

**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 20, 2006

TIME: 7:30 p.m.

PLACE: Village Hall

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.

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees Spyrison, Bailey, Hudspeath, Siegman, and Douglas

Absent: Trustee Ranck, One Trustee position vacant

Also Present: Library Director Ann Kennedy, Assistant Director Julie Blackwell, Lynn O'Dell, Tom Arends, Ray Lee, Louise Kowalczyk, Rick Gieser, Richard Major, Brian Kronewitter

III. PUBLIC PARTICIPATION

There was no one from the public in attendance to address the Board.

Trustee Ranck entered the meeting at 7:35 p.m.

Presentation by Sente Rubel Bosman Lee of proposed new Library Building

Ray Lee and Louise Kowalczyk gave a PowerPoint presentation on the proposed new Library building. The size of the proposed building is 81,565 square feet. Construction cost is projected to be \$20,108,790 with a total project budget of \$26,548,089. Library Director Ann Kennedy stated that the plans shown by Lee and Kowalczyk would be on the Library's Web site. President Douglas commended the architects on a great job. They have kept the feel of the original building with the unusable space taken out. Trustee Siegman stated that she likes the floor plan where the services were retained plus adequate stacks to maintain the

collection. Trustees Hudspeath and Bailey felt it was a beautiful structure and would be a perfect addition to the Village.

ADOPTION OF CONSENT AGENDA

Trustee Ranck moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of December 20, 2006. Motion carried.

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting One Trustee position vacant

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

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting One Trustee position vacant

- A. Approval of Minutes of the Regular Meeting of November 15, 2006**
- B. Receive Monthly Report of the Treasurer for the period ending November 30, 2006.**
- C. Approval of Finance Committee recommendation, re: Amended FY2007 Working Budget**
- D. Approval of Revisions to Chapter 2 of the Board Policy Manual**
- E. Approval Revisions to Chapter 5, Section A of the Board Policy Manual**
- F. Review of Staff Employment Anniversaries 2007**
- G. Approve Disbursements of the Regular Meeting of December 20, 2006 in the amount of \$117,638.92**
- H. Receive Monthly Report of the Library Director**
- I. Receive Monthly Staff Reports**
- J. Receive Report of the Friends of the Carol Stream Public Library**
- K. Receive Communications**

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

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting One Trustee position vacant

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

Monthly Report of the Treasurer Present Douglas commented that the interest income from investments is coming in very well and we will meet our budget by mid-February.

Amended FY2007 Working Budget Projected income will be higher than originally forecast. Certain expense line items, such as electrical expense, also needed adjusting. The new budget shows an end-of-year revenue over expense of \$399,457.

Revisions to Chapter 2 of the Board Policy Manual Sections of Chapter 2 that were amended are: 2.A.2 Long Range Plan, 2.A.3 Library Goals and Objectives Timetable, 2.D Relationship to Friends of the Library, 2.E.4 Fiscal Responsibility: Fixed Asset/Capitalization Policy, 2.F.4 Meetings: Minutes, 2.G. Library Service/Performance Evaluation, 2.H.1 Trustee Awareness, 2.H.3 Trustees: Business Expense Reimbursement 2.I.1 Policy Development: Adoption, implementation and Review. None of the suggested changes are major but merely bring the policies up to date.

Revisions to Chapter 5, Section A. of the Board Policy Manual The Section was revised to show that the Library now opens at 9:00 a.m. Monday through Saturday and to delete the paragraph stating that the Library is closed on Sundays in June, July and August.

Review of Staff Employment Anniversaries 2007

President Douglas pointed out the significant anniversary milestones of four people celebrating 10 years, one at 15 years and one at 20 years.

Report of the Library Director

The following Staff members were congratulated on their employment anniversaries in December: Lynn Bierman - 3 years, Theresa Morton – 1 year, Kimberly Starr – 1 year, and Kerri Walker – 1 year.

Friends of the Carol Stream Public Library

The Friends have pledged \$2000 to the new referendum campaign. The check will be written when an account has been opened. More funds will be available as needed.

Communications

A. Thank you from Gail Santroch for her fifth anniversary celebration.

Regular Meeting

VI. COMMITTEE REPORTS

A. Human Resources Committee

No Report

B. Facilities Committee

1. Recommendation, re: Electric supply company for 2007

Trustee Siegman moved and Trustee Ranck seconded that the Library continue to use ComEd as its electricity supplier in 2007 as long as the franchise negotiated with the Village of Carol Stream stays in effect. Motion carried

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting One Trustee position vacant

Discussion:

It was estimated that the Library's electric expense through ComEd will triple in January 2007, rising to approximately 65,000 per year. Quotes were obtained from Direct Energy and WPS Energy Services. Their estimates were \$73,124 and \$70,314 respectively. Additionally, if we went with either of those two suppliers, we would still need to pay ComEd approximately \$19,500 for the delivery of energy. Trustee Ranck asked how the quotes were derived. Kennedy answered that they were based on the previous 12 months of usage.

VII. UNFINISHED BUSINESS

A. Request from Carol Stream Panther Soccer Club

Trustee Siegman moved and Trustee Spyrison seconded that the Library Board of Trustees not accept the proposal of the Carol Stream Panther Soccer Club to lease parts of the Library's Kuhn Road property for the purpose of developing soccer fields. Motion carried

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting One Trustee position vacant

Discussion:

The Carol Stream Panther Soccer Club had requested permission to lease part of the Kuhn Road property to develop soccer fields. The Library was informed by the Village that this request would necessitate a change in zoning for that property. The Library would need to submit to the Village "a conceptual plan of the improvements and uses for the site. The plan should address parking, storm water and drainage, lighting, hours of operation, restroom facilities, pedestrian, vehicular and ADA access, landscape/fence screening or buffering, etc." One estimate received place the cost of building soccer fields at \$26,000 per field. In addition, if the fields are developed, the Library would lose its agriculture exemption for paying property taxes. This could result in an additional \$10,000 expense for the Library.

President Douglas stated that although the Library would like to assist the Soccer Club and the children on the teams, the Library does not have the funds available to develop the fields.

B. 2007 Library Referendum

Trustee Ranck moved and Trustee Siegman seconded that the Library Board adopt Resolution #232, Re: Board of Library Trustees of the Village of Carol Stream Resolution of December 20, 2006 for a New Library Facility and that the Library Director be instructed to deliver this Resolution, including attachments, to the Village of Carol Stream and to effectuate the intent of the Board of Library Trustees as set forth in the Resolution. Motion carried.

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting One Trustee position vacant

Discussion:

Although Ray Lee estimated that the project budget for the new building would be \$26,548,089, the Library will be asking the voters to approve a \$25 million bond sale, the bonds to be paid back over a 20 year period. The difference of \$1.5 million will be realized from reserves and interest on the bonds. In 2005 the Library asked for an increase of 14¢ per \$100 of EAV. This time we will be asking for 15¢ per \$100 of EAV. The cost to a \$250,000 home in Carol Stream would be 32¢ per day or less than \$120 per year. President Douglas will represent the Library at the January 16 Village Board meeting to ask the Village Board to place the question on the April 17, 2007 ballot. Other trustees were encouraged to attend.

VIII. NEW BUSINESS

C. Recommendation, re: Library Policy 7.C. Annual Library Calendar / 2007 Library Closings and Board Meetings

Trustee Bailey moved and Trustee Ranck seconded that Library Policy 7.C Annual Library Calendar / 2007 Library Closings and Board Meetings be adopted effective immediately and that the Library Director be instructed to distribute and post such document no later than January 1, 2007. Motion carried

Ayes 6 Trustees Spyrison, Bailey, Hudspeath, Ranck, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting One Trustee position vacant

Discussion:

Trustee Hudspeath pointed out that the new calendar will include being open Sundays through out the year. This will provide far more service hours to Village residents. Trustee Siegman felt it was a huge service, especially with the Summer Reading Programs being so successful.

XII. OTHER REPORTS

A. DuPage Library System

No report

XIV. ANNOUNCEMENTS

There were no Announcements

XV. ADJOURNMENT

Trustee Ranck moved and Trustee Siegman moved that the meeting be adjourned.

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:00 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees