

**Dundee Township Public Library District**  
**Board of Trustees Meeting**  
Monday, July 14, 2008  
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 7:07 p.m.

**ROLL CALL**

The following trustees were present: Jennifer Blessman, Liz Gade, Marge Skold, and Mary White. Trustees Carrie Brecke, Lenore McDonald, and Cheryl Nunn-Thompson were absent. Library Director Elisa Topper was present. Audience attendance included: Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Karin Nelson, Pat Paulson, Joe Schuldt, and Bruce Tietgen.

**AUDIENCE PARTICIPATION**    None

**CONSENT AGENDA**

- A. Minutes of June 9, 2008, Board of Trustees. (correction: pg. 2-under "Approve Two Trustees to Review Accuracy of Board Minutes for Annual Report" – change "six months" to "year's.")
- B. Minutes of June 9, 2008, Executive Session (distributed by White).
- C. Financial Report & Payment of Bills, June 2008: total disbursements for the month were \$168,185.67.

**Motion:** Gade moved to approve the consent agenda with the correction to the minutes and the Executive Session minutes open. Skold seconded the motion, and it carried by unanimous roll call vote.

**PRESENTATION: NORTH SUBURBAN LIBRARY SYSTEM**

Susan Garland and Aaron Lawler, NSLS Board members, distributed folders about NSLS and briefly reviewed the contents.

**ACTION: APPROVE BOARD COMMITTEES AND MEMBERS**

It was decided that since three members were absent, action would be tabled until all members could provide input.

**ACTION: APPROVE REVISED ORDINANCE 08-04**

**Motion:** Gade moved to approve the revised Ordinance Amending the Annual Budget and Appropriation Ordinance for Fiscal Year 2007-2008. Skold provided the second, and the motion carried by unanimous roll call vote.

**ACTION: APPOINT COMMITTEE TO REVIEW CLOSED MINUTES**

After consulting the Library Board Calendar, it was decided to table this action until the August meeting.

## **BUDGET AND APPROPRIATIONS HEARING**

Blessman announced that the hearing will be held August 11, 2008, 6:45 p.m.

## **COMMITTEE REPORTS**

**Physical Facilities:** Skold reported that the water leak repair has been completed. New carpet has been installed in the staff break room along with two air purifiers. Carpets in the building have been cleaned. Bricks have been placed along the sidewalks to prevent the stone landscaping from moving to the sidewalks and possibly causing a hazard. The light poles have been inspected and are in good condition; the base covers will be replaced at no charge. Planning continues on the Pat Ostewig Memorial Garden.

**Administrative:** Blessman said a meeting was held to develop the agenda. Brecke is still working on revisions to the Policy Manual, Part III.

**Finance:** Gade noted that the committee met; discussion of staff salaries will be held in Executive Session. The bank funds transfer is complete except for those Certificates of Deposit not yet matured.

**Foundation:** Topper said that an organizational meeting will be held the end of August. She will be contacting the members to see if they want to continue.

**Personnel:** Blessman asked the members to think about this committee being a part of the Administrative Committee.

## **PRESIDENT'S REPORT**

Blessman circulated the Media Packet and noted the upcoming reception for artist Mort Luby.

## **DIRECTOR'S REPORT**

Topper gave the following report:

- A successful Safety Day (10<sup>th</sup> Annual) was held – with special thanks to all of the staff involved, especially the Children's department.
- There are 1,225 enrolled in the children's summer reading program.
- There were over 70 people at the July 12 Barbershop Quartet concert. The movies and programs continue to provide entertainment value for the community.
- Work continues on the per capita grant and the State of Illinois annual report documents.
- Department heads are finishing up a draft of the long-range plan in order to forward it to the Board for their retreat.
- Kathy Shrum is recuperating from knee surgery and should be returning to work this week.

## **BOARD DEVELOPMENT**

**Freedom of Information Act and the Open Meetings Act:** each member had been asked to view the documents, and a short discussion was held.

**Succession Planning Report:** White distributed and reviewed the report.

**Board Retreat:** Saturday, July 26, 2008, 9:00 a.m.-2:30 p.m., Emmett’s Board Room. Topics to include: staff goals, five-year plan, review of facilities study, and local conditions of real estate.

**Friends Meeting Overview:** Blessman reported on the June 17 meeting. Heidi Hohman gave a presentation on the second grade visits. Work continues on sorting books for the next sale, and a bookmark with the sale date may be developed. A “Wish List” form has been produced that can be used for staff formal requests for Friends funding. Bruce Tietgen, recently elected vice president, was introduced. Nunn-Thompson cannot attend the July 15 meeting; White volunteered. McDonald will attend the August 19 meeting.

**QUESTIONS & ANSWERS - None**

**EXECUTIVE SESSION**

Gade made a motion to move to Executive Session for review of staff salaries and personnel issues. White seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 8:06 p.m.

Blessman called the regular meeting back to order at 8:58 p.m. with the roll call taken – 4 present, 3 absent (Brecke, McDonald, Nunn-Thompson).

**ACTION: APPROVE STAFF SALARIES**

**Motion:** White moved and Skold seconded that current 100% employer paid dependent health coverage be frozen at the current rate and, as of July 14, 2008, no 100% employer dependent coverage be offered as an employee benefit. The Board will review all employee benefits and will make additional changes effective July 1, 2009. The motion carried by unanimous roll call vote.

**Motion:** Gade moved and Skold seconded that the increases in wages or salaries would be as follows: retro to July 1, 2008, employees working 40 hours per week would receive a flat \$1,000/year increase plus 1%; employees working 30-39 hours per week would receive a flat \$800/year increase plus 1%; employees working 20-29 hours per week would receive a flat \$250/year increase plus 1%; and employees working less than 19 hours per week would receive 4% of their hourly wage. The motion carried by unanimous roll call vote.

**ADJOURNMENT**

Gade moved and Skold seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 9:00 p.m.

Mary White  
Board Secretary