

**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: July 18, 2007**

**TIME: 7:30 p.m.**

**PLACE: Conference Room**

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**I. CALL TO ORDER**

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

**PLEDGE TO THE FLAG**

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

**II. ROLL CALL**

Secretary Hudspeath called the roll.

Present: Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, Siegman, and Douglas

Absent: None

Also Present: Library Director Ann Kennedy

**III. PUBLIC PARTICIPATION**

There was no one from the public in attendance to address the Board.

**ADOPTION OF CONSENT AGENDA**

Trustee Douglas moved and Trustee Arends seconded to establish a consent agenda for the Regular Meeting of July 18, 2007. Motion carried.

Ayes ..... 7 Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, Siegman, and Douglas

Nays ..... 0 None

Absent or

Not Voting .... 0 None

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

Ayes ..... 7 Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

- A. Approval of Minutes of the Regular Meeting of June 20, 2007**
- B. Approval of Minutes of the Special Meeting of June 27, 2007**
- C. Receive Monthly Report of the Treasurer for the period ending June 30, 2007**
- D. Approve recommendation, re: Employment Service Anniversary**
- E. Approve Disbursements of the Regular Meeting of July 18, 2007 in the amount of \$110,346.59**
- F. Receive Monthly Report of the Library Director**
- G. Receive Monthly Staff Reports**
- H. Receive Report of the Friends of the Library**
- I. Receive Communications**

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

Ayes ..... 7 Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, 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:*

**Employment Service Anniversary**

A book will be dedicated in the collection to Donna Badame in recognition of her 10<sup>th</sup> employment anniversary and in gratitude for her years of service to the Library and the community

**Report of the Library Director**

The following Staff members are congratulated on their employment anniversaries in July: Marie Engelbert – 11 years, Patricia Ketcham – 6 years, Patrick Clemens – 3 years, Lynne Magnus – 2 years, and Barbara Klein – 1 year.

**Report of the Friends of the Library**

The next scheduled meeting of the Friends of the Library Board is Thursday, August 9.

**Communications**

- A. Book Page letter about nomination for Annual Spotlight Award
- B. July 5, 2007 article from Carol Stream Press

**Regular Meeting**

**VI. COMMITTEE REPORTS**

**Facilities Committee**

Motion was made by Trustee Ranck with a second by Trustee Bailey that the Board approve the proposal of Anderson Lock in the amount of \$6,315.44, not including electrical work, to replace the doors between the lobby and the main room, pending satisfactory answers to outstanding issues, and that the Library close to the public on Friday, August 24 for the work to be accomplished. Motion Carried.

Ayes ..... 7 Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

**Discussion**

Director Kennedy explained that the doors are very heavy and in the past year the in-floor closures had to be replaced with closures at the top of the doors. The doors now only open out. They are difficult to open for anyone in a wheel chair, with a stroller, or with full arms. The proposal will provide push buttons that will automatically open the doors, one button in the lobby and one in the library. Since the cost is under \$10,000, we will not have to go to bid. Kennedy has been very pleased with the service and work of Anderson Lock for the past couple of years. The Facilities Committee asked a few technical questions about the locking mechanism. Pending the answers to those questions, the work will proceed. Trustee Arends asked about ADA compliance with the present door situation. ADA compliance states that accommodations must be made. Presently a staff member must be available to open the doors if someone needs assistance. The Managers chose to close August 24 because August 31 is part of Labor Day weekend, but either date would be satisfactory.

**Finance Committee**

No report

**VII. UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

## VIII. NEW BUSINESS

### A. Recommendation, re; Limits on patron borrowing, holds and overdues

Motion was made by Trustee Douglas with a second by Trustee Shambo that the Library Board of Trustees adopt the following limits on patron borrowing privileges: no more than 50 items may be checked out, no more than 25 items may be on reserve, and a patron's borrowing privileges are suspended if 10 or more items are overdue, and that the librarians are authorized to make exceptions to these rules on a case by case basis. Motion carried.

Ayes ..... 7 Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

#### Discussion

When the circulation computer system was set up, parameters were set to allow a patron to check out up to 100 items at a time and to place up to 50 reserves. Until recently, those parameters have served the Library and its patrons well. Two instances occurred recently which have prompted the Managers to seek a change in the parameters. In the first instance a patron checked out 86 CDs and kept them overdue 16 days. In those 16 days she ran up overdue fines totaling more than \$300. The managers are concerned that (1) when a patron checks out large numbers of items they can lose track of them and unwittingly run up large fines, and (2) the dollar value of items that one person has is quite high when they are walking out the door with over 50 items.

In the second instance a patron is checking out a large number of items which she then delivers to other people who can't get to the Library. She frequently has a large number of items out overdue and runs up large fine amounts. At times she has had close to 50 items on reserve. When she can't pick the items up, because she has overdue fines or more than 10 items overdue, she re-replaces her reserve. The Library holds a reserve item for 5 days. When those 5 days are up, the computer will pass the item to the next person on the reserve list or send it back to the shelf. By replacing reserves, this patron has kept items on the reserve shelf for herself for almost a month. Some of the items are from other libraries. Sometimes she reserves every format of an item; book on cassette, book on CD, regular print and large print. By limiting the number of items that can be placed on reserve, we can get some of these items back on the shelves for other patrons to enjoy.

Several Trustees felt that having even 50 items out at one time was too much. Kennedy explained that only a few libraries have limits this low. A few other libraries have no limits at all; it appears as if they have never addressed the issue. Trustee Ranck stated that he liked what the patron was doing for others but doesn't appreciate the way she is doing it. Trustee Arends asked if a policy could be set to not allow items to be given to other people. As long as the patron is held responsible for items checked out, we can't limit what they do with

them. Kennedy also told the Board that the second patron threatened to circulate a petition calling for Kennedy's removal from her position. Trustee Arends suggested that if the librarians can make exceptions to the limits, they can also lower the limits for patrons who don't abide by Library rules.

Trustee Douglas asked Kennedy to return to the Board in August with the answers to two questions: 1) Can we restrict the ability of patrons to place reserves if they have more than 10 items overdue? and 2) Can we only allow patrons to place reserves on one media form of a title? Kennedy didn't feel that the computer system would allow the later but she would see if it could be worked around. Trustee Hudspeath voiced her opposition to the later proposal as she has on occasion placed such reserves.

## **B. Semi-annual Review of Minutes of Closed Meetings**

### **Executive Session**

Trustee Ranck moved and Trustee Douglas seconded to go into executive session for the purpose of reviewing minutes of meetings lawfully closed under the Illinois Open Meetings Act. Motion carried.

Ayes ..... 7 Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

Accordingly the Meeting was closed to the public at approximately 7:55 p.m. pursuant to an exception to the Illinois Open Meetings Act (5 ILCS 120/2.06), specifically for the purpose of reviewing the minutes of meetings lawfully closed under this Act whereupon the Board discussed the aforesaid matter and no other matter in closed session. The Board returned to regular session at 8:02 p.m.

Trustee Ranck moved and Trustee Douglas seconded that the Minutes of Executive Session of the Library Board of Trustees for the following meetings should remain in closed files: July 2, 2002, July 17, 2002, July 31, 2002, August 21, 2002, November 20, 2002, December 18, 2002 and August 6, 2003. Motion Carried.

Ayes ..... 7 Trustees Shambo, Arends, Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

**XII. OTHER REPORTS**

A. DuPage Library System

No report

**XIV. ANNOUNCEMENTS**

There were no announcements.

President Siegman thanked everyone who participated in the 4<sup>th</sup> of July parade.

Committee meetings were set for the following dates and times:

Human Resources Committee, August 1 at 6:30 p.m.

Bylaws Committee, August 1 at 7:15 p.m.

Facilities Committee August 15 at 7:15 p.m.

**XV. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Siegman declared the Meeting adjourned at 8:07 p.m.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees