

**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: March 21, 2007**

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

**PLACE: Village Hall**

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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 Bailey, Hudspeath, Ranck, Siegman, and Douglas

Absent: None

Also Present: Library Director Ann Kennedy, Assistant Director Julie Blackwell, Leslie Shambo

**III. PUBLIC PARTICIPATION**

There was no one from the public in attendance to address the Board.

**ADOPTION OF CONSENT AGENDA**

Trustee Hudspeath moved and Ranck seconded to establish a consent agenda for the Regular Meeting of March 21, 2007. Motion carried.

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas

Nays ..... 0 None

Absent or

Not Voting .... Two Trustee positions vacant

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

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... Two Trustee positions vacant

- A. Approval of Minutes of the Regular Meeting of February 21, 2007**
- B. Receive Monthly Report of the Treasurer for the period ending February 28, 2007.**
- C. Receive Report of the Human Resources Committee, re: Committee Meeting March 7, 2007**
- D. Approve Recommendation, re: Closing for Staff Training May 18, 2007**
- E. Approve Disbursements of the Regular Meeting of March 21, 2007 in the amount of \$108,599.92**
- F. Receive Monthly Report of the Library Director**
- G. Receive Monthly Staff Reports**
- H. Receive Communications**

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

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... Two Trustee positions vacant

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

**Human Resources Committee**

The Human Resources Committee met on March 7, 2007 to discuss the new FY08 Pay Plan and make recommendations on raises for non-exempt employees. It is recommended that personnel at the low end of each pay range receive a raise to bring them to an equivalent point in the new pay range. Those employees who are at the mid-point or higher in the pay range would receive an increase between 5% and 5.5%. The Committee recognized the importance of maintaining the spread between pay rates while recognizing that pay increases in other sectors are being held to the cost of living or less.

**Closing for Staff Training**

The Library will be closed on Friday, May 18, 2007 from 9:00 a.m. to 1:00 p.m. for a Staff Training Day. Each spring the Library conducts emergency preparedness drills, especially with the tornado season starting. Secretary of State and State Librarian Jesse White in a recent news release announced that emergency plans will be the focus of per capita grants for the next two years. The Training on May 18 will focus on training in case of an emergency, post-referendum planning and Department meetings to plan for Summer Reading Programs.

**Report of the Library Director**

Congratulations to the following staff members who are celebrating their employment anniversary during the month of March: Barbara Kohlmetz (9 years), Richard Karney (9 years), and Mary Bodane (9 years).

The Library has received news from the Office of the Secretary of State that we will receive Per Capita Grant funds in the amount of \$49,475.89.

**Communications**

A. Thank you from Clare Meehan for 10 Year Anniversary Recognition

**Regular Meeting**

**VI. COMMITTEE REPORTS**

**B. Facility Committee**

No Report

**C. Finance Committee**

1. Recommendation, Re: FY2008 Working and Appropriation Budgets

Trustee Siegman moved and Trustee Hudspeath seconded that Resolution #233, FY2008 Working and Appropriation Budget/Request for Tax Levy be adopted effective immediately and that the Library Director be instructed to forward same to the Village of Carol Stream. Motion carried.

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas

Nays ..... 0 None

Absent or

Not Voting .... Two Trustee positions vacant

**Discussion:**

Trustee Siegman outlined the budget for the Board. She is very happy with the numbers put together and congratulated the staff on a conservative budget.

- Interest rates have been very favorable for a few years, over 5%, contributing to a high yield on our investments.
- In FY2008 we anticipate increases in the postal rate and the mileage reimbursement rate.
- Professional Education budget has been increased to allow staff to attend the Public Library Association Conference.
- With the MAGIC migration, several workstations in the Library will need to be upgraded, a process started in FY2007.
- The staff has been looking at online registration and room booking software.

- The Library newsletter will be changing from a bi-monthly, six-page format to a monthly, four-page format.
- Most Collection Development accounts are being kept at previous levels. This is mostly due to a lack of space for new material.
- With this FY2008 Working budget, the staff is proposing a 3% increase in the FY2008 Appropriation Levy for the FY2009 Working Budget.
- The CPI for January is 2.1%. The Library is asking for a total levy increase of 2.56% which will allow the Library to keep up with inflation.

President Douglas gave kudos to the staff for their hard work. The Board has strived to keep levies as low as possible. The fat has been cut and the Library is down to operating minimum. He looks forward to going to the Village Board to present the budget.

## **VII. UNFINISHED BUSINESS**

### **A. 2007 Library Referendum**

The special Referendum Issue of the Library newsletter was mailed out in early March. Copies are being distributed in the Library and to community organizations. The Trustees have been meeting with the Referendum Committee and plans are progressing well. The Library has found out that political signs in the public right of way, or the parkway between sidewalk and street, are a protected place for freedom of speech. We have checked with the Village and their position is the same, allowing political signs in the public right of way.

Director Kennedy reminded Trustees of the Candidate's Forums planned for April 9 at Windsor Park and April 11 at the Fire Station.

## **VIII. NEW BUSINESS**

### **A. Recommendation, Re: Material Selection Policy**

Trustee Bailey moved and Trustee Siegman seconded that the new Material Selection Policy of the Carol Stream Public Library be approved as presented and go into effect immediately upon passage.

#### **Discussion:**

President Douglas congratulated the staff on putting together a comprehensive and well written document. Some trustees have asked for more time to review this important document.

Trustee Siegman moved and Trustee Ranck seconded that the motion be tabled until the April 18, 2007 Board Meeting. Motion carried.

Ayes ..... 5 Trustees Bailey, Hudspeath, Ranck, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... Two Trustee positions vacant

## **XII. OTHER REPORTS**

### **A. DuPage Library System**

Trustee Siegman announced that the DuPage Library System had found out eight days previously that SirsiDynix would no longer be supporting the new software package. This decision affects 22 libraries in the DuPage Library System. Basically the company has “pulled the plug” on the development of the software package. The MAGIC Consortium needs to migrate soon because the servers have reached the end of their life.

Director Kennedy explained that MAGIC is still planning to begin the migration process in late July but the package they will most likely move to is Unicorn, which was originally their fall-back plan. When SirsiDynix has finished development of the new Rome product we will migrate to that product.

Trustee Ranck asked if any money had been laid out. Director Kennedy reported that no money had been spent and we were saving money because maintenance was no longer being paid on our current package.

President Douglas expressed a feeling of impotence with the process. There is only one company which is developing software that meets the needs of the consortium. Our only other option is to go stand alone which would be at a tremendous cost. It is maddening to be at the mercy of SirsiDynix. Since Carol Stream is the biggest library in the consortium, the Library should use its voting power to get what it wants. On being asked, Director Kennedy reported that Wheaton, Glendale Heights and Bartlett are all stand-alone libraries.

Trustee Siegman reported that the Annual Meeting of the DuPage Library System will be on June 5, 2007 when the 21<sup>st</sup> Century Award will be presented. Carol Stream plans to submit a nomination for the award. Trustee Siegman briefly discussed House Bill 1727 which will require Internet filtering at all school and public libraries and also Senate Bill 1682 which will ban social networking and blogs at school and public libraries.

### **B. Friends of the Carol Stream Public Library**

The tables for the Youth Services Department that were ordered last October have finally arrived. Kids and parents love them. Brass plaques will be ordered to acknowledge this gift from the Friends.

The Friends have organized the Hike to the Site, a parade from the present library site to the new one, scheduled for Saturday April 7. Refreshments and entertainment will be available at the Barn. The Friends are selling t-shirts and construction hats will be available for the first 100 participants.

**XV. ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 7:54 p.m.

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Mary C. Hudspeath, Secretary  
Board of Library Trustees