

**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: December 15, 2004**

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

**PLACE: Conference Room**

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**I. CALL TO ORDER**

In the absence of President Douglas and in accordance with the Bylaws, Trustee Anderson assumed the chair.

Acting President Anderson called the Regular Meeting of the Board of Library Trustees to order at 7:01 p.m.

**PLEDGE TO THE FLAG**

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

**II. ROLL CALL**

Secretary George called the roll.

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

Absent: Trustees Ranck and Douglas

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

**III. PUBLIC PARTICIPATION**

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

**ADOPTION OF CONSENT AGENDA**

Trustee Morrow moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of December 15, 2004. Motion carried.

Ayes ..... 5 Trustees Hudspeath, Morrow, Anderson, George, and Siegman

Nays ..... 0 None

Absent or

Not Voting .... 2 Trustees Ranck (absent) and Douglas (absent)

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

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

- A. Minutes of Regular Meeting of November 17, 2004**
- B. Receive Monthly Report of the Treasurer for Period Ending November 30, 2004**
- C. Annual Review of Investment Policy of the Carol Stream Public Library**
- D. Receive Report, Re: Village Ordinance Levying Taxes for General and Special Corporate Purposes**
- E. Approve Recommendation, Re: Employment Anniversary Recognition**
- F. Conduct Semi-annual Review of Minutes of Closed Meetings**
- G. Approve Recommendation, Re: Library Policy 7.C. Annual Library Calendar / 2005 Library Closings and Board Meetings**
- H. Conduct Review of Staff Employment Anniversaries 2005**
- I. Approve Disbursements of Regular Meeting of December 15, 2004, in the Amount of \$103,744.37**
- J. Receive Monthly Report of the Library Director**
- K. Receive Monthly Staff Reports**
- L. Receive Communications**
- M. Receive Announcement**

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

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

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

**Report, Re: Village Ordinance Levying Taxes for General and Special Corporate Purposes**

Treasurer Siegman and the Library Director attended the Village Board Meeting on December 6, 2004 which was preceded by a public hearing on the Ordinance. There were no comments from the public or the Village Board at the public hearing or when the item was placed on the consent agenda.

**Recommendation, Re: Employment Anniversary Recognition**

A book was dedicated in the collection to Barbara Boucher in recognition of her 5th employment anniversary and in gratitude for her years of service to the Library and the community

**Conduct Semi-annual Review of Minutes of Closed Meetings**

The following Minutes no longer require confidential treatment and are available for public inspection: Regular Meeting of June 16, 2004, Special Meeting of Personnel Committee of July 21, 2004, and Meeting of a Committee of the Whole of August 11, 2004.

**Library Policy 7.C. Annual Library Calendar / 2005 Library Closings and Board Meetings**

Library Policy 7.C Annual Library Calendar / 2005 Library Closings and Board Meetings was adopted effective immediately, and the Library Director was instructed to distribute and post such document no later than January 1, 2005.

**Review of Staff Employment Anniversaries 2005**

A list of Staff Employment Anniversaries that highlights the significant anniversaries being celebrated over the year was reviewed.

**Monthly Report of the Library Director**

The Library Director noted a milestone in the history of the Library with the collection's reaching a total of 170,079 materials (which includes 154,537 books). Staff member Lynn Bierman is congratulated on her first employment anniversaries in December.

**Communications**

- A. Letter of Nomination of Egil H. Anderson as 2004 Citizen of the Year
- B. Letter of Nomination of Ann L. Kennedy for a 2004 Citizen of the Year Judge's Recognition

**Announcement**

Citizen of the Year Dinner / February 12, 2005 / 6:00 Cocktail Hour – 7:00 p.m. Dinner / Holiday Inn / Reservation deadline: January 26, 2005

**Regular Meeting:**

**VI. COMMITTEE REPORTS**

**A. Budget and Finance Committee**

**3. Report, Re: Eight-Month Financial Position FY2005 Budgets**

No report

**B. Library Property Committee**

No report

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

No report

**VII. UNFINISHED BUSINESS**

**A. Final Report / Citizen's Survey (Public Opinion Laboratory, Northern Illinois University)**

The Assistant Director reported that she received a draft of the body of the report which she has reviewed and finds to be excellent. The final report will be forthcoming.

**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, Acting President Anderson declared the Meeting adjourned at 7:42 p.m.

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

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