

**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: March 17, 2012

TIME: 9:30 a.m.

PLACE: Library Discovery Room

I. CALL TO ORDER

Vice-President Bailey called the Regular Meeting of the Board of Library Trustees to order at 9:30 a.m.

PLEDGE TO THE FLAG

Vice-President Bailey led those in attendance in the Pledge of Allegiance to the Flag.

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees DeRango, Jeffrey, Wade, Arends, Bailey, and Hudspeath

Absent:

Also Present: Library Director Ann Kennedy

III. PUBLIC PARTICIPATION

No one elected to address the Board.

ADOPTION OF CONSENT AGENDA

Trustee Hudspeath moved and Trustee Wade seconded to establish a consent agenda for the Regular Meeting of March 17, 2012. Motion carried.

Ayes 6 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, and Hudspeath

Nays 0 None

Absent or

Not Voting 0 None

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

Ayes 6 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

- A. Receive Monthly Report of the Treasurer for the period ending February 29 2012**
- B. Approve recommendation, re: Employee Service Anniversary**
- C. Approve recommendation, re: Confirmation of Library Board Policy 2.E.4. Fixed Asset/Capitalization**
- D. Approve Disbursements of the Regular Meeting of March 17, 2012 in the amount of \$144,903.67**
- E. Receive Monthly Report of the Library Director**
- F. Receive Monthly Staff Reports**
- G. Receive Reports of RAILS, MAGIC, and Friends of the Library**
- H. Receive Communications**

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

Ayes 6 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

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 Jennifer Welch in recognition of her 5th employment anniversary and in gratitude for her years of service to the Library and the community.

Report of the Library Director

In addition to the Employment Anniversary of Jennifer Welch, Rich Karney is celebrating his 14th employment anniversary and Beth Urgo is celebrating her 4th employment anniversary.

Report of the Friends of the Library

The Friends are planning an annual meeting for early May. A gardening program is being planned.

Communications

- B. Thank you from Clare Meehan for Employment Anniversary Recognition

Regular Meeting

IV. APPROVAL OF MINUTES

A. Minutes of the Regular Meeting of the Library Board, February 15, 2012

Trustee Wade moved and Trustee DeRango seconded that the Board of Library Trustees approve the Minutes of the Regular Meeting of February 15, 2012 as amended. Motion carried.

Ayes 6 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee Wade submitted requested changes to the wording of the discussion pertaining to the job descriptions.

VI. COMMITTEE REPORTS

A. Finance Committee

1. Recommendation, Re: Approval of the FY2013 Working Budget and adoption of Board Resolution 253, FY2013 Working and Appropriation Budget

Trustee Wade moved and Trustee Jeffrey seconded that the Library Board of Trustees adopt the FY2013 Working Budget with a total expenditure in of \$3,731,893 and an FY2013 Appropriation of \$3,431,500 for the FY2014 working budget. Motion carried.

Ayes 6 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee Arends inquired if Resolution 253 contained information on the FY2013 budget and if not, why the title of the Resolution referred to the FY2013 Working budget.

Trustee Wade inquired why the property tax income in the General Fund for FY2014 was reduced. Director Kennedy explained that property tax income for IMRF and Liability was increased so to maintain a flat levy the amount in the General Fund had to be decreased.

Trustee Wade also had questions on the following account lines: 5206 Electrical expenses yearend estimate; 5303 Printer Supplies yearend estimate; 5401 Automation Hardware budget for FY2013; 5403 Computer Software budget for FY2013; 5405 Technical Services Supplies budget for FY2013; 5501 Youth Services Programs yearend estimate; 5503 Adult Services Programs budget for FY2013; 5504 Library Handouts yearend estimate; 5605 Youth Services Magazines yearend

estimate plus all magazine budgets; 5620 Parent Collection yearend estimate; and 5634 Adult Reference proposed database purchases in FY2013.

Trustee Hudspeath asked if the additional \$15,000 for Adult Reference account 5634 was entirely for the databases suggested by Trustee Wade. Trustee Hudspeath expressed her concern that some of the suggested databases did not sound suitable for the library market. Director Kennedy stated that the proposed \$15,000 only included the databases to which Director Kennedy was fairly certain the Library would consider subscribing. Trustee Arends asked for confirmation that the additional \$15,000 in line 5634 was included in all budget spreadsheets.

Trustee Wade asked about the proposed transfer of funds from the General Fund to the Capital Maintenance and Repair Fund. Trustee Wade sought clarification on whether funds transferred into the Capital Maintenance and Repair Fund needed to be specified for a specific project and if the funds are needed in Capital Maintenance and Repair. Director Kennedy directed the Boards attention to Section 2 of the Budget Resolution which specifies that unexpended funds are transferred into the Capital Maintenance and Repair Fund. Trustee Wade proposed that the Board keep the funds in the General Fund until needed in the Capital Maintenance and Repair Fund. Discussion was held on the anticipated expenses in the Capital Maintenance and Repair Fund for FY2012 and FY2013. Director Kennedy suggested that the Board wait and decide in May how much to transfer. Trustee Arends suggested that some funds could be transferred at the end of the year and additional funds could be transferred later if needed. Director Kennedy will seek a legal opinion on how much money should be transferred according to Section 2 of the Budget Resolution and if the funds need to be designated for a specific purpose.

Trustee Wade stated that he has been trying to contact the Museum of Science and Industry to obtain information on possible interactive displays at Simkus. Director Kennedy cautioned that interactive displays would increase the capital cost of the Simkus project. Trustee Wade expressed his concern that the Library would expend funds to establish the satellite at Simkus and the Park District would then want the space back. Director Kennedy stated that the Intergovernmental Agreement would be written to guarantee a minimum amount of time that the Library would be at Simkus.

Trustee Arends expressed concern that the Board was discussing expending \$50,000 to build the Library satellite at Simkus but the public survey says no additional cost to build or furnish. Trustee Arends asked for clarification that there would be no additional cost to tax payers to build or furnish the satellite at Simkus.

No changes were requested to any of the budget numbers as presented.

Trustee Hudspeath moved and Trustee Wade seconded that the Library Board of Trustees adopt Resolution 253, FY2013 Working and Appropriation Budget as presented. Motion carried.

Ayes 6 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee Wade asked if the Library did not spend the entire additional \$15,000 in account line 5634 Adult Reference for databases would it go into reserves. Director Kennedy answered that it would.

C. Facilities Committee

Trustee Wade inquired about the status of the contract and work on the Kuhn Road property. Director Kennedy stated that the contract has been reviewed by legal counsel and returned with supplemental changes. Those changes were accepted by all parties involved and the contract for asbestos remediation was signed before the meeting. Asbestos remediation is anticipated to begin the week of March 26 and will take a week to ten days to complete. The demolition of the house, garage, and barn will begin shortly after the asbestos remediation is complete. Fill has not yet been found but the foundation will be broken up and dumped into the hole. The utilities have already been disconnected.

VII. UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

VIII. NEW BUSINESS

B. Recommendation, Re: Confirmation of Library Board Policy 2.E.5. Investment Policy

Trustee Arends moved and Trustee Wade seconded that Library Board Policy 2.E.5. Investment Policy be amended as discussed. Motion carried.

Ayes 6 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, and Hudspeath
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Trustee Arends asked about the requirement of a quarterly market value report. Director Kennedy stated that the Library's portfolio only consists of bank accounts which are included in the monthly report. Trustee Arends asked if the land would be considered an investment. Trustee Wade asked that the wording in Paragraph 4 Delegation of Authority be changed to say "will cause to have

procedures written". Trustee Wade suggested that future investments be timed to be renewed on a staggered basis of three to six months. Trustee Hudspeath asked if the Library had to have money invested in a certain account at Illinois Funds. Director Kennedy stated that she will look into the requirements and report back to the Board.

C. Recommendation, Re: Approval of Board Resolutions 254, Commendation of Robert E. Douglas for his Service as a Carol Stream Public Library Trustee

This item was tabled until the April meeting when Robert Douglas could be present.

IX. EXECUTIVE SESSION

There was no Executive Session for the meeting.

XIV. COMMUNICATIONS

- A. Letter from James T. Knudsen, Director of Engineering Services for the Village of Carol Stream, re: Armstrong Park Flood Control Project

Trustee Arends how the letter was distributed. Director Kennedy stated that the letter was written in response to a request from the Library Board for information. Discussion was held on whether the flood waters would be diverted north or south of the library property.

XV. ANNOUNCEMENTS

There are no announcements this month.

XVI. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, Vice-President Bailey declared the Meeting adjourned at 10:54 a.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees