

**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: December 17, 2008

TIME: 7:30 p.m.

PLACE: Community Room

I. CALL TO ORDER

President Siegman called the Regular Meeting of the Board of Library Trustees to order at 7:30 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees Arends, Bailey, Hudspeath, Siegman, and Douglas
Absent: Trustees Shambo and Ranck
Also Present: Library Director Ann Kennedy

III. PUBLIC PARTICIPATION

President Siegman welcomed Valerie Salvato from the Examiner and Mike Kunowski.

ADOPTION OF CONSENT AGENDA

Trustee Douglas moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of December 17, 2008. Motion carried.

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

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

Ayes 4 Trustees Arends, Bailey, Hudspeath, and Douglas
Nays 0 None

Absent or

Not Voting 3 Trustees Shambo and Ranck (absent), and Siegman (not voting)

- A. Approval of Minutes of the Regular Meeting of November 19, 2008**
- B. Receive Monthly Report of the Treasurer for the period ending November 30, 2008**
- C. Approve Recommendation, Re: Employee Service Anniversary**
- D. Approve Recommendation. Re: Job Description for Youth Services Associate**
- E. Approve Recommendation, Re: Job Description for Business Office Assistant**
- F. Approve Recommendation, Rd: Approval of revised FY2009 Working Budget**
- G. Approve Recommendation, Re: Acceptance of Proposal to Provide Professional Audit Services for the Fiscal Year Ending April 30, 2009 – April 30, 2011 by Sikich LLP**
- H. Approve Recommendation, re: Library Policy 7.C. Annual Library Calendar / 2009 Library Closings and Board Meetings**
- I. Review of Staff Employment Anniversaries 2009**
- J. Approve Disbursements of the Regular Meeting of December 17, 2008 in the amount of \$163,648.18**
- K. Receive Monthly Report of the Library Director**
- L. Receive Monthly Staff Reports**
- M. Receive Report of the DuPage Library System**
- N. Receive Report of the Friends of the Library**
- O. Receive Communications**

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

Ayes 4 Trustees Arends, Bailey, Hudspeath, and Douglas

Nays 0 None

Absent or

Not Voting 3 Trustees Shambo and Ranck (absent), and Siegman (not voting)

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

Employee Service Anniversary

A book will be dedicated in the collection to Lynn Bierman in recognition of her 5th employment anniversary and in gratitude for her years of service to the Library and the community.

Job Descriptions

The Job Descriptions for Youth Services Associate I, II and III were revised to bring them more up to date and to accurately reflect the jobs as they are presently intended to be performed. The Job Descriptions for Business Operations Assistant I and II were updated and combined to one document.

Revised FY2009 Working Budget

The FY2009 working budget was revised with renumbered account lines, added lines for interest income in non-major funds, and revised numbers in a 12 different lines.

Report of the Library Director

In addition to Lynn Bierman's anniversary, the following staff members are celebrating anniversaries in December: Theresa Morton – 3 years, Kim Starr – 3 years, Janet Miranda – 1 year, Gayle Weyland – 1 year, and Jessica Hubinek – 1 year.

Communications

- A. Thank you from Fran Venegas for Employment Anniversary Recognition
- B. Thank you from Lynn Bierman for Employment Anniversary Recognition

Regular Meeting

VI. COMMITTEE REPORTS

- B. Facilities Committee**
No report

VII. UNFINISHED BUSINESS

- A. Review, Re: Public Survey of Library Renovation Priorities**

The results of the November/December public survey of Library renovation priorities were discussed. The survey was conducted online through the Library's web site and also in-house at the Reception Desk. There were a total of 109 results.

The top four priorities were: group study/quiet reading room, drive up book drop, more materials for check out, and additional computer workstations. The Board agreed by consensus that a drive up book drop is not logistically possible at the present building. The other items are being addressed with the planned renovations.

XIV. ANNOUNCEMENTS

There were no announcements for the meeting.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Siegman declared the Meeting adjourned at 7:57 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees