

**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 19, 2009

TIME: 7:30 p.m.

PLACE: Community Room

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 Wade, Shambo, Arends (7:31), Bailey, Hudspeath, Siegman, and Douglas

Absent: None

Also Present: Library Director Ann Kennedy, Louise Kowalczyk and Jamie Zaura from SRBL Architects, Todd Peyron and Josh Johnson from Camosy Construction

III. PUBLIC PARTICIPATION

Members of the public in attendance: David DeRango, Michael Kunowski, and Valerie Salvato. None of those in attendance accepted the offer to address the Board.

ADOPTION OF CONSENT AGENDA

Trustee Hudspeath moved and Trustee Bailey seconded to establish a consent agenda for the Regular Meeting of August 19, 2009. Motion carried.

Ayes 6 Trustees Wade, Shambo, Arends, Bailey, Hudspeath, and Douglas

Nays 0 None

Absent or

Not Voting 1 Trustee Siegman (not voting)

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

Ayes 6 Trustees Wade, Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

- A. **Recommendation, Re: Employee Service Anniversary**
- B. **Recommendation, Re: Use of the Kuhn Road property on Saturday, October 10, 2009 as a collection point for a community-wide food drive sponsored by the Rotary Club of Carol Stream**
- C. **Approve Disbursements of the Regular Meeting of August 19, 2009 in the amount of \$235,463.72**
- D. **Receive Monthly Report of the Library Director**
- E. **Receive Monthly Staff Reports**
- F. **Receive Report of the DuPage Library System**
- G. **Receive Communications**
- H. **Receive Announcements**

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

Ayes 6 Trustees Wade, Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

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

Employee Service Recognition:

A book will be dedicated in the collection to Patrick Clemens in recognition of his 5th employment anniversary and in gratitude for his years of service to the Library and the community.

Use of Kuhn Road Property:

The Board authorized the use of the barn and parking lot at 480 N. Kuhn for the purpose of collecting donations as part of a community-wide food drive on Saturday, October 10, 2009 in partnership with the Rotary Club of Carol Stream. The donations will be distributed to the food pantries at Lutheran Church of the Master, Outreach Community Center and Humanitarian Service Project.

Report of the Library Director

In addition to the 5th anniversary of Patrick Clemens, Donna Badame is celebrating her 12th employment anniversary in the month of August.

Communications

- A. Email from Pam Kramer dated August 12, 2009 re: State Budget Cuts to Systems and Other Budget Issues
- B. Announcement from DuPage Library System on appointment of Tom Sloan as Executive Director
- C. Thank you card from the Price Family

Announcements

- A. DLS 3rd Annual Scholarship Award Dinner and Auction to be held Friday, September 18, 2009.

Regular Meeting

VI. COMMITTEE REPORTS

- C. Finance Committee
No Report

President Siegman moved the Unfinished Business portion of the agenda up so the presenters could leave when they were finished.

VII. UNFINISHED BUSINESS

A. Library Remodeling Project

- 1. Recommendation, Re: Selection of materials and colors for floor coverings and desk finishes.

Trustee Douglas moved and Trustee Bailey seconded that the Board of Library Trustees approve the materials and colors for floor coverings and Circulation Desk finishes as presented by SRBL Architects. Motion carried.

Ayes 6 Trustees Wade, Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

Discussion:

Louise Kowalczyk presented the proposed carpet plans. The lobby area will have a walk-off carpet in three colors. Existing letters on the front of the building will be cleaned up and used on the wall behind the circulation desk. The darker stripe in front of the desk will extend into the paving area in the plaza with memorial bricks. The lobby space will receive canned lights plus ceiling treatments to emphasize the sky lights. The main area will have a transition strip walkway and then a checker board pattern to match the lights in the ceiling. The Young Adult area will introduce other solid colors with brighter colors in the preschool area. The soffit over the technology area will extend out to the main area for signage. Technology, community room and conference room will all have green stripe carpeting. If the use of an area changes the carpet squares can be taken up and replaced to

reflect the change of use. The laminate on the circulation desk will also be used for the cabinetry in the technology area. Louise also showed the proposed lighting fixtures for each of the areas.

2. Recommendation, Re: Contract with Camosy Construction to provide construction management services.

Trustee Douglas moved and Trustee Hudspeath seconded that the Board of Library Trustees authorize the Board President to sign the contract with Camosy Construction to provide construction management services when the Library's Legal counsel has reached an agreement with Camosy Construction on the contract. Motion carried.

Ayes 6 Trustees Wade, Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

Discussion:

Todd Peyron and Josh Johnson from Camosy introduced themselves to the Board. The goals of the company are to complete the project within the budget, to make the construction process as easy as possible on us, and to make the transitions as easy as possible. Trustee Arends asked about bonding the entire project as specified in the minutes of July 29, 2009. Bonding will not begin until the work actually begins. The amount of the bond cannot be determined until the contract is signed and the GMP is determined. The amounts in the contract are the same as those in the proposal which was accepted by the Board on July 29, 2009. If the project is halted then Camosy will only charge for the work that they have done. President Siegman thanked the representatives for coming. She will let the Board members know when the contract has been signed.

IV. APPROVAL OF MINUTES

A. Minutes of Regular Meeting of July 15, 2009

Trustee Douglas moved and Trustee Arends seconded to approve the Minutes of the Regular Meeting of July 15, 2009 as presented. Motion carried.

Ayes 6 Trustees Wade, Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

B. Minutes of the Special Meeting of July 29, 2009

Trustee Douglas moved and Trustee Wade seconded to approve the Minutes of the Special Meeting of July 29, 2009 as presented. Motion carried.

Ayes 6 Trustees Wade, Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

V. MONTHLY FINANCIAL STATEMENTS OF THE TREASURER
A. Period Ending July 31, 2009

Trustee Douglas moved and Trustee Bailey seconded to approve the Monthly Financial Statements of the Treasurer for the period ending July 31, 2009 as presented. Motion carried.

Ayes 6 Trustees Wade, Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 1 Trustee Siegman (not voting)

Discussion:

Trustee Arends asked if the amount of money held in reserve is the Capital Maintenance and Repair fund is enough to complete the remodeling project. Kennedy stated that the Board may be asked to transfer money from the General Fund later in the year. More will be known when the GMP is presented.

VIII. NEW BUSINESS

A. Discussion, Re: FY2010 Per Capita Grant requirements

1. Review of the Administrative Ready Reference Web Site
2. Review of Policies mentioned in Illinois Compiled Statutes

The application for this year's Per Capita Grant requires that the Board of Trustees review various items. The first item is the new Administrative Ready Reference Web Site found at <http://il.webjunction.org/readyref>. The link was previously sent to the Trustees with a suggestion that they review the site. The guidelines from the State Library say, "It is up to the Director and Library Board to decide what sections of the Administrative Ready Reference should be reviewed by the library staff and board. A review of the entire document is not necessary." Trustees had no items to bring up for discussion.

An additional requirement of the Per Capita Grant requires review of several policies mentioned in the Illinois Public Libraries Act (75 ILCS 5). According to the State Library the dates of the review have to be between October 16, 2008 and October 14, 2009. Since October 16, 2008 the Board has approved new versions of FY2010 Pay Ranges, the Library Personnel Code, Circulation Policies including borrowing privileges, Non-Resident Card Fees, Internet Access Policy, and the Material Selection Policy which includes the statement on Intellectual Freedom. The following policies were approved by the Board between 12 and 18 months ago and were redistributed to the Board for review: Fair Labor Standards Act which is part of Policy 3.G. Personnel Compensation Policy approved August 2008; Policy 5.I. Standards for Public Behavior approved September 2008; and

Policy 5.C. Meeting Room Policy approved May 2008. None of the Trustees had anything to discuss on the policies. They all felt that they were fine as written.

B. Executive Session

Trustee Siegman moved and Trustee Douglas seconded that the Board of Library Trustees adjourn to Executive Session under the Open Meetings Act 5 ILCS 120/2c.11 where they will discuss litigation and nothing else. Motion carried.

Ayes 6 Trustees Wade, Shambo, Arends, Bailey, Hudspeath, and Douglas

Nays 0 None

Absent or

Not Voting 1 Trustee Siegman (not voting)

Accordingly the Meeting was closed to the public at approximately 8:17 p.m. pursuant to the exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)1 specifically for the purpose of discussing litigation whereupon the Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:42 p.m.

XII. OTHER REPORTS

B. Friends of the Carol Stream Public Library

No report

C. Census 2010 Complete Count Committee

No report

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Siegman declared the Meeting adjourned at 8:42 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees