

**MINUTES FOR THE SPECIAL CALL 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 13, 2011

TIME: 7:30 p.m.

PLACE: Library Discovery Room

I. CALL TO ORDER

President Douglas called the Special Call 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 DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas

Absent:

Also Present: Library Director Ann Kennedy, Assistant Director Pam Leffler, John Bosman
from Camosy Construction

III. PUBLIC PARTICIPATION

No one elected to address the Board.

ADOPTION OF CONSENT AGENDA

Trustee Bailey moved and Trustee Wade seconded to establish a consent agenda for the Special Call Meeting of December 13, 2011. Motion carried.

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas

Nays 0 None

Absent or

Not Voting 0 None

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

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

- A. Approval of Minutes of the Regular Meeting of November 16, 2011**
- B. Approval of Minutes of the Facilities Committee Meeting of November 29, 2011**
- C. Receive Monthly Report of the Treasurer for the period ending November 30, 2011**
- D. Receive Monthly Report of the Library Director**
- E. Receive Monthly Staff Reports**
- F. Receive Report of Friends of the Carol Stream Public Library**
- G. Receive Communications**
- H. Receive Announcements**

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

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, 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:

Report of the Library Director

Staff members celebrating employment anniversaries this month are: Lynn Bierman – 8 years, Theresa Morton – 6 years, Kimberly Starr – 6 years, Gayle Weyland – 4 years, Jessica Hubinek – 4 years, and Katie Converse – 1 year.

Report of the Friends of the Library

The mobile laptop lab that was purchased by the Friends will have an unveiling at a program on January 19, 2012. The program “Tech Night @ the Library” will also feature a demonstration of various ereaders, presented by staff from Best Buy and information on the Library’s emedia resources presented by Library staff..

Communications

- A. Thank you from Gail Santroch for Anniversary recognition
- B. Note of appreciation from Mike Solis

Announcements

- A. ILA Library Trustee Forum 2012 Workshops

Regular Meeting

VI. COMMITTEE REPORTS

A. Finance Committee

1. Recommendation, Re: Request for Proposal for Audit Services

Treasurer Arends reported that the Finance Committee met prior to the Special Call Meeting of the Board. The Committee has agreed to extend the deadline to submit Requests for Proposals for Audit Services to December 30, 2011.

B. Human Resources Committee

No Report

C. Facilities Committee

1. Recommendation, Re: Kammes farm house, garage and barn

Trustee Bailey moved and Trustee Hudspeath seconded that the Board of Library Trustees engage the services of Camosy Construction to manage the demolition of the Kammes house, garage, and barn. Camosy will go to bid for any portion of the project that will cost \$20,000 or more and will bring recommendations to the Board for approval. Motion carried

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

John Bosman from Camosy Construction was in attendance to answer questions from the Board. Trustee Hudspeath asked why the demolition would take several months to complete. Bosman explained that the asbestos abatement will take 3-5 weeks, the demolition will take 5-7 days and the restoration will take 5-7 days. Trustee Hudspeath asked why the asbestos abatement was so expensive. Bosman explained that all of the drywall and ceilings will need to be removed and disposed of according to regulations and that once the asbestos is removed the demolition and disposal of material is less regulated. President Douglas stated that once the asbestos is removed the demolition of the house is easier but not less costly. Bosman explained that the numbers as presented are estimates. The expectation is that when the project actually goes to bid, the numbers will go down. Trustee Jeffrey asked if the removal of the barbed wire on the fences will be done also. Director Kennedy stated that it will be in the bid packet. Trustee Wade asked why the bid threshold was \$20,000. Director Kennedy stated that Illinois Statutes require that any capital project over \$20,000 be competitively bid. Trustee Arends asked that anything over \$10,000 be bid out. Bosman stated that informal proposals will be requested for smaller dollar amounts.

VII. UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

VIII. NEW BUSINESS

A. Recommendation, Re: Approval of revised Board Policies 6.C. Patron Use of Personal Electronic Devices, 6.F. Parking Lot, and 6.G Exhibits and Displays, and new Board Policy 6.H. Animals in the Library.

Trustee Wade moved and Trustee Hudspeath seconded that the Board of Library Trustees approve revised Board Policies 6.C. Patron Use of Personal Electronic Devices, 6.F. Parking Lot, and 6.G Exhibits and Displays, and new Board Policy 6.H. Animals in the Library as presented. Motion carried.

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee Wade asked for clarification in policy 6.G Exhibits and Displays on what constituted political postings. Director Kennedy will insert wording similar to what is in the Meeting Room Policy that defines the term ‘political’. Trustees Wade and Arends also asked for clarification on who provided final approval of displays and would a policy giving a one year in advance schedule length restrict some people from being able to use the board notification space equally. Director Kennedy explained that the Assistant Director approves all displays but that the Director can always over rule her. Trustee Wade asked what type of overnight parking may be allowed and also does the Library need to post signs to inform the public their car may be towed under certain conditions in policy 6.F. Parking Lot. Director Kennedy was instructed to obtain a legal opinion on posting information about the possibility that cars may be towed.

B. Report, Re: New Library Personnel

Trustee Wade requested a discussion of how many new employees had been hired by the Library from March, 2011 to December 2011. Trustee Wade also asked to review the transaction data which supported the request to the Board for the hiring of more staff. In the Board packet Director Kennedy distributed a report which listed the employees hired from March 1, 2011 to December 1, 2011, which positions they were hired to fill, and the reason for the hire. Trustee Wade distributed statistics comparing reference and circulation transactions for the first seven months of FY2012 to the first seven months of FY2011 and the first seven months of FY2010. Statistics presented by Trustee Wade showed in FY2011 the Library handled a 40% increase in adult reference questions asked in the first seven months compared to the same time period in FY2010 without needing to add any new staff. In FY2012, the statistics showed the Library adult reference questions decreased 3% in the first seven months compared to the same time period in FY2011, with an additional increase

in staff of 3%. Trustee Wade then showed statistics covering total adult/youth/circulation transactions increased 29% in the first seven months of FY2011 over the same time period in FY2010 with no additional staff hired. The statistics also showed a 1% decrease in total adult/youth/circulation transactions in the first seven months of FY2012 compared to the same time period in FY2011 but with an additional 3% increase in staff.

Director Kennedy pointed out that those decreases represent a decrease of 700 questions or 3 questions per day and a decrease of 300 circulation transactions or 1 transaction per day. Director Kennedy directed the Board's attention to the increase in computer use, adult programming and the number of new library card registrations over the first seven months of the year. Directed Kennedy stated that these statistics represent increased services that the Library is able to provide because of increased staff. Trustee Wade stated that he wanted a discussion of where the manpower was going other than answering reference questions. President Douglas stated that the new staff was hired in response to the increase in activity in FY2011 over FY2010 and that the level of activity in FY2012 was still at a much higher level than the activity in FY2010.

IX. EXECUTIVE SESSION

There was no business requiring the Board to go into Executive Session.

X. DISBURSEMENTS

- A. Approval of Disbursements for the period November 1, 2011 to November 30, 2011, plus the Addendum for the Meeting of December 13, 2011

Trustee Wade moved and Trustee DeRango seconded that the Board of Library Trustees approve the Disbursements of November 2011 plus the Addendum for the Meeting of December 13, 2011 in the amount of \$133,763.72. Motion carried

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee Wade asked for clarification on some of the credit card charges, specifically Amazon.com, Target.com and Sauer Bakery. Trustee Wade stated that he thought all food expenses had been eliminated. President Douglas stated that the Board cut expenses for birthdays, going-away parties and the Holiday celebration, but not for the Staff In-Service coffee cake.

XII. OTHER REPORTS

- A. RAILS Library System
No report

- B. MAGIC Consortium
No report

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:17 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees

Minutes drafted by Ann Kennedy, December 15, 2011