

**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 20, 2013                      TIME: 7:30 p.m.                      PLACE: Combined Room**

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**I.            CALL TO ORDER**

President Wade called the Regular Meeting of the Board of Library Trustees to order at 7:31 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, DeRango, Galle, Bailey, Hudspeath, Jeffrey, Wade  
Absent:             None  
Also Present:     Director Susan Westgate and visitors.

**III.          PUBLIC PARTICIPATION**

Suzanne Carlstedt, a resident, acknowledged and thanked Trustee Mary Hudspeath for her years of serving on the Library Board. She commended her for her commitment to public service and serving the community of Carol Stream.

Leigh Bailey, a resident, read a prepared statement. Her statement alleged that several Board members were using inaccuracies in their campaigning regarding fellow Trustee James Bailey.

There was no other public participation.

**IV.          ADOPTION OF CONSENT AGENDA**

**Trustee Hudspeath moved and Trustee Bailey seconded** the establishment of a consent agenda for the Regular Meeting of March 20, 2013. Motion carried.

Ayes ..... 7 Trustees Clark, DeRango, Galle, Bailey, Hudspeath, Jeffrey, Wade  
Nays ..... 0  
Absent..... None

**Trustee Bailey moved and Trustee DeRango seconded** that the following items be included on the Consent Agenda. Motion carried.

Ayes ..... 7 Trustees Clark, DeRango, Galle, Bailey, Hudspeath, Jeffrey, Wade

Nays ..... 0  
Absent..... None

- A. Approval of Minutes of the Human Resources Committee Meeting of February 13, 2013.
- B. Approval of Minutes of the Human Resources Committee Meeting of March 7, 2013.
- C. Accept the Monthly Financial Statements of the Treasurer for the Period Ending February 28, 2013
- D. Finance Committee Report
- E. Human Resources Committee Report
- F. Recommendation, Re: Approval of Policy Revision-4. E. Circulation Policies Borrowing Privileges; 4. F. 1a Library Cards: General; Library Cardholder’s Statement of Responsibility rephrasing.
- G. Recommendation, Re: Approval of Auditor Engagement Letter.
- H. Recommendation, Re: Approval of Copier Lease Agreement.
- I. Recommendation, Re: Approval of Closing of Librarian Account at West Suburban Bank
- J. Approval of Disbursements for the period February 1, 2013 to February 28, 2013, plus the Addendum for the Meeting of March 20, 2013.
- K. Report of the Library Director
- L. Monthly Staff Reports
- M. RAILS Library System Report
- N. MAGIC Consortium Report
- O. Friends of the Carol Stream Public Library Report
- P. Communications
- Q. Announcements

**Trustee Clark moved and Trustee Jeffrey seconded** that the Consent Agenda be approved by omnibus vote. Motion carried.

Ayes ..... 7 Trustees Clark, DeRango, Galle, Bailey, Hudspeath, Jeffrey, Wade  
Nays ..... 0  
Absent..... None

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

**Finance Committee** – No Report  
**Human Resources Committee** – No Report

**Approval of Circulation Policy Revision**  
The Board of Library Trustees approves Policy Revision-4. E. Circulation Policies Borrowing Privileges and 4. F. 1a Library Cards: General; Library Cardholder’s Statement of Responsibility rephrasing

Background Information:

To improve Customer Service, the Statement of Responsibility has been rephrased to be clearer and more succinct to expedite the library card registration process.

## **Accountholder's Statement of Responsibility (Rephrased)**

### **Your signature indicates agreement to the following:**

\_\_\_\_ I accept responsibility for the selection of materials borrowed on all accounts listed on this application.

\_\_\_\_ I agree to return/renew all borrowed materials on or before the date due. I have been informed of the options for returning/renewing materials in order to avoid accruing late fees.

\_\_\_\_ I accept responsibility for all charges resulting from late fees, lost and/or damaged materials borrowed on all accounts listed on this application. While you may share your card with anyone you choose, please remember that the accountholder remains the responsible party.

\_\_\_\_ I understand that charges to any of these accounts in excess of \$25 will be referred to a materials recovery service and an additional; nonrefundable \$10 fee will be added to the account(s) for each referral.

\_\_\_\_ I agree to abide by ALL Library policies, rules, and regulations, and accept responsibility for any failure to comply on behalf of all accountholders listed on this application.

\_\_\_\_ I agree to notify the Library immediately of any changes in my contact information.

\_\_\_\_ I agree to notify the Library immediately if I have lost my Library card. I understand there is a \$1.00 replacement fee for a lost or stolen card.

### **Approval of Auditor Engagement Letter**

The Library Board of Trustees approves the Auditor Engagement Letter

#### Background Information:

It is recommended to approve Sikich to provide our services for the next three years. They have conducted successful audits for the library in the past and have a good reputation in the industry. There are many new GASB rules that will be coming in effect in the next few years and Sikich appears to have a good grasp on these and has been leading free informational webinars for government entities.

### **Approval of Copier Lease Agreement**

The Board of Library Trustees approves the signing of a Copier lease Agreement that is equivalent to or less than the Library's existing contract.

#### Background Information:

Director Westgate requested approval of the signing of a new copier lease agreement. She is currently reviewing proposals from several vendors and will sign with a company that best suits the library's requirements and budget.

**Approval of the closing of the Librarian Account at West Suburban Bank**

The Board of Library Trustees approves the closing of the Librarian Account at West Suburban Bank.

Background Information:

The Librarian Account is a small account at the West Suburban Bank that all department managers are authorized to approve checks that are \$200 or less. There is no need for the Library to be maintaining two separate checking accounts. All checks in the future will be cut from the General Fund. When the account is closed, any remaining funds (approximately \$2,400) will be transferred to the Money Market Account.

**Approval of Disbursements**

The Library Board of Trustees approved the disbursements for the period February 1, 2013 to February 28, 2013, plus the Addendum for the Meeting of March 20, 2013 in the amount of \$147,053.80.

**Report of the Library Director**

Staff members celebrating employment anniversaries this month are: Richard Karney-15 years and Jennifer Welch-6 years.

**Monthly Staff Reports**

Managers prepared monthly reports for the Board to review with details and highlights of the activities in each department.

**Other Reports**

RAILS Library System - No Report

MAGIC Consortium - No Report

Friends of the Carol Stream Public Library - No Report

**Communications**

- A. Email from patron Ben Pohl regarding excellent Circulation service
- B. Email from WDSRA regarding press release about art display at CSPL
- C. Letter from CCSD 93 regarding Bullying Coalition

**Announcements**

- A. Statement of Economic Interest requirement

Background Information:

Deadline for filing with County Clerk is May 1, 2013.

- B. LACONI Trustee Dinner, April 19, 2013

Background Information:

LACONI (Library Administrators Coalition of Northern Illinois) hosts an annual Trustee Dinner every spring. The cost is \$35 a person and has a featured speaker.

**Regular Meeting**

**IV. APPROVAL OF MINUTES**

Trustee Hudspeath requested that her written statement that she read at the February 20, 2013 Board Meeting be included with the minutes. Trustees Clark, Galle and Wade read written statements of their responses to her statement and requested that they be included. Trustee DeRango stated that his response to the Attorney Fees was that they were unnecessary and that he would send an email stating this to the Director to include in the minutes.

**Trustee Clark moved and Trustee Hudspeath seconded** that the Board of Library Trustees approve the minutes of the February 20, 2013 Regular Board Meeting with the additional statements of Trustees Hudspeath, Galle, Clark, Wade and DeRango. Motion carried.

Ayes ..... 6 Trustees Clark, Galle, Jeffrey, DeRango, Hudspeath, Wade  
Nays ..... 1 Trustee Bailey  
Absent..... 0

**VI. UNFINISHED BUSINESS**

**A. Recommendation, Re: Approval of Human Resources Committee recommendation regarding staff compensation in Fiscal Year 2014.**

**Trustee Clark moved and Trustee Hudspeath seconded** that the Board of Library Trustees approve the recommendation of the Human Resources Committee for a 3% salary pool to be used in distributing merit increases from 0% to 4% as approved by the Library Director.

Background Information:

At the Human Resources Committee meeting on 3/7/13 the committee recommended merit increases for staff from a pool of 3%. Staff did not receive an increase in 2012.

**VII. NEW BUSINESS**

**A. Donation for Local Citizen**

Background Information:

Local resident Dr. Lawrence A. DuBose donated \$25,000 to the Carol Stream Public Library. He is a resident of Windsor Park and owned and operated a successful local business for many years. President Wade proposed that the Library present him with a Resolution at the April Board Meeting. Director Westgate will prepare the Resolution and contact Dr. DuBose to see if he would be able to attend.

**A. Recommendation, Re: Approval of Landscaping/Snow Removal contract.**

**Trustee Clark moved and Trustee Jeffrey seconded** that the Board of Library Trustees approve the signing of a Landscaping and Snow Removal contract, not to exceed \$12,000. Motion carried.

Ayes ..... 7 Trustees Clark, Galle, Jeffrey, DeRango, Hudspeath, Bailey, Wade  
Nays ..... 0  
Absent..... 0

**IX. EXECUTIVE SESSION**

**Trustee Clark moved and Trustee Jeffrey seconded** that the Board of Library Trustees convene in Executive Session under the Illinois Open Meetings Act for discussion of previous Executive Session Minutes under Illinois Open Meetings Act, 5 ILCS 120/2(c)(21). Motion carried.

Ayes ..... 7 Trustees Clark, Galle, Jeffrey, DeRango, Hudspeath, Bailey, Wade  
Nays ..... 0  
Absent..... 0

Accordingly the Meeting was closed to the public at 7:50 p.m. The Board discussed the aforesaid matters and no other matters in closed session. The Board returned to regular session at 8:04 p.m.

**Trustee Clark moved and Trustee Jeffrey seconded** that the Board of Library Trustees approves the minutes of the Executive Sessions of February 13, 2013 and February 20, 2013 as presented, and that these minutes remain closed. Motion carried.

Ayes ..... 7 Trustees Clark, Galle, Jeffrey, DeRango, Hudspeath, Bailey, Wade  
Nays ..... 0  
Absent..... 0

**ADJOURNMENT**

There being no further business to come before the Board of Library Trustees, President Wade asked for a motion to adjourn. **Trustee Hudspeath moved and Trustee Jeffrey seconded** that the meeting be adjourned. Motion passed and the meeting adjourned at 8:06 p.m.

April 17, 2013  
Date Approved

\_\_\_\_\_  
Mary C. Hudspeath, Secretary  
Board of Library Trustee