

Dundee Township Public Library District
Board of Trustees Meeting
Monday, September 8, 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, Carrie Brecke, Liz Gade, Cheryl Nunn-Thompson, Lenore McDonald, and Mary White. Trustee Marge Skold was absent. Library Director Elisa Topper was also present. Audience attendance included: Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Dee Hughes, Mary Povilonis, Pat Paulson, Jim Schuldt Sr., Joe Schuldt, John Schuldt, and Kathy Shrum.

AUDIENCE PARTICIPATION None

SAFETY DAY RECOGNITION

The Tenth Annual Public Safety Day was held this summer. Children were given the opportunity to see and interact with Public Safety officials. Heidi Hohman thanked Mark Rakow and Steve Schmitendorf, East Dundee Fire Department, for helping to coordinate the day. The following police and fire officials from East Dundee, West Dundee, Carpentersville, and Sleepy Hollow were given certificates of appreciation: Chief Mark Rakow, EDFD; Chief Terry Mee, EDPD (Office Dan Duda accepting); Chief Frank Buhrmann and Lt. Tom Lutzow, WDFD; Chief Dave Sawyer, WDPD (Officer Jason Antonacci accepting) Chief John Schuldt, CFD; Officer Mike Salvaggio and Chief Dave Neumann, CPD; Chief Jim Montalbano, SHPD was unable to attend.

Chief John Schuldt recognized Heidi Hohman for her efforts in coordinating the event.

STAFF RECOGNITION

The following staff members were recognized for their years of service: Carolyn Friedlund-20; Kevin Polcyn-15; Jason Katsion-10 (accepted by Kathy Shrum); Jo Kreitz-5 (accepted by Jeanne Etling); Tara Lehner-5; Mary Povilonis-5; Elisa Topper-5; Karen Werle-5.

CONSENT AGENDA

- A. Minutes of August 11, 2008, Budget & Appropriations Hearing
- B. Minutes of August 11, 2008, Board of Trustees Meeting
- C. Minutes of August 11, 2008, Executive Session (distributed by White).
- D. Board Retreat Minutes, July 26, 2008.
- E. Financial Report & Payment of Bills, August 2008: total disbursements for the month were \$185,702.39.

F. **Motion:** Gade moved to approve the consent agenda with the minutes of Executive Session open. Nunn-Thompson seconded the motion, and it carried by roll call vote (ayes-Blessman, Gade, Nunn-Thompson, McDonald, White; abstained-Brecke).

ACTION: APPROVE STAFF DAY CLOSING

Staff will receive training on first aid, and there will be department meetings during the morning of Friday, October 17, 2008. The library will open at 1:00 p.m.

Motion: Brecke moved to approve the staff day closing on the morning of October 17, 2008, with the library opening at 1:00 p.m. White seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPROVE POLICY MANUAL, SECTION 3

Section 3 is not yet ready for approval, but it is expected to be completed for next month's meeting.

DISCUSSION – LIBRARY REFURBISHING

The Physical Facilities Committee, McDonald and Skold, need to meet with Topper.

ACTION: BUILDING RFQ PROCESS

Motion: Nunn-Thompson moved to enact the process for refurbishment and obtain the services of a facilities manager. McDonald provided the second. The roll call vote carried (ayes-Blessman, Brecke, Nunn-Thompson, McDonald, White; nay-Gade).

COMMITTEE REPORTS

Administrative: Blessman said a meeting was held to develop the agenda and the format for the director's evaluation.

Physical Facilities: did not meet. Quotes have been received for repairs to the west stairs. The work needs to be completed by October 15.

Outreach: did not meet. Topper met with the executive director of the Salvation Army to discuss grants and partnerships. A sign-up sheet was circulated for help at Heritage Fest on September 12-14.

Finance/Insurance/Budget: did not meet.

Foundation: full foundation status is expected to be received 60 days from July 10.

Compensation: needs to begin meeting.

PRESIDENT'S REPORT

Blessman circulated the Media Packet and a sign-up sheet for attendance at the monthly Friends of the Library meetings. Nunn-Thompson will attend the Sept. 16 meeting.

DIRECTOR'S REPORT

Topper gave the following report:

- The department heads met on September 4 to work on the long-range plan objectives and to incorporate them into the six priorities that were determined by the Library Board at the retreat.
- Everyone looks forward to another successful Heritage Fest.
- Anyone interested in attending any of the sessions of ILA on September 24-26 should contact Topper. One of the sessions on Thursday will be on compensation.
- Computer classes held October 1, 2007-July 26, 2008 numbered 58 with 241 students. Special recognition goes to reference librarian David Caravella and his supervisor, Carolyn Friedlund.
- A representative from the Management Association will discuss job descriptions and salary compension on September 19.

BOARD DEVELOPMENT

Friends Meeting Overview: White reported on the August 12 meeting. Head of Reference, Carolyn Friedlund, spoke regarding a request to change from World Language Collection to Ingles sin Barreras, which is a successful English course for Hispanics, and expanding to other non-English speaking patrons. Jeanne Etling spoke on the subject of off-site registration as per a request of the Friends and said it could not be done. A recognition dinner for the Friends will be held on September 16, 6:30 p.m., hosted by the library. The next book sale will be November 14 & 15. Work continues on Books for the Troops. Four departmental wish lists had been received. On August 26, Panera Bread rewarded reading by giving 10% back to the library when a completed flyer was returned with an order.

Board Self-evaluation: Blessman distributed the copies of the composite and noted that not all evaluations were returned nor all of those for the director.

QUESTIONS & ANSWERS - None

EXECUTIVE SESSION

Blessman made a motion to move to Executive Session to discuss legal issues and review the director's evaluation. Gade seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 7:41 p.m.

Blessman called the regular meeting back to order at 8:55 p.m. with the roll call taken of 6 present, 1 absent (Skold).

ACTION: AUTHORIZE CHUBB REPRESENTATIVE

Motion: Blessman moved and Gade seconded that no action is needed. The motion carried by unanimous roll call vote.

ADJOURNMENT

Blessman moved and Gade seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:56 p.m.

Mary White
Board Secretary