

**Dundee Township Public Library District
Board of Trustees Meeting**
Monday, April 13, 2009
7:00 p.m.

Dundee Township Public Library Meeting Room
555 Barrington Avenue
East Dundee, IL 60118

President Jennifer Blessman called the meeting to order at 7:02 p.m.

ROLL CALL

The following trustees were present: Jennifer Blessman, Carrie Brecke, Liz Gade, Lenore McDonald, Cheryl Nunn-Thompson, Marge Skold, and Mary White. Interim Library Director Phyllis O'Neill also was present. Audience attendance included: Ginger Boskelly, Sherry Dobson, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Mike Madden, Eleanor Mamayek, Joe Molinaro, Karin Nelson, Pat Paulson, Kathy Shrum, and Bill Stephens.

AUDIENCE PARTICIPATION - none

CONSENT AGENDA

- A. Minutes of March 9, 2009, Board of Trustees Meeting.
- B. Minutes of March 9, 2009, Executive Session Meeting (distributed by White).
- C. Minutes of April 6, 2009, Committee of the Whole (corrected copies distributed).
- D. Financial Report & Payment of Bills, March 2009: total disbursements for the month were \$201,870.09.

Motion: Brecke moved to approve the consent agenda with the March 9 Executive Session minutes open. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPROVE POLICY MANUAL PARTS II & III

After the attorney's review of the Library Policy Manual (Section II) and Library Procedures Manual (Section II) and Personnel Policies (Section III) and Personnel Procedures (Section III), the following changes were suggested:

- Library Policies, pg. 2, VIII. Meeting Room – delete sentence “For-profit organizations may not use the meeting room.”
- Personnel Policies, pg. 1, III. Non-discrimination Policy – change to HIPAA Policy.
- Personnel Policies, pg. 3, VII. Family & Medical Leave, F. – change 12 months to 12 weeks.

Motion: Brecke moved to approve the policies and procedures sections with the suggested corrections. After a second by Nunn-Thompson, the motion carried by unanimous roll call vote.

ACTION: APPROVE PROCEEDING WITH DELAYED MAINTENANCE

Interim Library Director O'Neill reviewed the distributed spreadsheets containing information about delayed maintenance, equipment purchase and replacement, and workspace and display units, along with accompanying cost estimates. Any projects

would begin after the children's program is completed in August. There are funds available. A discussion ensued about whether or not some items should wait until expansion/remodeling plans are complete. Gade wants to make certain that expansion plans are included, particularly the HVAC.

Motion: Brecke moved to approve the Interim Director's proceeding with the projects listed (getting bids, etc.). Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPROVE STAFF CLOSING DAY ON MAY 29, 2009

A manager's meeting is planned for the whole day – to include diversity training and information from the local police department on gang activity.

Motion: Nunn-Thompson moved to approve the full-day closing on May 29, 2009, for staff training. After a second by Blessman, the motion carried by unanimous roll call vote.

COMMITTEE REPORTS

Administrative: did planning for Committee of the Whole; met with Interim Director.

Physical Facilities: landscaping contract will go to Big Timber Landscaping & discussions are being held about adding recycling containers for batteries, etc.

Finance/Insurance/Budget: did not meet.

Outreach: did not meet – working on reaching out to Hispanic community.

Compensation: the compensation study should be completed before the next meeting.

Foundation: Brecke will be Foundation president and is working on adding members, including Carmen Barrett.

PRESIDENT'S REPORT – none

INTERIM DIRECTOR'S REPORT

Department head written reports were included in the members' packets. O'Neill did not review her written report.

BOARD DEVELOPMENT

Friends Meeting Overview: Skold will attend the April 21 meeting

Discussion of New Officers: For the next regularly scheduled Library Board meeting on May 18, it was agreed that McDonald will serve as president pro tem and Skold as vice president pro tem.

A Special Meeting: will be held on Mon., May 11, 2009, to approve bill payments and for other discussion.

Statement of Economic Interest: file by April 30, 2009.

Death of Former Employee: Eleanor Doucet died April 9, 2009.

QUESTIONS & ANSWERS

Gade is helping coordinate with Pat Paulson a program on finances.

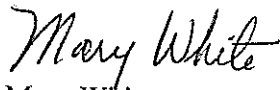
EXECUTIVE SESSION

Brecke made a motion to adjourn to Executive Session to discuss personnel issues. Skold seconded the motion, and it carried by unanimous roll call vote. The meeting moved to Executive Session at 8:20 p.m.

Blessman called the meeting back to order at 9:16 p.m. with the roll taken of all 7 members present.

ADJOURNMENT

Blessman moved and Skold seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 9:18 p.m.



Mary White
Board Secretary

Dundee Township Public Library District
Board of Trustees Meeting
Monday, May 11, 2009
6:30 p.m.

Dundee Township Public Library Meeting Room
555 Barrington Avenue
East Dundee, IL 60118

President Jennifer Blessman called the meeting to order at 6:34 p.m.

ROLL CALL

Carrie Brecke was appointed as secretary pro tem. The following trustees were present: Jennifer Blessman, Brecke, Lenore McDonald and Marge Skold. Liz Gade, Cheryl Nunn-Thompson and Mary White were absent. Interim Library Director Phyllis O'Neill also was present. Audience attendance included: Jeanne Etling, Carolyn Friedlund, Karin Nelson, Kathy Shrum, Pat Paulson, Joe Molinaro, Bill Stephens, Lauree Reed, Art Barnes and Kathy Tennis.

CONSENT AGENDA

Skold was appointed as treasurer pro tem. Consent agenda consisted of Financial Report & Payment of Bills, April 2009: total disbursements for the month were \$198,298.18. Motion: Skold moved to approve the consent agenda. McDonald seconded the motion, and it carried with VOTE of 4 aye, 0 nay and 3 absent in a roll call vote.

DIRECTOR'S REPORT - PRESENTATION AND PROGRESS REPORT: DEFERRED MAINTENANCE AND LIBRARY RENOVATION

O'Neill stated that upon study of the mechanicals of the building, several areas need to be brought up to code; delayed maintenance on these items will be addressed simultaneously with the redesign and renovation as much as possible. She then introduced Lauree Reed, principal of Reed Design Group and Art Barnes, the proposed Owner's Representative.

ACTION: APPROVAL OF PROPOSALS

Skold moved to approve the Proposal to complete delayed maintenance and the renovation of the library as presented by Barnes and Reed with a budget not to exceed \$1,775,000. Brecke seconded the motion. Skold asked that a series of financial check points be developed. The motion carried with a VOTE of 4 aye, 0 nay and 3 absent in a roll call vote.

ACTION: PREPARE SLATE OF OFFICERS

The slate of officers for the next year: Lenore McDonald, President; Marge Skold, Vice President; Mary White, Treasurer and no submission for Secretary. Brecke moved to accept the slate as presented. Skold seconded the motion, and was VOTED with 4 aye, 0 nay and 3 absent in a roll call vote.

COMPENSATION ANALYSIS REPORT

Skold will review the report and present a summary at the next meeting.

ACTION: CLARIFICATION OF HIRING POLICY

Our attorney, Roger Ritzman, noted that we do not have a nepotism policy. Discussion ensued. O'Neill will prepare a policy for the next meeting. Skold moved to table action on a policy until the next meeting. McDonald seconded the motion, and the VOTE carried with 4 aye, 0 nay and 3 absent in a roll call vote.

ACTION: DIRECTOR'S SPENDING POLICY

Our attorney has suggested implementing a policy where the Director is able to spend up to a certain amount in the \$5,000 to \$10,000 range. Above that, Board approval would be necessary. McDonald moved that the Director may spend up to \$7,500 on a project at his/her discretion. Brecke seconded the motion, and it carried with a VOTE of 4 aye, 0 nay and 3 absent in a roll call vote.

QUESTIONS & ANSWERS

The Friends Meeting is May 19, 2009. Appointment of trustee to attend that meeting was deferred until the May 18, 2009 Trustees meeting.

ADJOURNMENT

McDonald moved and Skold seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 7:34 p.m.



Carrie Brecke
Secretary Pro Tem