

**Dundee Township Public Library District
Board of Trustees Meeting
April 9, 2012**

**Dundee Township Public Library Meeting Room
500 Barrington Avenue
East Dundee, IL 60110**

President Marge Skold called the meeting to order at 7:00 PM

Roll Call

Members present:

President	Marge Skold
Vice Pres.	Lenore McDonald
Secretary	Richard Corbett
Treasurer	Norman Raven
Trustee	Fred Lechuga

Members absent:

Trustee	Maria Bagshaw
Trustee	Joe Molinaro

Others present:

Director	Roxane Bennett Mary Lynne Doherty, Jeanne Etling, Kristin Finneran, Carolyn Friedland, Karin Nelson, Mary Povilonis, Lorraine Karnatz
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Public Comment

Lorraine Karnatz, Vice President and Events Chairman of Friends of the Library reported on activities which included a presentation "Going Green" presented by the library in conjunction with Dundee Township. The annual spring book sale will be May 3, 4 and 5, and the final author series presentation will be held on April 19. During the months of May and June historical programs regarding the Civil War as well as the early days of railroad in Illinois will be presented.

President's Report

President Skold reminded Board members of proper procedure regarding approval of Consent Agenda items, and pointed out we will be putting this procedure in effect during this meeting.

Director's Report

Director Bennett reported that an all-staff meeting was held on April 5, and stated that opening the library one hour later in order to facilitate quarterly staff meetings appears to be working out very well.

The Director advised the Board that the appraisal of the present library building was conducted today, April 9, and the results will be shared when received.

Director Bennett advised that due to the addition of the Branch location, she anticipates an appreciable increase in requests for library cards. Children's Department staff will be visiting elementary schools in the district in April and May to encourage children to participate in our summer reading program and to come to the library with their parents to sign up for a library card if they don't have one.

Treasurer Raven asked the Director if an increase in staffing was needed in conjunction with the Branch opening. Bennett advised that since the Branch is anticipated to be open 40 hours per week, it will require additional staff, and 4 additional positions are projected. One new position, that of Branch Manager is definite. Additional positions will be added as deemed necessary. Set-up is currently being worked on, and at present no separate servers will be utilized at the Branch location. An updated phone system is being explored to better handle the increased phone usage generated by the additional location and to link the two locations together.

Consent Agenda

The following items were presented as Exhibit A.1 Consent Agenda

- Minutes from March 12, 2012, Board of Trustees Meeting
- Minutes from March 27, 2012, "Special "Board of Trustees Meeting
- Bills Paid Report for March, 2012
- Monthly Gross Payroll for March, 2012, totaling \$86,599.78
- Monthly Financial Report for March, 2012
- Monthly Cash Summary for March, 2012
- Ordinance 2012-03 Non Resident Library Cards

President Skold called for action and approval of the consent agenda.

Vice President McDonald moved to exclude Ordinance 2012-03 Non Resident Library Cards from Consent Agenda items. Seconded by Treasurer Raven. Voice vote: 5 ayes, 0 nays. Motion carried.

Vice President McDonald moved and Treasurer Raven seconded that remaining items in the Consent Agenda be approved with attachments. Roll Call Vote: Vice President McDonald – abstain, Secretary Corbett – aye, Treasurer Raven – aye, Trustee Lechuga – abstain, President Skold – aye. 3 ayes, 2 abstain. Motion carried.

Vice President McDonald moved and Trustee Lechuga seconded that we approve Ordinance 2012-03 Non Resident Library Cards. Discussion: Director Bennett explained to the Board that people living in an area not served by any library and thus paying no taxes to any library district qualify for nonresident library cards. She pointed out that we currently serve an area just west of Dundee which does not have any attachment to a library district. In this case, in order to arrive at a price for such cards, the tax bill formula is administered. It was pointed out that nonresident cards are also available to persons who do not live here but own property here. The issuance of nonresident cards is not an action taken with the goal of producing additional revenue; it is considered a proper action to take and may prove to be beneficial in the event an area is annexed into our library district. The Board, however, has the final

authority in the approval of such actions. It was pointed out this approval must be voted on yearly. In this regard, the Board felt the original motion needed to be modified to include the words "using the tax bill method when calculating a cost". Vice President McDonald amended the motion to include "using the tax bill method". Trustee Lechuga seconded. Roll Call Vote: Vice President McDonald – aye, Secretary Corbett – aye, Treasurer Raven – aye, Trustee Lechuga – aye, President Skold – aye. 5 ayes, 2 absent. Motion carried.

Old Business

Exhibit B.1 Disposal of Assets Policy – Second/Final Reading

It was moved by Treasurer Raven and seconded by Vice President McDonald that we approve the Disposal of Assets Policy – Second/Final Reading. Voice vote: 5 ayes, 0 nays, 2 absent. Motion carried.

New Business

Exhibit C.1 Ordinance 2012-04 Changing Library District Name

It was moved by Vice President McDonald that we approve Ordinance 2012-04 Changing Library District Name from Dundee Township Public Library District to "Fox River Valley Public Library District." This was seconded by Seconded by Trustee Lechuga. Discussion: Secretary Corbett stated his acceptance of the use of Fox River Valley citing the connection to the area. Treasurer Raven stated his approval. Trustee Lechuga felt the new name a bit lengthy but approved as well. Vice President McDonald approved but still preferred using Dundee Area. The Board was advised of the approval of the new name by both Trustee Molinaro and Trustee Bagshaw who were absent for tonight's meeting. Roll Call Vote: Vice President McDonald – aye, Secretary Corbett – aye, Treasurer Raven – aye, Trustee Lechuga – aye, President Skold – aye. 5 ayes, 2 absent. Motion carried. The name change is scheduled to take effect on July 1, 2012, and will be announced via the newsletter, web sites, press releases, etc.

The subject of cost to change the name was brought up and the Board was advised that the cost in changing the name would run in the neighborhood of \$1,000. It was pointed out that we could possibly utilize local schools in the area which have exemplary graphics arts departments to assist in the design of a new logo, which would help hold down costs, as well as involve the public. Present supplies, etc. would be changed as supplies run out, and since the library van is scheduled for renovation, the name change could be incorporated at the same time. President called for a vote. Voice vote: 5 ayes, 0 nays. Motion carried.

Exhibit C.2 Ordinance 2012-05 Ethics Ordinance

Vice President McDonald moved and Secretary Corbett seconded that we approve Ordinance 2012-05 Ethics Ordinance. Discussion: President advised the Board that the library has a need for an Ethics Officer even though we are too small to require an Ethics Commission. It was explained that this position was not intended to interfere with HR policies and procedures, nor would such a position prevent Board members from serving as political delegates. It was the Board's consensus that the title of Ethics Officer should be changed to read Ethics Advisor, and call to amend the motion was made. Vice President McDonald moved and Secretary Corbett seconded that we approve Ordinance 2012-05 Ethics Ordinance including the changing of the title of Ethics Officer to Ethics Advisor. Roll Call vote: Vice

President McDonald- aye, Secretary Corbett – aye, Treasurer Raven – aye, Trustee Lechuga – aye, President Skold – aye. 0 nays, 2 absent. Motion carried.

Exhibit C.3 Gifts, Donations, and Sponsorships Policy – Amendment

It was moved by Vice President McDonald and seconded by Treasurer Raven that Exhibit C.3 – Gifts, Donations, and Sponsorships Policy be approved as amended. Voice vote: 5 ayes 0 nays Motion carried.

Exhibit C.4 Section 1 Policy Manual – Bylaws Amendment/First Reading

It was moved by Vice President McDonald and seconded by Secretary Corbett that we accept Exhibit C.4 Section 1 Policy Manual – Bylaws Amendment/First Reading with the following change:
Section 111-3: The Vice President: Add ...and serves as the Ethics Advisor for the Library District, replacing the word Officer with the word Advisor. Voice vote: 5 ayes, 0 nay. Motion carried.

It was moved by Trustee Lechuga and seconded by Vice President McDonald that the amendment to Section 111-4: The Treasurer: be approved as presented. Voice vote: 5 ayes, 0 nays. Motion carried.

Exhibit C.5 HR Green Professional Services Agreement for Construction Observation

It was moved by Treasurer Raven and seconded by Vice President McDonald that Exhibit C.5 – HR Green Professional Services Agreement for Construction Observation be approved with a budgeted amount of \$40,000 included for adequate oversight of the project. Discussion: Director Bennett informed the Board that Green employs an individual who oversees the construction project and the company had projected 4 hours per day for this purpose. In reviewing this item with the library Attorney, it was decided further clarification is needed on this point before the signing of the contracts. On April 19, Director Bennett and President Skold are meeting with HR Green representatives to determine a starting date, contract signings, clarification regarding oversight responsibility, etc. President Skold stated that she feels the company now understands the Board's expectations regarding this project, and everything regarding start-up will be resolved during this meeting. Roll call vote was called: Vice President McDonald – aye, Secretary Corbett – aye, Treasurer Raven – aye, Trustee Lechuga – aye, President Skold – aye. 5 ayes, 0 nays, 2 absent. Motion carried.

Vice President McDonald moved for adjournment. Treasurer Raven seconded the motion. Voice vote: 5 ayes, 0 nays. Motion carried. President adjourned the meeting at 8:13 PM.



Richard V. Corbett