# 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: July 21, 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 7:40 p.m.

#### PLEDGE TO THE FLAG

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

#### APPOINTMENT OF ACTING SECRETARY

In the absence of Secretary George, President Douglas appointed Trustee Ranck as Acting Secretary for the Meeting.

#### II. ROLL CALL

Acting Secretary Ranck called the roll.

Present: Trustees Hudspeath, Ranck, Morrow, Anderson, Siegman, and Douglas

Absent: Trustee George

Also Present: Library Director Lynn O'Dell and Assistant Library Director Ann Kennedy

#### IV. PUBLIC PARTICIPATION

There were no visitors present to address the Board of Library Trustees.

#### ADDITION TO THE AGENDA

President Douglas added the following item to the Agenda under Budget and Finance Committee: VI. A. 1. Budget for Salaries.

#### ADOPTION OF CONSENT AGENDA

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

- A. Approve Minutes of Regular Meeting of June 16, 2004
- B. Receive Monthly Report of the Treasurer for Period Ending June 30, 2004
- C. Receive Budget and Finance Committee Report, Re: Annual Audit
- D. Receive Property Committee Report, Re: Memorial to Jeffery J. Uhlig
- E. Adopt Recommendation, Re: Employment Anniversary Recognition
- F. Adopt Recommendation, Re: Amendment to Board of Library Trustees of the Village of Carol Stream Resolution of May 19, 2004, Implementing the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.) for the Carol Stream Public Library
- G. Accept Proposal to Lease Photocopiers
- H. Approve Disbursements of Regular Meeting of July 21, 2004, in the Amount of \$109,919.41
- I. Receive Monthly Report of the Library Director
- J. Receive Monthly Staff Reports
- K. Receive Report, Re: Carol Stream Continuing Education Center Advisory Board
- L. Receive Communications
- M. Receive Announcements

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

Ayes	6 Trustees Hudspeath, Ranck, Morrow, Anderson, Siegman, and Douglas
Nays	0 None
Absent or	
Not Voting	1 Trustee George (absent)

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

# **Budget and Finance Committee Report, Re: Annual Audit**

The final audit fieldwork was completed July 13 and 14. Brian LeFevre reports that all recommendations made at the last audit had been addressed, including the GASB requirements.

# Report, Re: Memorial to Jeffery J. Uhlig

As reported earlier, a Red Sunset Maple was purchased for the Uhlig memorial, using funds from the landscape award money from Platt Hill Nursery. The red/orange foliage in the fall should provide a nice contrast to the evergreen already on the berm and turn color in time to provide a colorful backdrop for the dedication in fall.

#### **Employment Anniversary Recognition**

A book was dedicated in the collection to Mary Klod in recognition of her fifth employment anniversary and in gratitude for her years of service to the Library and the community.

# Amendment to Board of Library Trustees of the Village of Carol Stream Resolution of May 19, 2004, Implementing the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.) for the Carol Stream Public Library

It was noted that the amended Resolution does not require the creation of an ethics advisor position or ethics commission to enforce the act.

# **Proposal to Lease Photocopiers**

A proposal from Gordon Flesch Company, Inc. dated July 12, 2004 was accepted for a 36 month lease of photocopy equipment, in an amount not to exceed \$1160 per month.

#### **Monthly Report of the Library Director**

The following Staff members are congratulated on their employment anniversaries in July: Ellen Marchessault (23 years); Pat Roche (13 years); Lynn Ritchey (8 years); Mallam Abdallah (2 years); and Matt Weston (1 year).

#### **Communications**

- A. Cindy Todorovec, Re: Thank You for Opportunity to Complete Internship
- B. Tina Petzold, Re: Thank You for Employment Service Acknowledgment
- C. Mary Clemens, Re: Thank You for Employment Anniversary Acknowledgment

#### **Announcement**

ILA Trustee Day: Getting the Money and Staff Your Library Needs / Mission Impossible? Saturday, October 2, 2004 / Chicago City Centre Hotel / 8:00 a.m. to 3:30 p.m. / Early bird registration August 2, 2004. Trustees Douglas and Hudspeath plan to attend.

#### **Regular Meeting:**

# VI. Committee Reports

#### **Executive Session**

Trustee Siegman moved and Trustee Hudspeath seconded to go into executive session pursuant to the following exception to the Illinois Open Meetings Act: 5ILCS 120/2 © (1) the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. Motion carried.

Ayes ............... 6 Trustees Hudspeath, Ranck, Morrow, Anderson, Siegman, and Douglas Nays ............................... 0 None Absent or Not Voting ..... 1 Trustee George (absent)

Accordingly the Meeting was closed to the public at 7:47 p.m. whereupon the Board discussed the aforesaid matter and no other matter in closed session. The Board returned to regular session at 8:05 p.m.

### A. Budget and Finance Committee

- 1. Budget for Salaries
- C. Personnel Committee
  - 2. Report, Re: Performance Evaluation of the Library Director

It was noted that the Personnel Committee conducted the Library Director's performance evaluation prior to the Meeting. The Chair will prepare a written report. *It was the consensus of opinion to continue the discussion of the Budget for Salaries at a Special Meeting of a Committee of the Whole on August 11, 2004 at 7:00 p.m.* 

# D. Ad Hoc Committee to Plan Conversion to District Status

No report

#### VII. NEW BUSINESS

# B. Recommendation, Re: Proposal for Professional Services to Conduct a Citizen Survey

Trustee Anderson moved and Trustee Ranck seconded that the Library Board accept the "Proposal to Conduct Community Survey for the Carol Stream Public Library" submitted by the Public Opinion Laboratory, Northern Illinois University, dated July 1, 2004 in the amount of \$12,265. Motion carried.

Ayes	6 Trustees Hudspeath, Ranck, Morrow, Anderson, Siegman, and Douglas
Nays	0 None
Absent or	
Not Voting	1 Trustee George (absent)

During discussion it was noted that at the last meeting and on the advice of counsel, the Board voted to reject all proposals as submitted and issue a new request for proposal for professional services to conduct a citizen's survey. Both the Public Opinion Lab and the Executive Service Corps re-submitted proposals.

#### VIII. NEW BUSINESS

# A. Discussion, Re: Internet Filters at the Carol Stream Public Library

It was the consensus of opinion to amend the Policy and Procedures for Public Use of the Internet to allow for the filtering of the Internet Station(s) located in the Children's Department. Staff was directed to amend the policy and procedures accordingly. The attorney will also be asked to review the policy.

#### XIII. ADJOURNMENT

There being no further business to come before the Board of Library Trustees, President Douglas declared the Meeting adjourned at 8:28 p.m.

Approved:	
(Date)	Robert B. Ranck, Acting Secretary
	<b>Board of Library Trustees</b>

Minutes drafted by Lynn O'Dell, Library Director on September 14, 2004