

**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: May 18, 2011

TIME: 7:30 p.m.

PLACE: Library Discovery Room

I. CALL TO ORDER

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

PLEDGE TO THE FLAG

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

President Douglas reported that a canvass of votes was taken following the Consolidated Election of April 5, 2011 to show that the following Trustees have been elected: James F. Bailey for a term expiring April 2013; Thomas F. Arends for a term expiring April 2015; David DeRango for a term expiring April 2015; and, Dominick Jeffrey for a term expiring April 2015.

Administration of Oath of Office to: Jim Bailey, Thomas Arends, David DeRango and Dominick Jeffrey

Library Director Ann Kennedy administered the Oath of Office to Jim Bailey, Thomas Arends, David DeRango and Dominick Jeffrey.

President Douglas asked to have the Minutes reflect that Trustees Bailey, Arends, DeRango and Jeffrey have been sworn in and that the Minutes will reflect their votes in any action of the Library Board.

Election of President, Secretary and Treasurer of the Board of Library Trustees

Trustee Hudspeath moved and Trustee Bailey seconded to nominate Robert E. Douglas as President of the Board of Library Trustees. Trustee Jeffrey moved and Trustee DeRango seconded to nominate Michael Wade as President of the Board of Library Trustees. Hearing no other nominations, Secretary Hudspeath closed the nominations. A voice vote was held to elect the President. Trustee Douglas received four votes. Trustee Wade received three votes. Robert Douglas retained the seat of President of the Board of Library Trustees.

Trustee Douglas moved and Trustee Jeffrey seconded to nominate Mary C. Hudspeath as Secretary of the Board of Library Trustees. Hearing no other nominations, President Douglas closed the nominations. Trustee Hudspeath was elected Secretary by unanimous vote.

Trustee Douglas moved and Trustee Bailey seconded to nominate Thomas Arends as Treasurer of the Board of Library Trustees. Hearing no other nominations, President Douglas closed the nominations. Trustee Arends was elected Treasurer by unanimous vote.

As outlined in the By-Laws of the Carol Stream Public Library Trustee Bailey will assume the role of Vice-President as he is the Trustee with the most seniority other than an officer.

II. ROLL CALL

Secretary Hudspeath called the roll.

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

Absent:

Also Present: Library Director Ann Kennedy, Assistant Director Pam Leffler

III. PUBLIC PARTICIPATION

Jan Voogd and Jan Smith addressed the Board. They each praised the Library staff and the services provided and thanked the Board for their service.

ADOPTION OF CONSENT AGENDA

Trustee Wade moved and Trustee DeRango seconded to establish a consent agenda for the Regular Meeting of May 18, 2011. Motion carried.

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

Nays 0 None

Absent or

Not Voting 1 Trustee Douglas (not voting)

Trustee Bailey 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 1 Trustee Douglas (not voting)

A. Approval of Minutes of the Regular Meeting of April 20, 2011

B. Receive Monthly Report of the Treasurer for the period ending April 30, 2011

- C. **Approve recommendation, re: Approve DuPage Library System Non-Resident Library Card Participation**
- D. **Approve recommendation, Re: Transfer of \$300,000 from the General Operating Fund to the Capital Maintenance and Repair Fund**
- E. **Approve recommendation, Re: Transfer of \$165 from the Working Cash Fund to the General Operating Fund**
- F. **Approve recommendation, Re: Approve Identity Protection Policy**
- G. **Approve Disbursements of the Regular Meeting of May 18, 2011 in the amount of \$196,861.96**
- H. **Receive Monthly Report of the Library Director**
- I. **Receive Monthly Staff Reports**
- J. **Receive Reports of the Library System, MAGIC Consortium and the Friends of the Library**
- K. **Receive Communications**
- L. **Receive Announcements**

Trustee Hudspeath moved and Trustee Wade 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 1 Trustee Douglas (not voting)

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

Non-Resident Library Card Participation

The Board voted to participate in the DuPage Library System non-resident library card program thereby issuing non-resident cards during the ensuing 12 months in accordance with Participation Form for Illinois Public Law 92-0166. The fee for non-resident privileges is calculated on the basis of the tax rate being applied to the equalized assessed valuation of the applicant's property, the same as the calculation for a resident.

Transfer of \$300,000 from the General Operating Fund to the Capital Maintenance and Repair Fund

In accordance with Resolution 243 the unexpended balances in the General Operating Fund for the end of fiscal year 2011 are transferred to the Capital Maintenance and Repair Fund for the repair and/or alterations of Library building and equipment.

Transfer of \$165 from the Working Cash Fund to the General Operating Fund

According to 75 ILCS 5/4-13, this fund is not "allowed to exceed .2% of the full, fair cash value of all taxable property with the corporate limits...as of the year the fund is established". For the Carol Stream Public Library that amount is \$48,310. Interest earned on the account is transferred to the General Operating Fund.

Identity Protection Policy

The Illinois Identity Protection Act, P.A. 96-0874 requires government entities to pass an Identity Protection Policy by June 1, 2011. The proposed policy was prepared by Ancel Glink. It is the recommendation of counsel that all employees sign the Identity Protection Policy. All current employees will be asked to sign it upon passage by the Board. The policy will become part of the new employee orientation packet.

Communications

A. Thank you from Inter Faith Food Pantry

Announcements

A. Orientation for New Public Library Trustees at Dominican University

Regular Meeting

VI. COMMITTEE REPORTS

A. Finance Committee

1. Recommendation, Re: Rescind Approval of Resolution 249 Budget Expenditures for FY2012

Trustee Wade moved and Trustee DeRango seconded that the Library Board of Trustees rescind Resolution 249 that amended the budget expenditures for FY2012 as originally estimated in Resolution 243 adopted March 2010 and amended October 2010. Motion did not carry.

Ayes 3 Trustees DeRango, Jeffrey, and Wade
Nays 4 Trustees Arends, Bailey, Hudspeath, and Douglas
Absent or
Not Voting 0 None

Discussion:

President Douglas read into the minutes a statement signed and submitted by the Library Management Staff pertaining to all of the motions to rescind on the agenda. The statement is included as part of the Minutes. Trustee Wade expressed his severe reservation about the poor policy of the Library in revising expenditure amounts in Resolution 243 after the Board had voted on those amounts and the Resolution had been sent to the Village. Trustee Wade also commented on the Library Management Staff concerns about the motions to rescind. Trustee Wade stated that the Trustees have taken an Oath to abide by the Constitution and the law, and according to Roberts Rules of Order, when a policy is passed the minority has the right to ask for a motion to rescind.

Trustee Wade asked Director Kennedy if the \$100,000 increase in expenditures was for salaries for the new hires. Director Kennedy stated that the change could not be attributed to any single account, as some expenditures went up and some went down. Trustee Wade asked why the Library needed more staff. Director Kennedy stated that reference questions

answered by the Adult Services Department staff increased 35% in fiscal year 2011 over the previous fiscal year. The Adult Services Librarians have been unable to complete other duties because they were busy serving the public. Trustee Wade stated it is bad policy to increase spending by \$100,000 dollars when Director Kennedy's data does not demonstrate a need for new hires. Trustee Wade stated that Library staff answered 5148 questions in June 2010 but only 3594 in February 2011. Trustee Wade stated that if the librarians could answer 5148 questions a month and were now doing 1500 fewer questions a month. This demonstrates the reference department is not working at its previously demonstrated capacity and there was no need to hire more staff. Trustee Wade distributed statistics (included with Minutes) to the Board illustrating that compared to other libraries the Carol Stream Public Library has a relatively high salary budget and ranks almost last in circulation compared to other libraries of the same size. President Douglas thanked Trustee Wade for his statistics but questioned the mixing of circulation transactions and reference transactions. President Douglas felt that Trustee Wade was choosing only statistics that supported his point rather than looking at and comparing all statistics for LACONI Libraries. Trustee Wade stated that his statistics are relevant because the circulation data comes from Director Kennedy and was the data the Director submitted to LACONI for the Carol Stream Library. Trustee Wade's statistics also showed that the Carol Stream Library's salary expense compared to circulation is 44% higher than other libraries with same number of staff and 39% higher over all libraries in the LACONI report. The data presented by Trustee Wade also showed other libraries handle up to 19,000 more circulations per month with the same staff level as Carol Stream. One library does 7400 more circulations per month with 8 less staff people than Carol Stream. President Douglas questioned Trustee Wade's argument that if comparatively low circulation statistics implies we don't need more circulation staff, then how can high reference statistics not imply that we need more reference staff? Director Kennedy again emphasized that the Adult Services staff has many more responsibilities than answering reference questions. Trustee Wade agreed that the staff was busy and working hard but felt hiring more staff was premature because the reference department was answering 1500 fewer questions per month than they have answered in the past..

President Douglas asked the other Trustees for their opinions. Trustee DeRango suggested that since the number of reference transactions in Youth Services is flat, then the Youth staff could be cross trained to answer Adult Reference questions. He proposed a retail model where staff is cross trained to assist in different departments when the budget is tight. Trustee DeRango also suggested that the mode and frequency of newsletter publication be changed. Trustee Hudspeath stated that in her retail experience, businesses work toward the future and hire more staff when sales are going up. She pointed out that an increase in numbers supports hiring more personnel. Trustee DeRango asked about the decrease in patron registration. Director Kennedy explained that the lower number is due to the database purge of expired registrations, the first in three years. New card registration remains at the same level as previous years. Trustee Jeffrey stated that the number of foreclosures in the community will affect library use and the tax base. President Douglas stated that the library will not lose any tax revenues as the taxes on foreclosed property are paid by the banks which own the property.

Trustee Arends said that the motions to rescind should have been based on new facts. The agenda items have been discussed for several months. The discussions are centered around hiring 3 people and raises that have already been awarded. The Board is revisiting the same arguments with no new facts and should not rescind just because there is disagreement. Because the Board has the power to do something doesn't mean they should do it. Trustee Arends cautioned against micromanaging and challenging the professional opinions of the staff. There are other library uses which are not counted in the circulation and reference statistics. The Board needs to consider the evidence that use of the Library is up.

Trustee Bailey agreed that the Board should not micromanage. He feels that the professional staff and the executive director are doing a good job and believes them when they say more help is needed. Trustee Bailey also felt that to rescind the motions would discredit and undermine the credibility of the previous Board.

2. Recommendation, Re: Rescind the adoption of the FY2012 Working Budget with an Appropriation of \$3,431,500

Trustee Wade moved and Trustee DeRango seconded that the Library Board of Trustees rescind the adoption of the FY2012 Working Budget with an appropriation of \$3,431,500. Motion did not carry.

Ayes 3 Trustees DeRango, Jeffrey, and Wade
Nays 4 Trustees Arends, Bailey, Hudspeath, and Douglas
Absent or
Not Voting 0 None

Discussion:

President Douglas asked if there were any arguments that were not stated in the last discussion. Trustee Wade stated that he felt he had brought new information to the Board that compared statistics between Carol Stream and other libraries. He feels that the country is headed downhill with boards budgeting for what they want versus what they need. Trustee Wade compared the Library's annual levies to its year-end balances. This data showed that the library taxes took in 100's of thousands more dollars in revenue than what the library spent in its budget. Revenue over expense in 2007 was \$743,695, in 2008 it was \$708,053, in 2009 it was 439,377, in 2010 it was 407,752 and in 2011 it was \$388,644. . He also pointed out that the Library Board voted to transfer \$500,000 to an interest bearing account. Trustee Wade stated that if the Library has such a large amount to transfer, then the Library is over-taxing the residents. President Douglas pointed out that the transfer of funds was to earn interest on reserve funds and is fiscally prudent. Trustee Wade questioned the Library's tax rate could not be revised and lowered when the library is holding high cash reserves. For example 26 months worth of reserves in the Liability Insurance Fund and 15 months reserve in the IMRF Fund, and over 11 months reserve in the General Fund which amount to over \$3,200,000 in taxpayer cash. Director Kennedy explained that the Library levies less than it needs in the Liability Fund in order to spend down the reserves..

Trustee DeRango felt that the Library has had a lopsided budget over the last couple of years and that expenditures could be cut. Trustee Arends pointed out that the Library has a flat levy request for next year. Trustee Arends also agreed that it is prudent to earn interest on the Library's cash accounts. Trustee Jeffrey felt that the decision of the previous Board was cast in stone. Trustee Hudspeath stated that the entire process has been an overwhelmingly negative. The Board has the ability to move forward, hire new staff, and to make the Library better. The Board should not be trying to tear the Library apart. Trustee Wade feels that the Library has been over-taxing and not using what has been collected. The levy has always been too high. Trustee Bailey stated that he felt all the issues were dealt with by committees and the previous Board.

3. Recommendation, Re: Finance Committee prepare a new budget for FY2012 before May 30, 2011

With the failure of the previous recommendation to rescind the adoption of the FY2012 Working Budget this recommendation was no longer needed and was not acted upon.

B. Human Resources Committee

1. Recommendation, Re: Establish a Committee of the Whole for consideration of agenda items IV. B.2 through IV.B.5

Trustee Wade moved and Trustee Jeffrey seconded that the Library Board of Trustees go into a Quasi Committee of the Whole to consider the need to not hire or to fire; one full-time librarian in the Adult Services Department, one page position in the Circulation Services Department, and one clerk position in the Circulation Services Department. Also to discuss allowing the Director to work from a 3% pool of money to award merit increases in FY2012 not to exceed 4%. Motion Carried.

Ayes 5 Trustees DeRango, Jeffrey, Wade, Arends, and Douglas
Nays 2 Trustees Bailey and Hudspeath
Absent or
Not Voting 0 None

Discussion:

President Douglas asked if there were any additional points to be made. Trustee Wade said that all points relevant to this motion had been covered in other discussion. Trustee Arends raised an objection to comments that the outgoing trustees would not have to "handle the financial burden of the hires". Those trustees also took an oath to uphold the Constitution and the bylaws. He also asked if there were any new facts that would compel the Board to rescind previous decisions.

2. Recommendation, Re: Rescind Approval of one additional position of full-time librarian in the Adult Services Department

Trustee Wade moved and Trustee Jeffrey seconded that the Library Board of Trustees rescind approval of one additional position of full-time librarian in the Adult Services Department or to fire the full-time librarian in the Adult Services Department that was hired under the approval given at the April 2011 Board of Trustees meeting. Motion did not carry.

Ayes 3 Trustees DeRango, Jeffrey, and Wade
Nays 4 Trustees Arends, Bailey, Hudspeath, and Douglas
Absent or
Not Voting 0 None

Discussion:

President Douglas asked if there were any additional points to be made. Trustee Wade said there was no additional discussion except what was brought up earlier.

3. Recommendation, Re: Rescind Approval of one additional page position in the Circulation Services Department

Trustee Wade moved and Trustee Jeffrey seconded that the Board of Library Trustees rescind approval of one additional page position in the Circulation Services Department or to fire the page position in the Circulation Services Department that was hired under the approval given at the April 2011 Board of Trustees meeting. Motion did not carry.

Ayes 3 Trustees DeRango, Jeffrey, and Wade
Nays 4 Trustees Arends, Bailey, Hudspeath, and Douglas
Absent or
Not Voting 0 None

Discussion:

President Douglas asked if there were any additional points to be made. Trustee Wade said there was no additional discussion except what was brought up earlier.

4. Recommendation, Re: Rescind Approval of one additional clerk position in the Circulation Services Department

Trustee Wade moved and Trustee Jeffrey seconded that the Board of Library Trustees rescind approval of one additional clerk position in the Circulation Services Department or to fire the clerk position in the Circulation Services Department that was hired under the approval given at the April 2011 Board of Trustees meeting. Motion did not carry.

Ayes 3 Trustees DeRango, Jeffrey, and Wade
Nays 4 Trustees Arends, Bailey, Hudspeath, and Douglas
Absent or
Not Voting 0 None

Discussion:

President Douglas asked if there were any additional points to be made. Trustee Wade said there was no additional discussion except what was brought up earlier.

5. Recommendation, Re: Rescind Approval for the Library Director to work from a pool of funds in awarding merit increases in FY2012 with no single increase being greater than 4%

Trustee Wade moved and Trustee Jeffrey seconded that the Library Board of Trustees rescind the approval for the Library Director to be authorized to work from a pool of funds, not to exceed the 3% increase in the individual salary funds, to award merit increases to the staff for FY2012 and that no merit increase be greater than 4%. Motion did not carry.

Ayes 3 Trustees DeRango, Jeffrey, and Wade
Nays 4 Trustees Arends, Bailey, Hudspeath, and Douglas
Absent or
Not Voting 0 None

Discussion:

Trustee Wade stated that at the Finance Committee meeting on the budget there were two proposals for salary increases, one proposal for 2% increases and one proposal for 3% increases. He did not recall a Finance Committee discussion of a pool of funds. Trustee Jeffrey felt that salary increases should be a flat 3% across the Board and should not be a decision of the Director. Trustee Arends stated that the Human Resources Committee discussed the merit increase and made a recommendation to the full Board, where it was also discussed. Trustee Arends also stated that a flat rate increase is not a merit increase and does not reward good performance.

Trustee Wade said that the Finance Committee recommended a 3% increase not a 4% increase. President Douglas explained that the amount in the budget line increased 3% but the full Board discussed using it as a pool of money and that no one employee would receive more than a 4% increase. Trustee DeRango stated that in his experience all employees got a flat rate, and if an employee was not performing up to standard, s/he should be removed. Trustee Arends said that there is no norm. The Library's policies and review process are transparent. The salary budget went up 3% but the Director could award merit raises from 0 to 4%. The Human Resources Committee and the full Board discussed the issue. President Douglas stated that dividing up a pool of money by merit is common. Trustee Hudspeath agreed that it is done the same in retail. Trustee Bailey stated that in his 50 years of experience at various times he had received no raises, flat raises, and merit raises. He felt that assigning a pool of money and using knowledge of employee performance to assign increases is the best solution. Trustee Jeffrey stated that it is the manager's responsibility to bring performances up to par. Trustee Bailey stated that the people going above and beyond should be rewarded.

C. Facilities Committee
No Report

VII. UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

VIII. NEW BUSINESS

A. Recommendation, Re: Approve Illinois Public Library Annual Report

Trustee Hudspeath moved and Trustee Bailey seconded that the Board of Library Trustees of the Village of Carol Stream accept the Illinois Public Library Annual Report FY2010-2011 as presented and that the Library Director file such report with the Illinois State Library and the DuPage Library System before May 30, 2011. Motion carried.

Ayes 7 Trustees DeRango, Jeffrey, Wade, Arends, Bailey, Hudspeath, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

Discussion:

Director Kennedy explained that the number in the report reflect the activity of the previous fiscal year including holdings and finances as of April 30, 2011.

B. Recommendation, Re: Approve Annual Report to the Village including the Annual Report of the Library Treasurer.

Trustee Bailey moved and Trustee Hudspeath seconded that the Library Board of Trustees approve the Annual Report to the Village of Carol Stream, including the Annual Report of the Library Treasurer, and that the Report be sent to the Village of Carol Stream pursuant to Illinois Statutes 75 ILCS 5/4-10 by May 30, 2011. Motion carried.

Ayes 6 Trustees DeRango, Jeffrey, Arends, Bailey, Hudspeath, and Douglas
Nays 1 Trustee Wade
Absent or
Not Voting 0 None

Discussion:

Director Kennedy explained that the Annual Report to the Village was required by State Statute. By law it includes a statement of funds received and an unaudited report of expenditures. The report also describes Library activity, services, and circulation for the previous year. The FY2012 Working Budget and the request for tax levy are also included.

XV. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 9:11 p.m.

Mary C. Hudspeath, Secretary
Board of Library Trustees

Minutes drafted by Ann Kennedy, May 24, 2011