

**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: April 21, 2004

TIME: 7:30 p.m.

PLACE: Conference Room

I. CALL TO ORDER

Before the Regular Meeting was called to order, the Trustees welcomed President Douglas back from his military assignment in Iraq. President Douglas expressed the appreciation of the Board and Staff to Trustee Anderson for serving as Acting President in President Douglas' absence.

President Douglas called the Regular Meeting of the Board of Library Trustees to order at 7:34 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, Ranck, Morrow, Anderson, George, Siegman, and Douglas

Absent: None

Also Present: Library Director Lynn O'Dell, Assistant Director Ann Kennedy, and Human Resources Administrator Fran Venegas

**REPORT OF VILLAGE OF CAROL STREAM CANVASSING BOARD,
RE: MARCH 16, 2004 PRIMARY ELECTION**

President Douglas reported that a canvass of votes was taken following the Primary Election of March 16, 2004 to show the following:

Question to issue \$19,250,000 general obligation library bonds of the Village of Carol Stream

Yes -- 3336

No -- 3712

Question for library tax rate increase for the Village of Carol Stream

2674 -- Yes

4408 -- No

IV. PUBLIC PARTICIPATION

There was no one present to address the Board of Library Trustees.

ADOPTION OF CONSENT AGENDA

Trustee Anderson moved and Trustee Hudspeath seconded to establish a consent agenda for the Regular Meeting of April 21, 2004. Motion carried.

Ayes 7 Trustees Hudspeath, Ranck, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

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

Ayes 7 Trustees Hudspeath, Ranck, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

- A. Approve Minutes of Regular Meeting of February 18, 2004, Re-scheduled to February 25, 2004**
- B. Approve Minutes of Regular Meeting of March 17, 2004**
- C. Approve Minutes of Special Meeting of March 24, 2004**
- D. Receive Monthly Report of the Treasurer for Period Ending March 31, 2004**
- E. Adopt Library Policy 2.E.4. Fiscal Responsibility: Fixed Asset / Capitalization Policy**
- F. Accept Proposal to Provide Janitorial Service**
- G. Approve Amendment to Library Policy 3.A. Personnel Code, X. Forced Closings**
- H. Adopt Recommendation, Re: Medical Insurance Conversion Option**
- I. Review Information, Re: State Officials and Employees Ethics Act (Public Acts 93-615 and 93-617)**
- J. Approve Disbursements of Regular Meeting of April 21, 2004, in the Amount of \$106,620.94**
- K. Receive Monthly Report of the Library Director**
- L. Receive Monthly Staff Reports**
- M. Receive Report, Re: Presentation of Carol Stream Park District Needs Assessment Survey**
- N. Receive Communications**
- O. Receive Announcements**

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

Ayes 7 Trustees Hudspeath, Ranck, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

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

Library Policy 2.E.4. Fiscal Responsibility: Fixed Asset / Capitalization Policy

Adopting a policy for fixed assets and capitalization is a requirement of the GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments* as recommended by the Library Auditor.

Proposal to Provide Janitorial Service

The proposal from Total Building Services for basic janitorial service in the amount of \$23,355 annually was accepted with service to commence no later than June 1, 2004.

Amendment to Library Policy 3.A. Personnel Code, X. Forced Closings

The amendment reflects an accepted practice over several years that the Library Director be responsible for authorizing a closing in an emergency situation. Another change allows for Staff members to receive compensatory time should it be necessary for them to continue to work.

Medical Insurance Conversion Option

Beginning with the enrollment period in 2004, the Library will no longer pay the cost of its share of the PPO insurance premium when a covered employee chooses to convert his/her health insurance coverage from the HMO plan to the PPO offering. It is understood that should an employee choose to make this conversion, s/he shall assume the increased cost of the PPO premium on his/her own, and the Library will continue to pay its portion of the HMO premium. This is basically a cost-cutting measure in an effort to reduce the budget deficit.

State Officials and Employees Ethics Act (Public Acts 93-615 and 93-617)

In 2003, the Illinois General Assembly passed ethics reform legislation (“Ethics Act”). The Ethics Act requires all units of local government to pass an Ordinance or Resolution regulating political activities and solicitation and acceptance of gifts. The Library Director was instructed to draft a Resolution similar to that adopted by the DuPage Library System – one that does not include an Ethics Commission but does include the designation of an Ethics Advisor.

Report, Re: Presentation of Carol Stream Park District Needs Assessment Survey

Acting President Anderson attended the presentation and expressed an interest in seeing a copy of the actual survey. A copy will be provided by the Park District.

Communications:

- A. Verla Jefferson, Re: Thank You for Help with Library as Polling Place
- B. Lynn O'Dell to Katy Vojtech, Re: Memorial for Joseph G. Chambers
- C. Glenside Public Library District, Re: Acknowledgment of Memorial Donation
- D. Second Synergy Class Announcement

Announcements:

- A. The NITTY GRITTY 2: Basic & Legal Info for Public Library Trustees / Thursday, May 6, 2004 / 6:30 – 8:30 p.m. (Pizza at 5:30 p.m.) / Suburban Library System, Burr Ridge / Cancellations will be accepted up to seven days in advance of workshop date (April 29, 2004) This program is a repeat by popular demand.
- B. LACONI Annual Trustee Dinner / Speaker is author and screenplay writer Harry Mark Petrakis / Friday, April 30, 2004 / 6:30 p.m. Hors d'oeuvres / 7:30 p.m. Dinner / The Carlisle, Lombard, Illinois / Reservation deadline April 25, 2004

Regular Meeting:

VI. Committee Reports

A. Budget and Finance Committee

1. Resolution #219, Re: FY2005 Working & Appropriation Budgets and Request for Tax Levy

Trustee Siegman moved and Trustee Anderson seconded that Resolution #219, Re: FY2005 Working & Appropriation Budgets and Request for Tax Levy be adopted effective immediately upon passage. Motion carried.

Ayes 7 Trustees Hudspeath, Ranck, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

B. Personnel Committee

1. Recommendation, Re: Pay Plan and Authorization of Personnel

Trustee Morrow moved and Trustee Ranck seconded that the Pay Plan and Authorization of Personnel be adopted as recommended by the Library Director/Human Resources Administrator effective May 1, 2004. Motion carried.

Ayes 7 Trustees Hudspeath, Ranck, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

During discussion, it was noted that the Pay Plan has not been updated in three years – a year past the typical cycle. The proposed pay plan reflects competitive wages based on data consistent with previous years – namely from libraries of the same size and similar demographics. In selected grades, data is compared to the private sector. It was noted that the proposed non-exempt pay plan incorporates upcoming changes in the minimum wage law. It is expected that the proposed pay plan should serve the Library’s needs for a minimum of two years.

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. Resolution #220, Re: Commendation of Joseph J. Bird for His 30 Yeas of Service to the Community

Trustee Anderson moved and Trustee Morrow seconded that Library Board Resolution #220, Re: Commendation of Joseph J. Bird for his 30 Years of Service to the Community be adopted effective immediately upon passage and that said Resolution be read into the record. Motion carried.

Ayes 7 Trustees Hudspeath, Ranck, Anderson, George, Siegman, and Douglas
Nays 0 None
Absent or
Not Voting 0 None

VILLAGE OF CAROL STREAM, ILLINOIS
LIBRARY BOARD RESOLUTION # 220
RE: COMMENDATION OF JOSEPH J. BIRD FOR HIS 30 YEARS OF SERVICE TO THE COMMUNITY

WHEREAS, serving as a Trustee of the Carol Stream Fire Protection District,
Joseph J. Bird has been instrumental in providing quality fire protection to make Carol Stream a safe and better place to live, to work, and to visit; and,

WHEREAS, in 30 years of service, he has provided leadership in helping the District meet the challenges of a rapidly growing community with many diverse needs; and,

WHEREAS, through his efforts, the District worked as a partner with all organizations in the Community, such as the Library, to promote public safety and ensure the well-being of all residents; and,

WHEREAS, he has served the Library and the community extremely well and has contributed a great many hours of his time for the welfare of the Village;

THEREFORE, BE IT RESOLVED that the Board of Library Trustees, in conjunction with the Library Staff and the community as a whole, hereby publicly commends and thanks Joseph J. Bird for his exemplary dedication and service to all and wishes to extend to him great prosperity, happiness, and the best that life has to offer in his well-deserved retirement.

C. Review of Task/Function Calendar FY2005

To be distributed by May 1, 2004.

Report, Re: Legislative Day

Assistant Director Ann Kennedy reported on her attendance at Legislative Day in Springfield with other representatives of the library community.

XIII. Adjournment

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:38 p.m.

Approved: _____
(Date)

**Donald C. George, Secretary
Board of Library Trustees**

Minutes drafted by Lynn O'Dell, Library Director on May 6, 2004