

**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: July 18, 2012

TIME: 7:30 p.m.

PLACE: Library Discovery Room

I. CALL TO ORDER

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

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary Hudspeath called the roll.

Present: Trustees Clark, Galle, DeRango, Jeffrey, Hudspeath, and Wade

Absent: Trustee Bailey

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 Jeffrey seconded to establish a consent agenda for the Regular Meeting of July 18, 2012. Motion carried.

Ayes 6 Trustees Clark, Galle, DeRango, Jeffrey, Hudspeath, and Wade

Nays 0 None

Absent or

Not Voting 1 Bailey (absent)

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

Ayes 6 Trustees Clark, Galle, DeRango, Jeffrey, Hudspeath, and Wade
Nays 0 None
Absent or
Not Voting 1 Bailey (absent)

- A. Approval of Minutes of the Finance Committee of the Library Board, July 3, 2012**
- B. Receive Monthly Report of the Treasurer for the period ending June 30, 2012**
- C. Approve recommendation, re: Investment of Maturing Certificate of Deposit**
- D. Approval, re: Friends request to close early on September 21**
- E. Approve Disbursements of the Regular Meeting of July 18, 2012 in the amount of \$173,294.97**
- F. Receive Monthly Report of the Library Director**
- G. Receive Monthly Staff Reports**
- H. Receive Report of RAILS**
- I. Receive Communications**
- J. Receive Announcements**

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

Ayes 6 Trustees Clark, Galle, DeRango, Jeffrey, Hudspeath, and Wade
Nays 0 None
Absent or
Not Voting 1 Bailey (absent)

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

Approval of Investment of Maturing Certificate of Deposit

The Library Board accepted the recommendation of the finance Committee to roll over the maturing CD at Community Bank for the period of one year at a rate not less than 0.50%

Report of the Library Director

Congratulations to the following staff members who are celebrating an employment anniversary in July: Ellen Marchessault – 31 years; Pat Roche – 21 years; Ron Anderson – 6 years; Catherine Medearis – 4 years; Kathie Menzer – 4 years; Omar Kushad – 1 year; Cheryl Walek – 1 year.

Report of RAILS

The RAILS Board will discuss next steps in the process of finding a new Executive Director after two candidates declined the position. Jane Plass will serve as Interim Executive Director of RAILS until further notice.

Communications

- A. Bridge Condition Report, Klein Creek Bridge, June 2012
- B. Thank you from Sharon Gaston for great service.

Announcements

- A. Zombie Lock-in at the Library

Regular Meeting

IV. APPROVAL OF MINUTES

- A. **Minutes of the Regular Meeting of the Library Board, June 20, 2012**

Trustee Hudspeath moved and trustee Jeffrey seconded that the Board of Library Trustees approve the Minutes of June 20, 2012 as amended. Motion carried.

Ayes.....6 Trustees Clark, Galle, DeRango, Jeffrey, Hudspeath, Wade
Nays.....0 None
Absent or
Not Voting.....1 Bailey (absent)

Discussion:

President Wade made note under Section XII, that Britt Isaly of Ancel Glink discussed with the Board that there is no necessity for board members to complete I9 Forms.

- B. **Minutes of the Special Meeting of the Library Board, July 10, 2012**

Trustee DeRango moved and Trustee Jeffrey seconded that the Board of Library Trustees approve the Minute of July 10, 2012 as amended. Motion carried.

Ayes.....6 Trustees Clark, Galle, DeRango, Jeffrey, Hudspeath, Wade
Nays.....0 None
Absent or
Not Voting.....1 Bailey (absent)

Discussion:

Trustee Clark submitted a change to paragraph 5 of the Motion to distribute copies of applications for the position of Assistant Director to Library Trustees: Trustee Clark emphasized that the Board is setting up a system of checks and balances, while not referring to Director Kennedy, a future director out of control could say hire a friend at \$200,000 (two hundred thousand) a year. Trustee Clark added that his interpretation of the Statute is that information concerning a “hire” should come to the Board for approval.

Adjournment became item IV.

V. COMMITTEE REPORTS

- A. Human Resources Committee
No Report
- B. Facilities Committee
No Report

VI. UNFINISHED BUSINESS

A. Recommendation, Re: Library Board approval of the hiring of Library employees

Trustee Clark moved and Trustee Jeffrey seconded that Policy 3A, Section 4 of the Personnel Code of the Carol Stream Library be amended to say that the Director is authorized to hire employees at level 4 or below, and the hiring of exempt employees at level 5 or higher will require the Director to get Board approval before hiring. Motion carried.

Ayes.....6 Trustees Clark, Galle, DeRango, Hudspeath, Jeffrey, Wade
Nays.....0 None
Absent or
Not Voting.....1 Bailey (absent)

Discussion:

Director Kennedy suggested framing the motion with the discussion.

Currently the director has the power to hire, fire, and set compensation, and the question was submitted to other library directors as to their hiring practices with regard to board involvement in the process. The Director felt authorization is tied to the pay plan, and not hiring. Personnel code would need to be amended to change the policy. Library attorney Britt Isaly offered the opinion that the Board had surrendered the authority to the director by practice and custom but that the Board could change that policy.

The policy would be changed to have the board approve hires above a certain level with the Director responsible for the remaining staff. Question as to whether board authorizes filling vacant position; currently Director announces vacancy, solicits resumes, and makes decision, and comes to board when ready to hire. Question as to all hirings and firings and if board doesn't agree. Comment that much more discussion on firings needs to happen because of the history of this particular board. Question as to the grievance procedure and time frame; Director answered 5 working days with 30 to answer it, and that whole board will now hear grievances, which would be immediately communicated. Director Kennedy said having the Director bring to the board her requests or a recommendation to hire Assistant Director or department heads was a good compromise. President Wade felt the statutes, bylaws and policies should share the same language. Trustee Clark thought salary minimums should be in ads and questioned ranges for librarians. Decision made to have board hire Exempt Level 5 and above, and the Director would hire Level 4 and below.

VII. NEW BUSINESS

A. Recommendation, Re: that the Library Board not bond the Board President as required by the Bylaws

Trustee DeRango moved and Trustee Jeffrey seconded that the board of Trustees not bond the Board President.

Trustee Clark moved and Trustee Jeffrey seconded that the motion to table the motion to bond the Board President until Director Kennedy gets more information. Motion carried.

Ayes.....6 Trustees Clark, Galle, DeRango, Hudspeath, Jeffrey, Wade
Nays.....0 None
Absent or
Not Voting.....1 Bailey (absent)

Discussion:

The Board President has never been bonded in spite of the bylaws. Comments that bonding is the best interest of all, need to be sure future Board Presidents won't have issues, and split on whether it's needed. Director Kennedy reported on the ability to insure the positions that had previously been bonded. Using last year's figures, to insure Treasurer and President would cost \$3400, but to insure entire board and staff would be \$2300. She will seek out the current rates. Motion tabled until new information available.

VIII. Executive Session

Trustee Clark moved and Trustee Jeffrey seconded that the Board of Library Trustees go into Executive Session under 5 ILCS 120/2 (c) 21 to discuss the approval of the minutes of previous Executive Sessions and to discuss the minute of previous closed sessions as to whether or not the minute should remain sealed and under 5 ILCS 120/2(c)1 the appointment, employment, discipline, performance, or dismissal of specific employees and nothing else. Motion carried.

Ayes 6 Trustees Clark, Galle, DeRango, Jeffrey, Hudspeath, Wade
Nays 0 None
Absent or
Not Voting 1 Trustee Bailey (absent)

Accordingly the Meeting was closed to the public at approximately 8:15 p.m. pursuant to the exception to the Illinois Open Meetings Act 5 ILCS 120/2(c)21 to discuss the approval of the minutes of previous Executive Sessions and to discuss the minutes of closed sessions and 5 ILCS 120/2(c)1 to discuss the appointment, employment, discipline, performance, or dismissal of specific employees and nothing else. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 10:28 p.m.

A. Approval of Minutes of executive Sessions of May 16, 2012, June 20, 2012, and January 18, 2012

Trustee Clark moved and Trustee DeRango seconded that the minutes of executive sessions of the Library Board of Trustees for May 16, 2012 and June 20, 2012, and January 18, 2012 be approved. Motion carried.

Ayes 6 Trustees Clark, Galle, DeRango, Jeffrey, Hudspeath, Wade
Nays 0 None
Absent or
Not Voting1 Trustee Bailey (absent),

B Semi-Annual review of minutes of Closed Session

Trustee DeRango moved and Trustee Jeffrey seconded that the minutes of executive sessions of the Library Board of Trustees for January 16, 2012 and May 16, 2012 be released. Motion carried.

Ayes 6 Trustees Clark, Galle, DeRango, Jeffrey, Hudspeath, Wade

Nays 0 None

Absent or

Not Voting 1 Trustee Bailey (absent)

C Personnel matter

1. Trustee Jeffrey moved and Trustee Clark seconded that the Board of Library Trustees approve the action discussed in the July 18, 2012 executive Session to dismiss Director Ann Kennedy from the Village of Carol Stream Public Library and to make the effective date July 18, 2012. Motion carried.

Ayes 3 Trustees Clark, Jeffrey, Wade

Nays 1 Trustee Hudspeath

Absent or

Not Voting 1 Trustee Bailey (absent), 2 Trustees Galle, DeRango (abstain)

2. Trustee Clark moved and Trustee Jeffrey seconded that the Board of Library Trustees allow Ann Kennedy to resign instead of being terminated under the conditions in the Separation agreement and General Release document effective July 18, 2012. Motion carried.

Ayes 3 Trustees Clark, Jeffrey, Wade

Nays 1 Trustee Hudspeath

Absent or

Not Voting 1 Trustee Bailey (absent), 2 Trustees Galle, DeRango (abstain)

3. Trustee Jeffrey moved and Trustee Clark seconded the motion that the board of Library Trustees appoints Mary Clemens as Interim-Director for the Carol Stream Public Library. Motion carried.

Ayes 5 Trustees Clark, Galle, DeRango, Jeffrey, Wade

Nays 0 None

Absent or

Not Voting 1 Trustee Bailey (absent), 1 Trustee Hudspeath (abstain)

4. Trustee Jeffrey moved and Trustee Clark seconded that the Board of Library Trustees authorize the President to collect, from Library staff, information needed for sections 3 and 6 of the separation Agreement and General Release and give the Library Attorney the changes based on discussion in the July 18, 2012 Executive Session in order to create a final draft of the document. Motion carried.

Ayes4 Trustees Clark, Galle, Jeffrey, Wade
Nays 1 Trustee Hudspeath
Absent or
Not Voting1 Trustee Bailey (absent), 1 Trustee DeRango (abstain)

5. Trustee Jeffrey moved and Trustee Clark seconded that the Board of Library Trustees authorizes the President of the Board to work directly with the Interim-Director and other staff, as needed, to assist in the process of finding a replacement Director and facilitate a smooth transition. Motion carried.

Ayes3 Trustees Clark, Jeffrey, Wade
Nays 1 Trustee Hudspeath
Absent or
Not Voting1 Trustee Bailey (absent), 2 Trustees Galle, DeRango (abstain)

IX. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Wade declared the Meeting adjourned at 10:38 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees