

**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: December 16, 2009 TIME: 7:30 p.m. PLACE: Village Hall Training 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

There was no flag present in the room and no Pledge of Allegiance was made.

II. ROLL CALL

Secretary Hudspeath called the roll.

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

Absent: Trustee Wade

Also Present: Library Director Ann Kennedy

III. PUBLIC PARTICIPATION

Members of the public in attendance: David DeRango, Tim Powers, Jennifer Woods and Matt Gentile of the Examiner.

Tim Powers, Commissioner for the Carol Stream Park District, presented information on the February 2, 2010 Park District Referendum.

Jennifer Woods, Carol Stream resident and freelance graphic designer, presented ideas to the Library Board for a newsletter redesign to go with the facelift that the front of the Library is getting.

David DeRango, Carol Stream resident, asked the Board about a memo to the Library staff where his name was mentioned. He asked the Board for a retraction. DeRango also asked how much money had been spent to date on the Library remodeling project and what would be done to fill the position of a staff member who is retiring.

ADOPTION OF CONSENT AGENDA

Trustee Hudspeath moved and Trustee Bailey seconded to establish a consent agenda for the Regular Meeting of December 16, 2009. Motion carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustee Wade (absent), Trustee Siegman (not voting)

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

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustee Wade (absent), Trustee Siegman (not voting)

- A. Approval of Minutes of the Regular Meeting of November 18, 2009**
- B. Receive Monthly Financial Statements of the Treasurer for the Period Ending November 30, 2009**
- C. Review of Staff Employment Anniversaries for 2010**
- D. Approve Recommendation, re: Appointment of Freedom of Information Act Officers and Open Meetings Act Officers for the Carol Stream Public Library**
- E. Approve Disbursements of the Regular Meeting of May 20, 2009 in the amount of \$105,185.31**
- F. Receive Monthly Report of the Library Director**
- G. Receive Monthly Staff Reports**
- H. Receive Communications**
- I. Receive Announcements**

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

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustee Wade (absent), Trustee Siegman (not voting)

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

Financial Statements

There was a scrivener's error in the benefits line, 5104, budget amount should be \$438,801 with percent of budget expended at 48.33%.

Staff employment anniversaries

The Board extended their congratulations to staff members who will celebrate a significant anniversary in 2010.

FOIA and Open Meetings Act Officers

The Board appointed the Library Director and the Assistant Library Director to serve as the Freedom of Information Act Officers and the Open Meetings Act Officers.

Report of the Library Director

There will be a contest to name the new meeting rooms. The Library Board will be asked to make the final decision at the March 2010 Board meeting.

Congratulations to the following staff members celebrating employment anniversaries in the month of December: Lynn Bierman – 6 years, Theresa Morton – 4 years, Kim Starr – 4 years, Gayle Weyland – 2 years, and Jessica Hubinek – 2 years.

Communications

- A. Thank you from Jane Plass to Ellen Marchessault for presentation on Shelfari.
- B. Information on Open Meetings Act as presented at 2007 ILA Conference plus 2009 update

Announcements

- A. ILA Library Trustee Forum 2010 Workshop, Saturday, February 27, 2010 Marriott Hickory Ridge Conference Center
- B. Public Library Board Members Roundtable on February 1 at DLS

Regular Meeting

VI. COMMITTEE REPORTS

- A. Human Resources Committee
No report
- B. Facilities Committee
No report
- C. Finance Committee
No report

VII. UNFINISHED BUSINESS

A. Library Remodeling Project

- 1. **Recommendation, Re: Acceptance of bid from OEC Business Interiors for Library furnishings**

Trustee Douglas moved and Trustee Hudspeath seconded to award the furnishings contract to OEC Business Interiors for the items recommended by the Staff and Board at a cost not to exceed \$78,500. Motion carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas

Nays 0 None
Absent or
Not Voting 2 Trustee Wade (absent), Trustee Siegman (not voting)

Discussion:

Library Trustees were asked to decide the chair which would be at the tables in the main room. The Accolade chair from Community Furniture was selected. Friends have pledged up to \$5,000 for furniture for the Library. They will be asked to pay for the furniture for the preschool area since they have already paid for tables and chairs in that area. All bids for the Opac stations and the public service desks were thrown out. The staff will reevaluate what they are looking for and go back to bid. There was no further discussion on the furniture bids.

2. Recommendation, Re: Masonry sealing above lower roof

Trustee Douglas moved and Trustee Bailey seconded that the Board of Library Trustees approve the use of metal EIFS panels to seal the masonry around the windows above the lower roof. Motion carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustee Wade (absent), Trustee Siegman (not voting)

Discussion:

At the October 21, 2009 regular meeting of the Board, the Trustees approved an EIFS coating to seal the masonry bricks. The weather is no longer suitable for applying the EIFS that was originally approved. The construction manager and the architect are now recommending that a metal EIFS panel be used to seal the masonry. This would provide the same level of protection at the same price, \$15,600, as the original product. Industrial Roofing Service recommended a complete tear-down of the wall at a cost of \$125,000 to \$150,000 dollars. The Board agreed that the EIFS panels would be in keeping with the public mandate to reduce spending and would be a prudent expenditure.

VIII. NEW BUSINESS

A. Recommendation, re: Library Policy 7.C. Annual Library Calendar / 2010 Library Closings and Board Meetings

Trustee Douglas moved and Trustee Hudspeath seconded that the Library Board approve the recommended 2010 Calendar of Library Closings and Board Meetings.

Discussion:

President Siegman asked the Board to consider not meeting during the month of December. Many library boards do not meet in December. Bills could be pre-approved the month before. In November the Board could decide whether or not to meet in December.

Trustee Douglas amended his motion to delete the December meeting on the calendar.
Trustee Hudspeath seconded the amendment. Motion carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustee Wade (absent), Trustee Siegman (not voting)

XII. OTHER REPORTS

- A. DuPage Library System
No report
- B. Friends of the Carol Stream Public Library
No report

Trustee Arends moved and Trustee Douglas seconded that the Board of Library Trustees adjourn to Executive Session under the Open Meetings Act, 5 ILCS 120/2(c) where they will discuss a personnel matter and nothing else. Motion carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustee Wade (absent) and 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 a personnel matter whereupon the Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:47 p.m.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Siegman declared the Meeting adjourned at 8:47 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees