

**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: May 21, 2008

TIME: 7:30 p.m.

PLACE: Conference Room

I. CALL TO ORDER

Secretary Hudspeath called the Regular Meeting of the Board of Library Trustees to order at 7:34 p.m.

PLEDGE TO THE FLAG

Secretary Hudspeath led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas (7:45)

Absent: Trustees Ranck and Siegman

Also Present: Library Director Ann Kennedy

Trustee Arends moved and Trustee Shambo seconded that Trustee Bailey be elected President Pro-Tem for the Regular Board meeting of May 21, 2008. Motion carried.

Ayes 3 Trustees Shambo, Arends, and Hudspeath

Nays 0 None

Absent or

Not Voting 1 Trustee Bailey (abstain)

Trustee Bailey then assumed the position of President Pro-Tem for the remainder of the meeting.

III. PUBLIC PARTICIPATION

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

ADOPTION OF CONSENT AGENDA

Trustee Shambo moved and Trustee Arends seconded to establish a consent agenda for the Regular Meeting of May 21, 2008. Motion carried.

Ayes 4 Trustees Shambo, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 3 Trustees Ranck, Siegman and Douglas

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

Ayes 4 Trustees Shambo, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 3 Trustees Ranck, Siegman and Douglas

- A. Approval of Minutes of the Regular Meeting of April 16, 2008**
- B. Receive Monthly Report of the Treasurer for the period ending April 30, 2008**
- C. Approve Recommendation for Janitorial Service**
- D. Approve Recommendation for new desks and office configuration in Technical Services Department**
- E. Receive report of Insurance Appraisal for Carol Stream Public Library**
- F. Approve Recommendation for DuPage Library System Non-Resident Library Card Participation**
- G. Approve Illinois Public Library Annual Report for Fiscal Year 2008**
- H. Approve Recommendation for Revised Meeting Room Policy**
- I. Approve Disbursements of the Regular Meeting of May 21, 2008 in the amount of \$192,944.86**
- J. Receive Monthly Report of the Library Director**
- K. Receive Monthly Staff Reports**

Trustee Douglas entered the meeting at 7:45 p.m.

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

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck and Siegman

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

Monthly Report of the Treasurer

Director Kennedy pointed out that the numbers shown in the report are substantially the numbers for the end of Fiscal Year 2008, the exception being items on the addenda plus any code adjustments that need to be made.

Approval of Janitorial Service

The Board approved signing a contract with Jan-Pro Cleaning Systems to provide Janitorial Services according to the submitted proposal, such services to begin on June 1, 2008.

Technical Services Desks and office furniture

The Board approved the plan for new desks and new workspace configuration as proposed by OEC Office Interiors at a cost not to exceed \$21,600. Trustee Shambo stated that although she was voting for the project, this is not one of the items listed as a priority in the Long Range Plan.

Insurance Appraisal

Library building and contents were appraised by Gallagher Appraisal Services. This is the first appraisal in 15 years.

DuPage Library System Non-Resident Card Participation

The Carol Stream Public Library will issue non-resident cards from July 2008 through June 2009 using the tax-bill method to calculate the payment for the card. Non-resident renters will be charged 15% of their monthly rent.

Regular Meeting

VI. COMMITTEE REPORTS

A. Human Resources Committee

1. Recommendation, Re: Performance Evaluation of Library Director and Salary Increase

Trustee Bailey moved and Trustee Douglas seconded to go into Executive Session for the purpose of conducting the performance review of the Library Director. Motion carried.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas

Nays 0 None

Absent or

Not Voting 2 Trustees Ranck and Siegman

Accordingly the Meeting was closed to the public at approximately 7:45 p.m. pursuant to an exception to the Illinois Open Meetings Act (5 ILCS 120/2(c)(1)), specifically for the purpose of conducting the performance review of the Library Director whereupon the

Board discussed the aforesaid matter and no other matter in closed session. The Board returned to regular session at 7:59 p.m.

Trustee Douglas moved and Trustee Shambo seconded that the Board of Trustees approve the performance evaluation of Library Director Ann Kennedy as presented and that the recommended salary increase go into effect, retroactive to May 4, 2008.

Ayes 5 Trustees Shambo, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck and Siegman

C. Finance Committee
No report

VII. UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

XII. OTHER REPORTS

A. DuPage Library System
No report

B. Friends of the Carol Stream Public Library
No report

XIII. COMMUNICATIONS

There were no communications for the Board.

XIV. ANNOUNCEMENTS

There were no Announcements for the Board.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Pro-Tem Bailey declared the meeting adjourned at 8:04 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trusteee