

**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: June 15, 2005

TIME: 7:30 p.m.

PLACE: Conference 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.

APPOINTMENT OF ACTING SECRETARY

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

II. ROLL CALL

Acting Secretary Hudspeath called the roll.

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

Absent: Trustee Morrow

Also Present: Library Director Lynn O'Dell, Assistant Director Ann Kennedy

III. PUBLIC PARTICIPATION

There was no one present to address the Board of Library Trustees.

ADOPTION OF CONSENT AGENDA

Trustee Ranck moved and Trustee Anderson seconded to establish a consent agenda for the Regular Meeting of June 15, 2005. Motion carried.

Ayes 6 Trustees Bailey, Hudspeath, Ranck, Anderson, Siegman, and Douglas

Nays 0 None

Absent or

Not Voting 1 Trustee Morrow (absent)

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

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

- A. Approve Minutes of the Regular Meeting of May 18, 2005**
- B. Approve Minutes of the Special Meeting of May 25, 2005 with correction**
- C. Receive Monthly Report of the Treasurer for Period Ending May 31, 2005**
- D. Receive Report, Re: Wooded Area North of the Library**
- E. Receive Annual Report of the Library Treasurer FY2005**
- F. Receive Annual Report of the Library Director FY2004/FY2005**
- G. Approve Disbursements of Regular Meeting of June 15, 2005, in the Amount of \$93,938.65**
- H. Receive Monthly Report of the Library Director**
- I. Receive Monthly Staff Reports**
- J. Receive Communications**
- K. Receive Announcements**

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

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

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

Report, Re: Wooded Area North of the Library

Assistant Director Kennedy reported that the Friends of the Carol Stream Public Library conducted their clean-up day of the wooded area on Sunday, June 12. Approximately 10 bags of garbage and 11 bags of yard waste were hauled out along with several fallen trees and large branches. The “No Trespassing” signs and poles have been ordered.

Annual Report of the Library Treasurer FY2005

Annual Report of the Library Director FY2004/FY2005

The reports were distributed in the Trustee packets and are similar to what was submitted to the Village of Carol Stream. Statistics for FY2005 are the same as those submitted with the Illinois State Library Report. The Annual Report of the Library Director reflects comparisons to previous years.

Monthly Report of the Library Director

The following Staff members are congratulated on their employment anniversaries in June: Amy Stuenkel (11 years); Mary Clemens (11 years); Ruby Gaba (2 years).

Communications:

People's Resource Center, Re: Thank You for Using Library for Literacy/ESL Tutoring

Announcements:

- A. Illinois Clean Energy Grant: Assistant Director Kennedy reported that the Library has received a grant of \$16,856 from the Illinois Clean Energy Grant. This is about half of what was requested. Kennedy will work with American Light to plan the upgrade in keeping with the amount of funds awarded.
- B. Relay for Life: Director O'Dell thanked Ann Kennedy for her work on Relay for Life, both as Team Captain and as a Committee Chair.
- C. Red Hawk Park Dedication: Director O'Dell and Trustee Siegman attended the dedication of Red Hawk Park.

Regular Meeting:

VI. COMMITTEE REPORTS

A. Budget and Finance Committee

No report

C. Personnel Committee

1. Recommendation, Re: Transition Plan / Retirement of Library Director, including Presentation of Board/Administrative Task/Function Calendar FY2006

Director O'Dell presented the transition plan for her retirement with Assistant Director Kennedy assuming more responsibilities. O'Dell also presented the Task Function Calendar, to which the transition plan is a companion. Significant dates and deadlines are detailed in the Task Function Calendar. The Calendar can be used as a tool to develop agendas and track the flow of work. Trustee Bailey complimented O'Dell on the amount of detail in the document.

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. Resolution #227, Re: Prevailing Wage Act Determination

Trustee Ranck moved and Trustee Siegman seconded that Library Resolution #227, Re: Prevailing Wage Act Determination be adopted effective immediately upon passage. Motion carried.

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

B. Review of Minutes of Closed Meetings

Executive Session

Trustee Anderson moved and Trustee Siegman seconded to go into executive session for the purpose of reviewing minutes of meetings lawfully closed under the Illinois Open Meetings Act. Motion carried.

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

Accordingly the Meeting was closed to the public at approximately 7:55 p.m. pursuant to an exception to the Illinois Open Meetings Act 5 ILCS 120/2.06, specifically for the purpose of reviewing the minutes of meetings lawfully closed under this Act 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.

It was the consensus of opinion to release for public inspection or retain in closed files the following Minutes of Closed Session:

- May 21, 1997 - Release
- January 17, 2001 - Remain sealed under 51CLS 120/1 ©(1)
- July 2, 2002 - Remain sealed under 51CLS 120/1 ©(1)
- July 17, 2002 - Remain sealed under 51CLS 120/1 ©(1)
- July 31, 2002 - Remain sealed under 51CLS 120/1 ©(1)
- August 21, 2002 - Remain sealed under 51CLS 120/1 ©(1)
- November 20, 2002 - Remain sealed under 51CLS 120/1 ©(1)
- December 18, 2002 - Remain sealed under 51LCS 120/2 ©(1)
- August 6, 2003 - Remain sealed under 51CLS 120/1 ©(1)

C. Report, Re: Library Board/Management Staff Retreat to Review Library Service Plan

Assistant Director Kennedy reported that Miriam Pollock and John Keister have been retained to serve as facilitators at the Retreat on July 15 and 16. The proposed outline of the Retreat was distributed and reviewed. Steve Larson has responded that he is available on that Saturday and will come at noon to present an up-to-date financial picture.

E. Committee Appointments

President Douglas appointed Committee Chairs and members to the to the Standing Committees, the Bylaws Revision Committee and the Materials Selection Policy Review Committee. The Ad Hoc Committee to Plan Conversion to District Status was eliminated until needed again. The Architect Selection Committee was deemed as no longer needed. The revised list of Committee assignments is attached to the minutes.

XII. OTHER REPORTS

A. DuPage Library System

No Report

B. Friends of the Carol Stream Public Library

No Report

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:10 p.m.

Approved: _____
(Date)

Mary Hudspeath, Acting Secretary
Board of Library Trustees