

**MINUTES OF 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: April 20, 2005**

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

**PLACE: Conference 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.

**APPOINTMENT OF ACTING SECRETARY**

In the absence of Secretary George, President Douglas appointed Trustee Morrow as the Acting Secretary for the Meeting.

**II. ROLL CALL**

Acting Secretary Morrow called the roll.

Present: Trustees Hudspeath, Ranck, Morrow, Anderson, Siegman, Douglas

Absent: Trustee George

Also Present: Library Director Lynn O'Dell, Assistant Director Ann Kennedy, James F. Bailey, a write-in candidate for Trustee in the April 5, 2005 election, Jack Komperda of the *Daily Herald*, and Adrienne Geiseman of the *Carol Stream Examiner*.

**III. PUBLIC PARTICIPATION**

Kevin and Cathy Seltin were present to express their concern that the referendum to construct a new Library did not pass.

**ADDITION OF AGENDA ITEM**

President Douglas asked that a Report, Re: Wooded Area North of the Library be added to the Agenda under item VI. Committee Reports, B. Library Property Committee.

**ADOPTION OF CONSENT AGENDA**

Trustee Ranck moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of April 22, 2005. Motion carried.

Ayes ..... 6 Trustees Hudspeath, Ranck, Morrow, Anderson, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee George (absent)

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

Ayes ..... 6 Trustees Hudspeath, Ranck, Morrow, Anderson, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee George (absent)

- A. Approve Minutes of the Regular Meeting of February 16, 2005**
- B. Approve Minutes of the Regular Meeting of March 16, 2005**
- C. Receive Monthly Report of the Treasurer for Period Ending March 31, 2005**
- D. Receive Report, Re: Public Hearing / FY2006 Budgets**
- E. Approve Recommendation, Re: Library Policy 3.A. Personnel Code, IV. Hours of Work**
- F. Approve Recommendation, Re: Amendment to Technical Services Department Position Classification Guide**
- G. Adopt Revision to Library Policy 2.H.4. Trustees: Grace Period & Other Privileges**
- H. Adopt Revision to Library Policy 3.F.3. Employees: Grace Period & Other Privileges**
- I. Approve Recommendation, Re: Library Closing May 13, 2005 for a Staff In-service Workshop**
- J. Approve Disbursements of Regular Meeting of April 20, 2005, in the Amount of \$135,537.28**
- K. Receive Monthly Report of the Library Director**
- L. Receive Monthly Staff Reports**
- M. Receive Communications**
- N. Receive Announcements**

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

Ayes ..... 6 Trustees Hudspeath, Ranck, Morrow, Anderson, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee George (absent)

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

**Report, Re: Public Hearing / FY2006 Budgets**

President Douglas and the Library Director attended the Public Hearing on April 4, 2005 on the FY2006 Budgets which was conducted with no comments or questions. The Village Budget, which incorporates the Library Budget, was adopted as an item on the Consent Agenda.

**Library Policy 3.A. Personnel Code, IV. Hours of Work**

Library Policy "3.A. Personnel Code, IV. Hours of Work" was amended as recommended by the Management Staff and Human Resources Administrator effective June 5, 2005. The amendment changes the pay period to run Sunday through Saturday instead of Monday through Sunday in order to facilitate scheduling for non-exempt personnel.

**Amendment to Technical Services Department Position Classification Guide**

The Technical Services Department Position Classification Guide was amended as recommended by the Library Director and Human Resources Administrator effective immediately upon passage. The most significant change is in the section on Grade 6, Level of Responsibility so that someone at that grade "assumes responsibility for the Department in the absence of the Department Head as required." Other changes update the equipment lists that Staff use in the course of their work.

**Library Policy 2.H.4. Trustees: Grace Period & Other Privileges**

**Library Policy 3.F.3. Employees: Grace Period & Other Privileges**

Both policies were adopted as recommended by the Management Staff effective May 1, 2005. Previously only videocassettes, DVDs, and CD-Rom's were exempt from the grace period. As loan policies have been changed over the years to improve patron access, the Management Staff felt a modification of the grace period to be in order. The policy as recommended is the best way to get materials to as many as possible. (Please note that the identical policy is filed in both the Trustee and Staff sections of the Manual.)

**Library Closing May 13, 2005 for a Staff In-service Workshop**

The Library will be closed on Friday, May 13, 2005 from 9:00 a.m. to 1:00 p.m. to allow Staff to attend an In-service Workshop. The half-day workshop is being planned by the Staff In-service Committee to include a presentation on "CPR for Family and Friends" by a representative of the Carol Stream Fire Department.

**Monthly Report of the Library Director**

Marcy Doyle is congratulated on celebrating her first employment anniversary in April.

**Communications**

- A. Unique Management Services, Inc., Re: Return on Investments (Overdue Materials Retrieval)
- B. Maria Englebert, Re: Thank You for Condolences

- C. Rob, Mary, Bill, and Emily Douglas, Re: Thank You for Sympathy Acknowledgment
- D. Election Judge Verla Jefferson, Re: Thank You for Use of Library as Polling Place

**Announcements**

- A. Annual Trustee & Librarian Dinner / Friday, May 6, 2005 / Lisle/Naperville Hilton / 6:30 p.m. Hors D'oeuvres & Cash Bar / 7:30 p.m. – Dinner / Reservations due Friday, April 25, 2005
- B. Donald C. George Recognition Dinner / Friday, April 29, 2005 / Nick's Char House / 5:30 p.m. Social Hour / 6:00 p.m. Dinner
- C. Judith Ulrich, the first Librarian, passed away. A suitable memorial will be planned in recognition of her contributions to the Library
- D. Trustee Siegman announced the Chair Affair Auction conducted by the Carol Stream Historical Society on April 26, 2005

**Regular Meeting:**

**VI. COMMITTEE REPORTS**

**B. Library Property Committee**

**1. Report, Re; Wooded Area North of the Library**

The Assistant Library Director reported that there has been a lot of dumping on the land north of the building. Garbage and debris accumulate regularly necessitating removal by the Staff or the landscaping service. Vandalism has also occurred with even trees being cut down. The Village of Carol Stream advises the area can be posted as "no trespassing" and a 6' chain link fence could be installed. The Friends of the Library have offered to conduct a volunteer cleanup of the area on Sunday, June 12 as a community service project. *It was the consensus of opinion that the Assistant Director be permitted to fence the land north of the building and post it as a no trespassing area.* President Douglas expressed his appreciation to the Village for its help in resolving the problem.

**D. Ad Hoc Committee to Plan Conversion to District Status**

No report

**VII. UNFINISHED BUSINESS**

There was no Unfinished Business to come before the Board of Library Trustees.

**VIII. NEW BUSINESS**

**A. Recommendation, Re: Library Board Resolution #225, Re: Commendation of Donald C. George for His Service as a Carol Stream Public Library Trustee**

Trustee Anderson moved and Trustee Siegman seconded that Library Board Resolution #225, Re: Commendation of Donald C. George for His Service as a Carol Stream Public

Library Trustee be adopted effective immediately upon passage and that such Resolution be read into the permanent record. Motion carried.

Ayes ..... 6 Trustees Hudspeath, Ranck, Morrow, Anderson, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 1 Trustee George (absent)

Accordingly, President Douglas read the following in to the record:

WHEREAS, Donald C. George was elected as a Library Trustee in April 1995 for a six-year term and re-elected to a four-year term ending in April 2005; and,

WHEREAS, during his terms of office, he served the Library whenever called upon and in a variety of ways; and,

WHEREAS, as Board Secretary, Chairman of the Property Committee, and as an active Trustee, he has demonstrated his commitment to the provision of quality library service, bringing his knowledge and experience into the development of expanded programs and services to meet the needs of the community; and,

WHEREAS, through his participation on the Board, collection development was accelerated, programs for adults and children and outreach services were expanded and enhanced, a local area network was established and augmented with the provision of Internet services to the public; a Space Needs Analysis, Site Feasibility Study, and Citizens' Survey were conducted; and,

WHEREAS, during his years as Trustee and as a former Citizen of the Year, he has served the Library and the community well and has contributed many hours of his time for the welfare of the Village;

THEREFORE, BE IT RESOLVED that the Board of Library Trustees hereby publicly commends and thanks Donald C. George on behalf of the citizens of Carol Stream and library users everywhere for his exemplary dedication and service to all.

**E. Appointment of Representative(s) to Carol Stream Park District Planning Committee**

Carol Stream Park District Administrator Arnie Biondo contacted the Library requesting Library Trustee and Staff representation on a Park District Strategic Planning Committee comprised of Park District Officials and citizens. President Douglas appointed Ann Kennedy to serve as the Staff representative. President Douglas is willing to serve as the Trustee representative if the time commitment and meeting schedule allow.

**F. Report, Re: Canvass / Consolidated Election of April 5, 2005 (if available)**

The Director has not received a copy of the Canvass from the Village Clerk.

**G. Discussion, Re: Library Service Goals and Space Needs**

The Board discussed the impact of the failed referendum. President Douglas suggested that the Budget and Finance Committee look at measures to raise income and that the Library Property Committee work with the Staff to come up with ideas to minimize the impact of the space crunch. President Douglas stated that the as far as he was concerned, the following were inviolate: senior services, summer reading programs, and the property on Kuhn Road.

Meeting with financial consultant Steve Larson to update the financial plan would be helpful as we proceed with evaluating our space expansion planning and a new timetable is put into place. *It was the consensus of opinion to conduct a half day retreat with the Board and Management Staff to look at the overall service plan and review the space needs analysis that was previously conducted.* The importance of citizen involvement and a grass roots effort to pass a referendum was stressed. Mr. and Mrs. Selkin interacted with the Board throughout this discussion, asking the Board not to give up on a new building.

Although the Trustees could not envision the Staff giving any less service than it is presently provides in the existing facility, decisions the Board will be forced to make will have serious impact. Areas that could be affected are the elimination of public meeting and programming space, reduced library hours, increased fine rates, and limiting the supply of popular books. President Douglas asked that the renovation studies and cost projections made a few years ago for expanding the existing building be reviewed. The Assistant Director suggested that Sente Rubel Bosman Lee Architects be involved in that part of the review in order to secure today's costs for any renovation. It was noted that a referendum would be required to float bonds to get the needed financing to expand/renovate the existing building and parking lot. President Douglas asked the Library Director to check with the Village Manager to see if the Board could meet at the Village Hall so we can televise Board Meetings.

Trustee Siegman offered that a morning retreat may not be sufficient to accomplish the review of the service plan and corresponding financial needs. It was suggested that meeting on a Friday night and succeeding Saturday morning might be more productive. A date will be selected at the May meeting.

## **XII. OTHER REPORTS**

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

No report

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

No report

## **XV. ADJOURNMENT**

Trustee Anderson moved and Trustee Ranck seconded to adjourn the Meeting. Motion carried. There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:31 p.m.

**Approved:** \_\_\_\_\_  
(Date)

\_\_\_\_\_  
**Nancy N. Morrow, Acting Secretary**  
**Board of Library Trustees**