

**MINUTES OF 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: September 15, 2004

TIME: 7:30 p.m.

PLACE: Conference Room

I. CALL TO ORDER

President Douglas called the Regular Meeting of the Board of Library Trustees to order at 7:33 p.m.

PLEDGE TO THE FLAG

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

II. ROLL CALL

Secretary George called the roll.

Present: Trustees Hudspeath, Anderson, George, Siegman, and Douglas

Absent: Trustees Ranck and Morrow

Also Present: Library Director Lynn O'Dell and Assistant Director Ann Kennedy
Brian LeFevre of Sikich Gardner & Co. LLP was also present for a portion of the Meeting.

IV. PUBLIC PARTICIPATION

Ann Kennedy presented President Douglas with a *Tutor.com* Innovator of the Month award. A cash prize of \$200 accompanied the award to buy pizzas for a young adult program which was enjoyed by the participants. There were no visitors present to address the Board of Library Trustees.

ADOPTION OF CONSENT AGENDA

Trustee Anderson moved and Trustee Siegman seconded to establish a consent agenda for the Regular Meeting of September 15, 2004. Motion carried.

Ayes 5 Trustees Hudspeath, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Morrow (absent)

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

Ayes 5 Trustees Hudspeath, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Morrow (absent)

- A. Minutes of Regular Meeting of July 21, 2004**
- B. Minutes of Committee of the Whole of August 11, 2004**
- C. Minutes of Regular Meeting of August 18, 2004**
- D. Receive Monthly Report of the Treasurer for Period Ending August 31, 2004**
- E. Adopt Recommendation, Re: Employment Service Anniversary**
- F. Receive Report, Re: Staff In-service Workshop Evaluation**
- G. Adopt Revisions to Policy and Procedures for Public Use of the Internet**
- H. Authorize Library Director to Apply for FY2005 Per Capita Grant**
- I. Approve Disbursements of Regular Meeting of September 15, 2004, in the Amount of \$87,284.38**
- J. Receive Monthly Report of the Library Director**
- K. Receive Monthly Staff Reports**
- L. Receive Communications**
- M. Receive Announcement**

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

Ayes 5 Trustees Hudspeath, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 2 Trustees Ranck (absent) and Morrow (absent)

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

Employment Service Anniversary

A book was dedicated in the collection to Lynn O'Dell in recognition of her 40th employment anniversary and in gratitude for her years of service to the Library and the community.

Staff In-service Workshop Evaluation

Overall the Staff felt the Workshop was worthwhile.

Adopt Revisions to Policy and Procedures for Public Use of the Internet

The Library's Policy and Procedures for Public Use of the Internet will be revised as recommended by the Management Staff, effective immediately, with final wording pending review by the Library Attorney. It was noted that the Board approved the installation of filters in the Children's Department at the July Meeting. Other changes involve those necessitated by installation of the PC Reservation system and the resulting impact on how time slots are handled. Another change involved elimination of the Internet Express station.

Authorize Library Director to Apply for FY2005 Per Capita Grant

The Library Director is instructed to prepare the Library's Application for a Per Capita Grant for FY2005 and to file such document with the Illinois State Library no later than October 15, 2004. Monies received through this grant are to be used in the same way it has been used in previous years: "...to make progress toward bringing the Library's book collection up to standard," specifically titles for the adult, children's, reference, and foreign language collections and for two special collections (Young Adult and Parental Guidance materials). Local money, freed from the materials budget by receipt of the Per Capita Grant, will be utilized to increase development of both the Adult and Children's reference collections and to add non-book formats to the overall collection, including electronic data bases.

Monthly Report of the Library Director

The following Staff members are congratulated on their employment anniversaries in September: Lynn O'Dell (40 years); Donna Donchenko (14 years); Robin Harwood (11 years); Mary Magnus (9 years); Nancy Lach (7 years); Sue McCallum (7 years); Jose Castrejon (3 years); and, Chris Romero (2 years).

Communications

Kevin Clemens, Re: Thank You for Going Away Acknowledgment

Regular Meeting:

VI. COMMITTEE REPORTS

A. Budget and Finance Committee

1. Presentation of Annual Financial Report for the Year Ended April 30, 2004 by Brian LeFevre of Sikich Gardner & Co, LLP

Brian LeFevre noted that the audit next year will look different due to changes required by the GASB 34 pronouncement, specifically the fixed asset list and the preparation of a management letter. Brian reviewed various account balances and answered questions.

He reported that the audit itself went very smoothly and thanked the Staff for its cooperation. (Mr. LeFevre left the meeting.)

B. Library Property Committee

No report

D. Ad Hoc Committee to Plan Conversion to District Status

No report

VII. UNFINISHED BUSINESS

There was no Unfinished Business to come before the Board of Library Trustees

VIII. NEW BUSINESS

A. Discussion and Pre-test, Re: Questionnaire for Citizen's Survey

A draft of the questionnaire that incorporates suggestions made at the last Meeting was included in the Board packet for review. Ann Kennedy reported that the Management Staff reviewed the document and had no significant changes to make.

The Public Opinion Lab then conducted a pre-test by speaker phone with Trustee Hudspeath representing a citizen being called. The Board was able to hear how the Lab interviewer moved through the questionnaire as well as how the survey "sounded." Discussion followed on the effectiveness of the interview and how some of the questions might be changed.

Other than running too long, the Trustees were pleased overall with how the interview was conducted. Suggestions were made on how to pare the questionnaire down and how to revise some of the questions to make them more effective. The Assistant Director will send the proposed changes to Barbara Burrell. *It was the consensus of opinion that when the next draft is submitted that it be reviewed one more time by the Board.* Ann Kennedy will e-mail a copy to the Trustees who are to return their comments in two days. Discussion followed about the proposed timetable for completion. The Board expressed its desire to have the survey completed before the November election with a final report being submitted no later than the November Board Meeting.

XII. OTHER REPORTS

A. DuPage Library System

No report

B. Friends of the Carol Stream Public Library

No report

XIV. ANNOUNCEMENTS

President Douglas announced the Carol Stream 2004 Oktoberfest on September 25, 2004 as co-sponsored by the Chamber of Commerce, the Rotary Club, and the Village of Carol Stream.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 9:08 p.m.

Approved: _____
(Date)

Donald C. George, Secretary
Board of Library Trustees

Minutes drafted by Lynn O'Dell, Library Director on September 21, 2004