

**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: January 18, 2012

TIME: 7:30 p.m.

PLACE: Library Discovery Room

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 DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas

Absent:

Also Present: Library Director Ann Kennedy, Assistant Director Pam Leffler

III. PUBLIC PARTICIPATION

A young man named Robert thanked the Board for the bicycle racks and asked if the Library is considering an electronic newsletter. Director Kennedy stated that the staff is considering this service and hopes to accomplish it in the next year.

ADOPTION OF CONSENT AGENDA

Trustee Hudspeath moved and Trustee Wade seconded to establish a consent agenda for the Regular Meeting of January 18, 2012. 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 Finance Committee Meeting of January 5, 2012**
- B. Approval of Minutes of the Special Meeting of the Library Board of January 9, 2012**
- C. Approve recommendation, re, Employee Service Anniversaries**
- D. Receive Report of RAILS Library System**
- E. Receive Report of the Friends of the Carol Stream Public Library**
- F. Receive Communications**
- G. Receive Announcement of ILA Trustee Forum 2012 Workshop**

Trustee Wade moved and Trustee Arends 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

IV. APPROVAL OF MINUTES

A. Minutes of Special Call Meeting of December 13, 2011

Trustee Wade moved and Trustee Bailey seconded that the Board of Library Trustees approve the Minutes of the Special Call Meeting of December 13, 2011 as amended with three corrections by Trustee Wade. Motion carried

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

V. MONTHLY REPORT OF THE TREASURER

A. Accept the Monthly Financial Statements of the Treasurer for the Period Ending December 30, 2011

Trustee Wade moved and Trustee Hudspeath seconded that the Monthly Financial Statements of the Treasurer for the Period Ending December 30, 2011 be accepted as presented.

Discussion:

Director Kennedy explained to the Board that there are two errors on the Financial Statements as presented. On the Combined Statement of Assets, Liabilities and Fund Balances there is a listing under Other Current Liabilities, Payroll Liabilities. This was a mis-key and has been corrected by the bookkeeper, though not until after the report was printed. On the Combined Statement of Revenues Collected and Expenses Paid, account 5107 Life Insurance has a mis-posting of a credit of \$1,097.61. Director Kennedy stated that this credit has been posted due to a misunderstanding by the bookkeeper of a line item in the end of year payroll report. Director Kennedy is working with the bookkeeper to correct it.

Trustee Arends moved and Trustee Wade seconded that the motion be tabled until the February meeting when a corrected report will be presented. Motion carried.

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

VI. COMMITTEE REPORTS

A. Finance Committee

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

Trustee Arends moved and Trustee Wade seconded that the Board of Library Trustees accept the proposal of Knutte and Associates to provide audit services to the Carol Stream Public Library for fiscal year ending April 30, 2012. Motion carried.

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

Discussion:

Trustee Arends stated that the Finance Committee evaluated the proposals of three accounting firms and decided to accept the proposal of a new firm, Knutte & Associates for the fiscal year ending April 2012.

2. Recommendation, Re: Approve Board Policy 2.E.6 Fund Balance Policy

Trustee Wade moved and Trustee Arends seconded that the Board of Library Trustees approve Board Policy 2.E.6 Fund Balance Policy. Motion carried.

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

Discussion:

The proposed policy was reviewed at the Finance Committee meeting with suggested changes by legal counsel. There were two questions that were passed on to legal counsel and Director Kennedy distributed his answers to the Trustees. Trustee Wade asked for clarification on the difference between “transfer of appropriation” and “transfer of cash”.

C. Facilities Committee

No report

VII. UNFINISHED BUSINESS

Kammes House demolition

Director Kennedy informed the Board that the insurance held by Camosy Construction does not allow them to sign a contract for asbestos remediation. The insurance held by the Library does not have the same restriction. Camosy will accept and evaluate the bids and make a recommendation to the Board. The Library will sign the contract and Camosy Construction will supervise the work.

VIII. NEW BUSINESS

A. Recommendation, Re: Approval of revised Board Policy 5.B. Reference Service Policy

C. Recommendation, Re: Approval of new Board Policy 5.J Reciprocal Access Policy

These two items were tabled until the February Board meeting when a review by legal counsel will be available.

B. Recommendation, Re: Rescind old Board Policy 5.J. Human Services

Trustee Wade moved and Trustee Hudspeath seconded that the Board of Library Trustees rescind old Board Policy 5.J Human Services. Motion carried.

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

X. DISBURSEMENTS

- A. Approval of Disbursements for the period December 1, 2011 to December 30, 2011, plus the Addendum for the Meeting of January 18, 2012

Trustee Hudspeath moved and Trustee Bailey seconded that the Board of Library Trustees approve the Disbursements of December 2011 plus the Addendum for the Meeting of January 18, 2012 in the amount of \$114,789.51. Motion carried.

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

Background:

Trustees requested information on multiple expenses including those for the Adult Reading Round Table, Amazon.com, Bowker, Eleanor Reily, NCPERS Insurance Group, and Central DuPage Hospital.

XI. REPORT OF THE LIBRARY DIRECTOR

In addition to the staff members recognized for their significant anniversaries, staff members celebrating employment anniversaries this month are: Lynn Johnson – 31 year, Linda Bothen – 13 years, Barbara Boucher – 12 years, and Jennifer Woods – 2 years.

Trustees requested further information about the conversations held with the Park District pertaining to the proposed Simkus library. Trustee DeRango also asked Director Kennedy to clarify at what time of day she typically attends meetings.

XII. MONTHLY STAFF REPORTS

Trustees asked Assistant Director Pam Leffler for clarification about the work with TBS to establish wireless printing functionality.

XII. OTHER REPORTS

B. MAGIC Consortium

Trustee Arends asked what effect a move by MAGIC to a new building would have on the Library budget. Director Kennedy explained that she has already factored the expense into the budget. Director Kennedy explained that the Illinois State Library is urging all LLSAPs to co-locate servers to one building but there is no time frame for this to happen.

Trustee Wade asked for clarification on MAGIC and RAILS. Director Kennedy explained the function of the two agencies and their relationship.

XV. ANNOUNCEMENTS

B. Notice on new requirements of Open Meetings Act, Trustees training.

Trustee Arends asked for clarification on how long the training may take. Director Kennedy reviewed the Open Meetings Act training requirements. It was agreed that Director Kennedy would periodically remind the Trustees to take the training before the deadline of December 31, 2012.

Trustee Wade announced that there were 200 new laws that went into effect on January 1, 2012. Trustee Wade listed a few of the laws as announced by WGN-TV web site. HB 179 amends the Local Library Act allowing libraries to have insurance coverage for Treasurers instead of bonds. Director Kennedy explained that the Board discussed this provision already, and because the insurance coverage quoted would cost more than the bond, the Library would continue with the bond. The Open Meetings Act was amended to require the posting of compensation packages over \$75,000. Director Kennedy stated that the Library is already in compliance with the Act.

President Douglas discussed a fan letter sent by Jessika and gave kudos to the Library staff for doing a great job.

IX. EXECUTIVE SESSION

Trustee Bailey moved and Trustee Wade seconded that the Board of Library Trustees adjourn to Executive Session under the Open Meetings Act, 5 ILCS 120/2(c)21 to discuss the approval of the minutes of a previous Executive Session and to discuss the minutes of previous Executive Sessions as to whether or not the minutes should remain sealed and nothing else. Motion carried.

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

Accordingly, the Meeting was closed to the public at approximately 8:35 p.m. pursuant to the exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)21 to discuss the approval of the minutes of previous Executive Sessions and to discuss the minutes of previous closed sessions as to whether or not the minutes should remain sealed whereupon the Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:50 p.m.

A. Recommendation, Re: Approval of Minutes of Executive Session of November 16, 2011

Trustee Hudspeath moved and Trustee Wade seconded that the minutes of executive sessions of November 16, 2011 be approved as presented. Motion carried.

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

B. Semi-Annual Review of the Minutes of Executive Session

Trustee Wade moved and Trustee Jeffrey seconded that the minutes of executive sessions of the Library Board of Trustees of July 20, 2011, September 21, 2011, except section C, October 19, 2011 and November 16, 2011 be released to the public and that all other minutes which are closed to the public remain so at this time.

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

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:52 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees