. Eight people indicated an interest in participating on the Citizens' Committee. They have been contacted to confirm the date and time and to see if they have any questions they would like answered either at the meeting or before. Trustees Hudspeath and Spyrison volunteered to be liaisons to the Committee from the Board.

Revised Circulation Department Position Classification

For business reasons, it is necessary to have everyone who works at the Circulation Desk be trained in all job functions. Department Head Mary Clemens recommended that all new hires start at the entry level of Circulation Clerk I (new title) for a minimum of six months. They will need to complete a training packet and receive a favorable evaluation. Then they would be promoted to a Circulation Clerk II, reflecting the fact that they have learned and are capable of all circulation functions. The new classification would go into effect immediately.

Policy for the use of Public Computers

Public computers in the Library were reconfigured to match the public's changing use patterns. The Policy on the use of computers needed to be rewritten to reflect the changes. It was also recommended that the Library stop taking registration for all but the Internet computers. It is intended that with these changes all of the Library's computers will be more fully used. The patrons will also be served better with less confusion over which computer to use and where they need to register. The new policy goes into effect immediately.

Report of the Library Director

The following Staff members are congratulated on their employment anniversaries in August: Marie Englebert - 10 years, Donna Badame – 9 years, Patricia Ketcham – 5 years, Patrick Clemens – 2 years, Lynne Magnus – 1 year.

Communications

Thank you from Pat Roche for 15th Anniversary Recognition

Thank you from Ellen Marchessault for 25th Anniversary Recognition

Announcements

Director Kennedy urged the Trustees to take part in a Continuing Education event, a requirement of the Per Capita Grant this year. A listing of courses on LibraryU was distributed along with the agenda for the Illinois Library Conference in October.

Regular Meeting

VI. COMMITTEE REPORTS

B. Facilities Committee

No report

C. Finance Committee

No report

VII. UNFINISHED BUSINESS

All Unfinished Business was covered on the Consent Agenda.

VIII. NEW BUSINESS

A. Resignation of Library Trustee Egil Anderson

Trustee Anderson moved and Trustee Siegman seconded to accept the resignation of Egil Anderson from the Carol Stream Public Library Board of Trustees. Motion carried.

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Anderson, Siegman, and Douglas

Nays 1 Trustee Ranck

Absent or

Not Voting 0 None

President Douglas told Trustee Anderson that he was glad everything worked out quickly in selling the house and it is great he can get to Little Rock. Anderson will be missed on the Board. He was the voice of reason many times, keeping the others in check.

Trustee Siegman moved and Trustee Ranck seconded to adopt Library Resolution 231, Commendation of Egil H. Anderson for his service as a Carol Stream Public Library Trustee. Motion Carried.

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Siegman, and Douglas

Nays 0 None

Absent or

Not Voting 1 Anderson (abstain)

The Commendation was then read into the minutes by President Douglas.

WHEREAS, Egil H. Anderson was appointed Library Trustee in June of 1997 to fill an unexpired term and was elected to a two-year term in April 1999 and to four-year terms in April 2001 and 2005; and,

WHEREAS, this was his second term of service as a Library Trustee, originally serving from September 1983 to April 1985; and,

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

WHEREAS, his leadership and knowledge were well demonstrated when he served as Acting President from January 2003 to April 2004; and,

WHEREAS, while Acting President he guided the Board through the space expansion process where he coordinated the acquisition of land and directed planning with the architects and financial consultant; and,

WHEREAS, Egil represented the Library on the 2004 Carol Stream Library Referendum Committee, working tirelessly in reviewing informational materials, speaking before various community organizations, and making numerous phone calls; and,

WHEREAS, during his time on the Board the Library increased service to the people of Carol Stream with increased collection development, Internet access for the public, online public catalogs, a Library Web page, enhanced public programming, and Library Barn Festivals; and,

WHEREAS, he represented the Library at Community events such as the Fourth of July Parade, the Citizen of the Year Dinner, the National Library Week Open House, and the Community Expos,

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

XII. OTHER REPORTS

A. DuPage Library System

No report

B. Friends of the Carol Stream Public Library

No report

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 7:46 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees