

**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: October 20, 2004

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 7:32 p.m.

PLEDGE TO THE FLAG

President Douglas led those in attendance in the Pledge of Allegiance to the Flag.

APPOINTMENT OF ACTING SECRETARY FOR THE MEETING

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

II. ROLL CALL

Acting Secretary Ranck called the roll.

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

Absent: Trustees Morrow and George

Also Present: Assistant Director Ann Kennedy

IV. PUBLIC PARTICIPATION

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

ADOPTION OF CONSENT AGENDA

Trustee Anderson moved and Trustee Ranck seconded to establish a consent agenda for the Regular Meeting of October 20, 2004. Motion carried.

Ayes 5 Trustees Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Morrow (absent) and George (absent)

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

Ayes 5 Trustees Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Morrow (absent) and George (absent)

- A. Minutes of Regular Meeting of September 15, 2004**
- B. Receive Monthly Report of the Treasurer for Period Ending September 30, 2004**
- C. Receive Report on Memorial to Jeffery J. Uhlig**
- D. Adopt Recommendation on Revision to Library Policy 3.A., Personnel Code, II. Behavior Standards and Staff Obligations, A. Dress and Manner**
- E. Adopt Recommendation on Provision of Vision Services Plan (VSP)**
- F. Adopt Recommendation on MAGIC Voter on Migration Process**
- G. Adopt Recommendation on the Gallagher Library Program Insurance Proposal**
- H. Approve Disbursements of Regular Meeting of October 20, 2004, in the Amount of \$131,702.59**
- I. Receive Monthly Report of the Library Director**
- J. Receive Monthly Staff Reports**
- K. Receive Other Reports (Agenda Items B, D, and E)**
- L. Receive Communications (Agenda Items A and B)**

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

Ayes 5 Trustees Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Morrow (absent) and George (absent)

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

Memorial to Jeffery J. Uhlig

The bench is in place next to the tree on the berm and the memorial plate has been ordered.

Proposed Revision to Library Policy 3.A., Personnel Code, II. Behavior Standards and Staff Obligations, A. Dress and Manner

The Dress Code is typically reviewed annually or as styles change and codification becomes necessary. The suggested changes were recommended by the Management Staff after considering policies researched by the HR Administrator.

Provision of Vision Services Plan (VSP)

The Library will partner with the DuPage Library System in providing full time employees with the opportunity to participate in an eye care benefit plan with Vision Services Plan (VSP) with the full premium cost of such plan being the responsibility of the employee and participation beginning December 1, 2004. Effective September 1, 2004, DLS contracted with Vision Services Plan (VSP) for eye care benefits for employees. Under their contract, this plan is also available to the Carol Stream Public Library employees. VSP is the nation's largest provider of eye care coverage.

MAGIC Vote on Migration Process

The Library Board voted 1.) to begin a migration process at this time, and 2.) to do a full software search and evaluate library automation software from vendors that respond to the MAGIC RFP and instructed the Assistant Library Director to cast such votes on the Board's behalf no later than November 15, 2004. members of the Management Staff have been participating in the information gathering process regarding this recommendation, and the Management Staff endorses this approach.

The Gallagher Library Program Insurance Proposal (Property and Casualty Insurance)

The Library Board accepted the quotation as detailed in *Gallagher Library Program: a Property and Casualty Insurance Program for Libraries and Library Systems Insurance Proposal / October 9, 2004 – October 9, 2005* be accepted in the amount of \$38,232 which includes a premium for Workers Comp in the amount of \$12,818. It was noted that increases over the premium cost in the previous year are 3% in the property/casualty portion and 26% in Workers Comp which fall within budget guidelines. The Library remains in an assigned risk pool for Workers Comp coverage the cost for which should go down next year.

Monthly Report of the Library Director

The following Staff members are congratulated on their employment anniversaries in October: Pam Leffler (11 years); Renee Walther (8 years); Ankit Rawal (4 years); Kristen Adomovicz (2 years); Steve Dexheimer (1 year); Jason Fortier (1 year); and, Dan Jones (1 year).

Other Reports

Friends of the Carol Stream Public Library
Ribbon Cutting of Carol Stream Community Education Center
Village of Carol Stream Business Appreciation Luncheon

Communications

Roger Ritzman/Bob Kay, Re: Consolidated Election of April 5, 2005
Donna Donchenko, Re: Thank You for Condolences

Regular Meeting:

VI. COMMITTEE REPORTS

A. Budget and Finance Committee

1. Recommendation, Re: Amendment to Library Resolution #219, Re: FY2005 Working and Appropriation Budgets / Request for Tax Levy

Trustee Siegman moved and Trustee Anderson seconded that the adoption of an Amendment to Library Resolution #219, Re: FY2005 Working and Appropriation Budgets / Request for Tax Levy effective immediately and that the Library Director be instructed to forward same to the Village of Carol Stream. Motion carried.

Ayes 5 Trustees Hudspeath, Ranck, Anderson, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Morrow (absent) and George (absent)

President Douglas reported on the programs at Trustee Day at ILA Conference, specifically what he learned about the Tort Liability Levy and how expanding this special levy request can be used to improve the budget process.

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

C. Report, Re: Progress of Citizen's Survey and Space Expansion Planning

Assistant Director Kennedy gave a report to the Board on the progress of the Citizen Survey. President Douglas requested information from the Public Opinion Laboratory on the number of refusals to date, and whether a summary of the findings can be provided after 200 calls.

Discussion followed on the time frame up to the April 2005 Consolidated Elections. The last day to file a petition for submission of public questions to referendum is January 17,

2005. The Library Board will have to present the questions to the Village Board at one of the December Village Board meetings. Before that time, revised referenda questions will have to be formulated. The Board gave Director O'Dell and Assistant Director Kennedy permission to proceed with planning. A Special Board Meeting was scheduled for December 1, 2004 at 7:00 p.m.

XII. OTHER REPORTS

A. DuPage Library System

No report

C. ILA Trustee Conference

Reported under Agenda Item VI, A. Budget and Finance Committee

XIII. COMMUNICATIONS

M. Citizen of the Year Committee, Re: Nominations for Citizen of the Year

Trustee Siegman proposed that Trustee Anderson be nominated for Male Citizen of the Year because of the knowledge and leadership he demonstrated while serving as Acting President and while leading the Library through the last referendum campaign. Trustee Anderson accepted. *It was the consensus of the Board to nominate Trustee Anderson.*

XIV. ANNOUNCEMENTS

There were no Announcements.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:37 p.m.

Approved: _____
(Date)

Robert B. Ranck, Acting Secretary
Board of Library Trustees