

**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: November 17, 2004**

**TIME: 7:00 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 7:00 p.m.

**PLEDGE TO THE FLAG**

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

**II. ROLL CALL**

Secretary George called the roll.

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

Absent: None

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

The following were also in attendance for most, if not all, of the Meeting: Lynn Johnson, Head of Children's Services; Laura Veckey, Head of Circulation Services; Pam Leffler, Head of Adult Services/Reference; Barbara Burrell of the Public Opinion Laboratory of Northern Illinois University; and, Ray Lee, Louise Kowalczyk, and Scott Rubel of Sente Rubel Bosman Lee Architects

**IV. PUBLIC PARTICIPATION**

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

**ADOPTION OF CONSENT AGENDA**

Trustee Anderson moved and Trustee Siegman seconded to establish a consent agenda for the Regular Meeting of November 17, 2004. Motion carried.

Ayes ..... 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

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

Ayes ..... 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

- A. Minutes of Regular Meeting of October 20, 2004**
- B. Receive Monthly Report of the Treasurer for Period Ending October 31, 2004**
- C. Receive Report, Re: Public Hearing on Amended Levy Request**
- D. Approve Nomination of Pam Leffler to *Synergy: The Illinois Library Leadership Initiative, 2005***
- E. Approve Nomination of Ann L. Kennedy for a 2004 Citizen of the Year Judge's Recognition (Item added to the Agenda by President Douglas)**
- F. Approve Disbursements of Regular Meeting of November 17, 2004, in the Amount of \$95,524.96**
- G. Receive Monthly Report of the Library Director**
- H. Receive Monthly Staff Reports**
- I. Receive Other Reports (Agenda Items B and C)**
- J. Receive Communication**

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

Ayes ..... 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

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

**Report, Re: Public Hearing on Amended Levy Request**

At its Meeting on November 1, the Village Board received the Library's Amended Levy Request on its Consent Agenda with no comment from the Trustees or the public. At the same Meeting, the 2004 Tax Levy Determination was made, showing an increase of 7.07% over the 2003 levy/extension. The public hearing on the proposed tax levy is scheduled for December 6, 2004.

**Nomination of Pam Leffler to Synergy: *The Illinois Library Leadership Initiative, 2005***

The Board offered its congratulations to Pam Leffler on this nomination in recognition of her excellent potential as a future leader at local and state levels.

**Nomination of Ann L. Kennedy for a 2004 Citizen of the Year Judge's Recognition**

The Board offered its congratulations to Ann Kennedy on this nomination for providing exemplary volunteer service on behalf of the community of Carol Stream.

**Monthly Report of the Library Director**

The following Staff members are congratulated on their employment anniversaries in November: Karen Segó (7 years); Gail Santroch (3 years); and, Fran Venegas (1 year).

**Other Reports**

Friends of the Carol Stream Public Library  
Dedication of Ross Ferraro Town Center / Carol Stream

**Communication**

Barbara O'Rahilly, Carol Stream Historical Society, Re: Participation in "The Chair Affair"  
The Library Director will coordinate participation in the event on the Library's behalf.

**Regular Meeting:**

**VI. COMMITTEE REPORTS**

**A. Budget and Finance Committee**

**1. Recommendation, Re: Architect's Proposal to Provide Pre-Referendum Services**

Trustee Siegman moved and Trustee Hudspeath seconded that the Library Board accept a proposal from Sente Rubel Bosman Lee Architects, Ltd., dated November 11, 2004, to provide basic pre-referendum services in the amount of \$16,400 and authorize the Director to approve additional costs as needed in an amount not to exceed \$7500. Motion tabled.

Trustee Siegman moved and Trustee Morrow seconded to table the above motion until after the discussion of the Citizen's Survey. Motion carried.

Ayes ..... 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

**B. Library Property Committee**

No report

**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. Presentation of Findings / Citizen's Survey (Public Opinion Laboratory, Northern Illinois University)**

Barbara Burrell of the Public Opinion Laboratory at Northern Illinois University presented a preliminary report of compiled data from 420 completed surveys. Discussion followed involving statistics only on the number of residents having library cards, usage of various materials, helpfulness of Staff, awareness of the space expansion program, and what residents might be willing to pay for increased services and programs. Responses to open-ended questions remain to be reviewed. An additional breakdown of demographics for children under 17 years of age was requested along with a breakout of how the people north of North Avenue and west of County Farm Road viewed the new Library. The final report from the Public Opinion Lab will be studied to further evaluate services and resources and to use as a guideline in reconsidering space expansion planning. Ms. Burrell left the meeting at this point with the thanks of the Board for her presentation.

**VII. COMMITTEE REPORTS**

**A. Budget and Finance Committee**

**1. Recommendation, Re: Architect's Proposal to Provide Pre-Referendum Services**

Trustee Anderson moved and Trustee Siegman seconded to remove from the table the motion that the Library Board accept a proposal from Sente Rubel Bosman Lee Architects, Ltd., dated November 11, 2004, to provide basic pre-referendum services in the amount of \$16,400 and authorize the Director to approve additional costs as needed in an amount not to exceed \$7500. Motion carried.

Ayes ..... 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

The original motion was carried with a vote as follows:

Ayes ..... 7 Trustees Hudspeath, Ranck, Morrow, Anderson, George, Siegman, and Douglas  
Nays ..... 0 None  
Absent or  
Not Voting .... 0 None

During discussion it was noted that the architects' proposal is a scaled down version of the services the firm provided for development of the building design in March 2004. A decision on having SRBL provide "Additional Services" for design of a Referendum Informational Brochure will be made at a later date when the Board has proceeded further with referendum planning.

**B. Reconsideration of Existing Space Expansion Plan (Sente Rubel Bosman Lee)**

Louise Kowalczk presented revised plans for the new building based on a compilation of suggestions from the Management Staff and the general consensus of the Board that the original building plan for over 82,250 square feet had to be scaled back. Input from Anders Dahlgren of Library Planning Associates was also secured. Ms. Kowalczk detailed the various areas where the building size was reduced including cut-backs in space for the collection and reduced aisle widths. The floor plan was simplified overall although the general layout and original space relationships remain. The building plan as shown was reduced in area to about 71,500 square feet. The proposed scheme allows for possible future expansion. Discussion followed about the cuts that were made to the plan and how they would limit the provision of additional services and programs in a new facility.

A preliminary budget for the total project cost of a 71,519 square foot building, projected for winter 2005, is approximately \$19,370,000 (including \$13.3 million in construction costs). This compares to \$19,250,000 in total project costs for the original building project (including \$14.6 million in construction costs.) Ray Lee estimates that constructing a building of 82,250 square feet today would cost about \$24 million dollars due to increased prices for steel, petroleum products, and other raw materials. Lee will revise the preliminary budget to remove expenditures that have already been made from the total project cost, such as the cost of the land, and present a revised projection accordingly. This should result in a total project cost of about \$18,500,000.

Concern was expressed about going to referendum in April 2005 with both a bond issue for a new building and an operating tax rate. Discussion followed on what a resident might be willing to pay along with the impact of having other referendum questions on the ballot. Steve Larson of Ehlers and Associates will meet with the Board at a Special Meeting in December to discuss various funding scenarios

Ray Lee asked for input from the Board if additional reductions to building size were desired. Discussion followed. With the exception of Trustee George, the Board felt that the proposed scheme was acceptable and indeed the best possible plan for now. Further cuts could not be made without negatively impacting the Library's overall plan of service and would not be a wise use of resources. The Board needs to take the best possible plan before the voters. If the voters say no, then the service plan will have to be evaluated, and a facility designed accordingly.

*A majority of the Board agreed to move forward with a pared down version of the building design as proposed by the architects and to plan accordingly to go to referendum in April 2005. A Special Meeting will be called for December 1, 2004 to review the project budget and meet with the financial consultant to discuss financing options.*

**XII. OTHER REPORTS**

**A. DuPage Library System**

No report

**XIV. ANNOUNCEMENTS**

President Douglas announced an invitation from the Batavia Public Library Board of Trustees and Staff to attend an Open House in honor of retiring Director Margo Cooper.

**XV. ADJOURNMENT**

Trustee Siegman moved and Trustee Anderson seconded to adjourn the meeting. Motion carried by voice vote. President Douglas declared the Meeting adjourned at 9:11 p.m.

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

\_\_\_\_\_  
**Donald C. George, Secretary**  
**Board of Library Trustees**

Minutes drafted by Lynn O'Dell on December 1, 2004.