

**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: February 16, 2011**

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

**PLACE: Library Discovery Room**

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**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 Wade, Arends, Bailey, Hudspeath, and Douglas

Absent: Trustees Outland and Siegman

Also Present: Library Director Ann Kennedy, Tom DiCianni and Britt Isaly from Ancel Glink Diamond Bush DiCianni & Krafthefer

**III. PUBLIC PARTICIPATION**

President Douglas welcomed the members of the public in attendance: David DeRango, Dominick Jeffrey, Matt Gentile of the Examiner, Sara Smith of Press Publications.

Dominick Jeffrey expressed his displeasure that the Library would pay a consultant for long range planning. Douglas pointed out that the decision was tabled until the May meeting when a new Board would be in place. Jeffrey inquired if the Library would be joining the Chamber of Commerce and the Rotary Club again. President Douglas stated that the memberships are part of the Library's public relations plan.

**ADOPTION OF CONSENT AGENDA**

Trustee Wade moved and Trustee Bailey seconded to establish a consent agenda for the Regular Meeting of February 16, 2011. Motion carried.

Ayes ..... 4 Trustees Wade, Arends, Bailey, and Hudspeath  
Nays ..... 0 None  
Absent or  
Not Voting .... 3 Trustees Outland and Siegman (absent) Trustee Douglas (not voting)

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

Ayes ..... 4 Trustees Wade, Arends, Bailey, and Hudspeath  
Nays ..... 0 None  
Absent or  
Not Voting .... 3 Trustees Outland and Siegman (absent) Trustee Douglas (not voting)

- A. Approval of Minutes of the Rescheduled Regular Meeting of January 26, 2011**
- B. Receive Monthly Report of the Treasurer for the period ending January 31, 2010**
- C. Approve Disbursements of the Regular Meeting of February 16, 2011 in the amount of \$134,963.64**
- D. Receive Monthly Report of the Library Director**
- E. Receive Monthly Staff Reports**
- F. Receive Report of the Library System**
- G. Receive Report of the Friends of the Library**
- H. Receive Communications**

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

Ayes ..... 4 Trustees Wade, Arends, Bailey, and Hudspeath  
Nays ..... 0 None  
Absent or  
Not Voting .... 3 Trustees Outland and Siegman (absent) Trustee Douglas (not voting)

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

**Report of the Library Director:**

Congratulations to the following employees who observed employment anniversaries in January and February: Lynn Johnson – 30 years, Kathy Kalvig – 24 years, Ann Kennedy – 19 years, Susan Grude 16 years, Clare Meehan – 14 years, Linda Bothen – 12 years, Barbara Boucher – 11 years, Adriana Albers – 11 years, Laura Hays – 9 years, Karen Morley – 4 years, Regina Boe – 2 years, Jennifer Woods - 1 year, and Valmore Hope – 1 year.

**Report of the Library System:**

All five Systems have passed resolutions to dissolve and merge into a single system on July 1, 2011. Those resolutions have been sent to the State Library. Other actions include: completion of an extensive due diligence process for all five systems, adoption of a *Shared Vision, Mission, and Values Statement* and formal acceptance of the *Recommendation for the New System's Long Range Plan for FY2013 to 2015*. In February, an Intergovernmental

Agreement and bylaws will be considered by existing system boards. Next steps include submitting an application to merge to the Illinois State Library and a FY2012 application for a per capita grant.

**Communications**

- A. Resolution No. 2515 of the Village of Carol Stream Recognizing the 2010 Holiday Light Recycling Program Partners.

**Regular Meeting**

President Douglas moved item IX up in the agenda so legal counsel could leave early.

**IX. Executive Session**

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

Ayes ..... 4 Trustees Wade, Arends, Bailey, and Hudspeath  
Nays ..... 0 None  
Absent or  
Not Voting .... 3 Trustees Outland and Siegman (absent) Trustee Douglas (not voting)

Accordingly the Meeting was closed to the public at approximately 7:39 p.m. pursuant to the exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)11 in order to discuss litigation against the Library whereupon the Board discussed the aforesaid matter and no other matters in closed session. The Board returned to regular session at 8:05 p.m.

**VI. COMMITTEE REPORTS**

**A. Human Resources Committee**

**1. Recommendation, Re: Library Pay Ranges**

Trustee Bailey moved and Trustee Hudspeath seconded that the Library Board of Trustees adopt the FY2012 Pay Ranges for all positions at the Library except for Maintenance Supervisor and Maintenance Person as presented and that the new ranges go into effect May 1, 2011. Motion carried.

Ayes ..... 3 Trustees Bailey, Hudspeath, and Douglas  
Nays ..... 2 Trustees Wade and Arends  
Absent or  
Not Voting .... 2 Trustees Outland and Siegman (absent)

Discussion:

Trustee Wade asked if the range adjustments were required by law. The adjustment of Grade 1 up to the Illinois minimum wage is required. Library policy 3.G. states that the Library will review the pay range annually. Trustee Wade expressed his concern that the library

community creates an endless circle of raising salaries in reaction to each other's pay range. He also expressed concern that this would have an adverse affect on the budget. Director Kennedy stated that adjusting pay ranges does not affect the budget. The budget is affected by the salary increases that are awarded. There are 7 employees that would be below the new minimum. The affect of their increases to the minimum salary would affect the budget by approximately \$4000. The salary range adjustments keep the Carol Stream Public Library competitive in the job market. Trustee Arends questioned why the Library needed to raise the pay ranges so high, if a lower increase could not be made. It was explained that the recommended increases are based on a study of the public libraries of comparable community size and budget. Trustee Arends stated that he felt this issue should be addressed at a later time, after the Board has addressed the budget.

**2. Recommendation, Re: Job Description for Maintenance Worker**

Trustee Hudspeath moved and Trustee Wade seconded that the Board of Trustees adopt the restructured Job Description and Pay Range for Maintenance Worker as presented and that it goes into effect on March 6, 2011 and eliminates the positions of Maintenance Supervisor and Maintenance Person. Motion carried.

Ayes ..... 4 Trustees Wade, Arends, Bailey, and Hudspeath  
Nays ..... 0 None  
Absent or  
Not Voting .... 3 Trustees Outland and Siegman (absent) Trustee Douglas (not voting)

Discussion:

There was no discussion.

**B. Facilities Committee**

**1. Recommendation, Re: Library Roof Repair/Replacement**

Trustee Bailey moved and Trustee Wade seconded that the Library Board of Trustees higher Camosy Construction to serve as construction managers for the investigation and repair of the four library roofs as per their proposal dated November 11, 2010. Motion carried.

Ayes ..... 4 Trustees Wade, Arends, Bailey, and Hudspeath  
Nays ..... 0 None  
Absent or  
Not Voting .... 3 Trustees Outland and Siegman (absent) Trustee Douglas (not voting)

Discussion:

Trustee Wade asked if Camosy would talk to the Board on the type of repair being made. It was explained that Camosy would bring recommendations to the Board for the Board to make the final decision. Trustee Wade asked how many roofing bids would be solicited. President Douglas stated that it was unknown at this time but the Library could require that Camosy obtain a minimum number of bids.

**2. Discussion, Re: Kuhn Road Property**

Trustee Hudspeath summarized the discussion of the Facilities Committee. The Facilities Committee discussed several possible actions to take on the Kuhn Road Property including offering the house to the Police and Fire Departments for exercises, tearing down the house and barn, and offering to sell some of the fixtures to companies that rehab old buildings. Discussion was also held on possible partnerships with the Park District and also establishing community gardens. Arnie Biondo, Executive Director of the Park District, indicated to the Director that the Park District would be happy to consider a partnership which keeps the property as green space until the Library is ready to build a new facility. He also reports that there are twenty-two garden plots at Slepicka but not all have been rented. Trustee Arends asked why an intergovernmental agreement with the Park District was necessary to develop the gardens. President Douglas stated that the agreement would be part of the Library developing a satellite location at Simkus. Director Kennedy reported that Civiltech has been asked to conduct an appraisal of the property. Trustee Arends asked if the soil had been tested. The soil was tested when the property was purchased. It was deemed to meet EPA standards and no further remediation was necessary. Discussion was also held on the possibility of selling the property.

**C. Finance Committee**

**1. Discussion, Re: Possible Library Grants**

The Finance Committee discussed a list prepared by Trustee Wade of 44 possible grants for the Library. Eighteen grants that the Library does not qualify for were eliminated. Director Kennedy was asked to prepare more information on the remaining 26. A packet with the information was given to the Trustees at the meeting. One suggestion brought by Trustee Wade was a book vending machine at either the Community Outreach Center or a retirement facility if the Library can get a grant to purchase it. President Douglas lauded Trustee Wade for bringing the vending machine to the attention of the Board.

**2. Discussion, Re: Preliminary discussion on Library FY2012 Working and Appropriation Budgets**

Trustee Wade prepared a spread sheet for the Board where possible cuts were shown in order to achieve a zero tax levy increase for three years. President Douglas asked Trustee Wade to call a Finance Committee meeting to discuss the proposal.

**VII. UNFINISHED BUSINESS**

**A. Recommendation, Re: Revisions to Library Policy 2.H.3. Trustees: Business Expense Reimbursement**

Trustee Bailey moved and Trustee Hudspeath seconded that the Library Board of Trustees approve the revisions to Library Policy 2.H.3 Trustees, Business Expense Reimbursement as presented and amended by legal counsel. Motion carried.

Ayes ..... 4 Trustees Wade, Arends, Bailey, and Hudspeath

Nays ..... 0 None

Absent or

Not Voting .... 3 Trustees Outland and Siegman (absent) Trustee Douglas (not voting)

Discussion:

Britt Isaly of Ancel Glink presented his change to the policy, a rewording of the first paragraph to include reference to the Local Library Act. Isaly stated that the Board may specify what is necessary and what isn't and the rate of reimbursement.

**VIII. NEW BUSINESS**

Trustee Arends inquired about a possible intergovernmental agreement between the Carol Stream Park District and the DuPage Storm Water Commission pertaining to flood control measures. Director Kennedy explained her understanding that this agreement involves the development of the south end of Armstrong Park to serve as a large water detention pond. Trustee Wade asked if the Storm Water Commission could be contacted to see if there is anything that the Library should do to mitigate flooding. President Douglas encouraged Trustee Wade to contact Jim Zay.

**XII. OTHER REPORTS**

B. MAGIC Consortium  
No report

**XV. ANNOUNCEMENTS**

There were no announcements

**XV. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:50 p.m.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees