

**Dundee Township Public Library District
Board of Trustees Meeting
Monday, November 14, 2011**

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

At 7:07 PM, President Marge Skold called to order the November Board of Trustees meeting.

ROLL CALL

Members present:

President	Marge Skold
Secretary	Richard Corbett
Treasurer	Norman Raven
Trustee	Fred Lechuga

Members absent:

Vice Pres	Lenore McDonald
Trustee	Joe Molinaro
Trustee	Maria Bagshaw

Others Present:

Director	Roxane Bennett
Assessor	Michael Bielak
	Lorraine Karnatz, Karin Nelson, Jeanne Etling
	Carolyn Friedland, Heidi Hohman

APPROVAL OF AGENDA

It was moved by Treasurer Raven, seconded by Trustee Lechuga that the agenda be approved as presented. Voted on and carried.

PUBLIC COMMENT

Lorraine Karnatz, Vice President and Events Chairman for Friends of the Library reported that \$2,000 was realized from the recent book sale held at the library. While it was noted this amount is a bit lower than prior sales, it was considered highly successful in view of today's economic climate. She also outlined upcoming programs for the remainder of this year as well as future author visits scheduled for 2012. Future author visits have been arranged and are temporarily being planned as "teas in the round" which will enable attendees and authors to enjoy a more intimate exchange.

PRESIDENT'S REPORT

Library Name Project

President Skold reported that Trustee Bagshaw had submitted an update report regarding the library renaming project. Trustee Bagshaw has put considerable time and effort into this project. It was originally suggested that the five top name choices would be selected from those submitted by the Board and library staff, and the final selection would then be made. Treasurer Raven stated that perhaps the general public should be more involved in the process of a name change. He also noted that while he felt that it was important to be known as something other than Dundee Township, he also felt no need to keep Dundee in the name of the library.

Trustee Corbett stated that he did not understand the need for a name change in general, and questioned the reason for changing the present name. President Skold pointed out the reason for the name change is basically the need for the elimination of the word "township", as it is misleading and inaccurate. This stems from the fact that the district exceeds the township proper, and the library name should reflect the entire service area of the library. This would make it more appealing to the taxpayers as well. It was the Board's opinion that perhaps there should be public involvement and discussion ensued as to how to best accomplish this. Electronic media was the preferred choice (e-mail, facebook, etc) as this method would be the most expedient and reach the largest audience. The Board also feels that naming criteria should be established before the general public would be asked to begin submitting suggestions for a new name. President Skold emphasized the need to advise the public of the reason for a name change when soliciting their involvement. Director Bennett reminded the Board that any name change should be accomplished by the end of the fiscal year which is June 30, 2012.

Trustee Lechuga questioned the cost of the renaming process and asked if this new name would cover the new branch as well. Director Bennett explained the name change would cover the district not the buildings. For instance this building could be called something different from the branch facility, but the official name change would cover the entire district.

After further discussion President Skold suggested that Director Bennett and Public Relations work on a possible plan of action and present details at the next Board meeting. No further action by the Board was taken at this time.

HR Green – Roof/fascia bid

President Skold then opened discussion concerning the letter received from HR Green regarding the bid discrepancy covering needed library building improvements. Treasurer Raven stated that he was extremely concerned after reading said correspondence. He pointed out considerable funds had been expended for guidance and assistance and HR Green has not provided the needed professionalism to merit these expenditures. Director Bennett pointed out that although approximately \$30,000 in costs had been accrued up to this point; no money has been requested nor paid as of this date.

Trustee Lechuga stated that he, too, could not understand the delay in their recommendations after this length of time.

Secretary Corbett stated \$280,000 to \$360,000 was their original construction cost outline. Current correspondence did not address the real issue of the difference in the bid which was originally submitted. Also, there were items in the letter that were not covered in the original bid.

The Board was advised that Trustee Molinaro and Director Bennett have met with HR Green in an effort to give them the opportunity to explain their estimate before proceeding. President Skold stated that Trustee Molinaro will again be asked to contact the company and the architect to discuss the Board's concerns. It was the consensus of the Board that a meeting should be set up between the HR Green Company and the Board in an effort to discuss the differences on this project in detail. President Skold advised that she will contact Trustee Molinaro and ask him to follow up on this letter, as well as the original bid, and perhaps set up the forthcoming meeting with the entire Board preferably before Christmas. At this time no immediate action was taken due to Trustee Molinaro's absence. President Skold stated the fact remains the work needs to be done and this company's ability to accomplish the required task has now been called into question.

Township Request re: Comcast

President Skold advised the Board that the Township wants to install Comcast into their office as they have a need for speedier service than their present system allows. This request is totally independent of the library's needs as we already have Comcast in our facility.

Township Assessor, Michael Bielak, was in attendance to answer any concerns the Board might have regarding this installation. He pointed out that the contractor installing the co-ax would have to attach to the library building at some point, and an effort would be made to accomplish this in a manner that would be the least obvious as possible. Cost will prevail, but the estimate as of this time is running in the neighborhood of \$2,800. None of this cost is the responsibility of the library as this is strictly for the benefit of the Township offices. The assessor had no further information to share at this time in this regard. The Board had no objections regarding this project. The matter will be handled by President Skold and Director Bennett.

DIRECTOR'S REPORT

Circulation statistics were shared with the Board and Director Bennett advised that while visits were slightly below normal the overall circulation numbers were favorable. She stated that in order to respond to patron requests, the library would have to increase their collections of games, Blu-Ray videos, etc. She pointed out that it is not possible for the library to house sufficient collections to meet patron needs until increased floor space is attained. At this point patrons of our district are utilizing the Algonquin Library as it is conveniently located for them and has much larger collections. The Randall Road facility should help ease the location problem, but is not a long term solution to our lack of space.

Jeanne Etling reported briefly on the area Circulation Managers meeting held recently and reconfirmed Director Bennett's comments that location and convenience appear to be more important factors in patron's choice of which library to use than we had previously thought.

Carolyn Friedland reported that digital checkouts continue to grow. She pointed out a need exists to purchase more items for the Kindle, iPad, iPhone, etc. as requests for these items has literally doubled since last year.

Heidi Hohman reported on the Jet Blue special event which was held on Wednesday, November 9. The event was attended by approximately 250 people and was a huge success. Companies represented included Jet Blue, Random House and PBS and all arrangements were handled by them. Favors included backpacks and pop-up books. Refreshments were served and special interactions with authors as well as photo ops were available. The \$10,000 prize check was presented and will be used for the purchase of children's books to be used basically in the new Randall Road location. Several local newspapers covered the event. The unnamed person who nominated the Dundee Township Library was not in attendance so his identity could not be revealed, but he was acknowledged.

Organization Chart

Director Bennett reported the organization chart is not ready to present to the Board, but she and Library managers will continue working on it and present it at a future meeting.

Financial Software

Treasurer Raven pointed out that many reports now being generated are not particularly cost effective and there is need for change. He reported that within the next few months we will be utilizing software that is universally used by the business community at large, which will make a big difference in time as well as efficiency.

Director Bennett announced to the Board that a revision to the Open Meetings Act takes effect January 1, 2012, requiring that the within six days of approving its budget, the library must post on its website or at the main office, the total compensation package for each employee receiving a total compensation package exceeding \$75,000 a year.

Director Bennett advised the Board that she will be on vacation November 16 through November 24.

CONSENT AGENDA

Exhibit A.1 Minutes from the October 10, 2011 Board of Trustees Meeting

Exhibit A.2 Bills Paid Report for October 2011

Exhibit A.3 Monthly Gross Payroll for October 2011 totaling \$87,364.37

Exhibit A.4 Monthly Financial Report for October 2011

Exhibit A.5 Monthly Cash Summary for October 2011

Director Bennett pointed out a correction for the Minutes from October 10, 2011, Board of Trustee Meeting. The title for Lorraine Karnatz should read Vice President and Events Committee Chairman of Friends of the Library. Correction was noted and will be made.

Secretary Corbett moved and Treasurer Raven seconded that Consent Agenda Exhibits A.1 through A.5 be approved. Voting aye: President Skold, Treasurer Raven, Secretary Corbett, and Trustee Lechuga. Motion carried.

OLD BUSINESS

Exhibit B.1 Bills Paid Report for September 2011

Exhibit B.2 Monthly Financial Report for September 2011

Exhibit B.3 Monthly Cash Summary for September 2011

Treasurer Raven moved and Trustee Lechuga seconded that financial reports tabled from the September Board meeting, Exhibits B.1 through B.3, be approved as presented. Voting aye: President Skold, Treasurer Raven, Secretary Corbett, and Trustee Lechuga. Motion carried.

NEW BUSINESS

Exhibit C.1 Employee Contribution to Insurance

Treasurer Raven moved and Secretary Corbett seconded that Exhibit C.1 be approved as presented. Discussion ensued regarding employee contribution to insurance cost. President Skold reminded the Board of the original plan adopted three years ago which allowed for a 5% increase annually in employee contribution with the resulting 25% employee contribution to be reached in the year 2014. In reviewing the information provided, Secretary Corbett raised a concern over the amount allotted to employees for the current year. He felt this raise in contribution presented an unusual hardship to the employee at one time and recommended the charge be spread over a longer period of time. Several options were presented and discussed but Treasurer Raven pointed out that even with this increase in employee contribution, it still leaves library employees enjoying a favorable position in cost when compared to what is paid by the general working population. After considerably more discussion President Skold called for a vote. Voting aye: President Skold, Treasurer Raven and Trustee Lechuga. Voting nay: Secretary Corbett. Motion carried.

Exhibit C.2 Ordinance 2011-07 Levying Taxes for Fiscal Year 2011-12

It was moved by Treasurer Raven and seconded by Trustee Lechuga the ordinance be accepted as written. Voting aye: President Skold, Treasurer Raven, Secretary Corbett and Trustee Lechuga. Motion carried.

Exhibit C.3 Designate New Signers for Safe Deposit Box

In order to update access to the safe deposit box at US Bank in West Dundee, the bank requires that the Board officially designate individuals authorized to execute a new signature card. The following designees are recommended by the Director: Karin Nelson, Jeanne Etling, and Roxane Bennett. It was moved by Secretary Corbett and seconded by Trustee Lechuga that the recommended signers be approved. Voice vote: all ayes, no nay. Motion carried.

Exhibit C.4 Board Policy Manual/Personnel Section First Reading

In reviewing the document as presented, Treasurer Raven conveyed concern that there was no evidence that legal counsel had been consulted and wondered if at least a reading should be done before any action was taken by the Board. In discussing further, Secretary Corbett agreed with Treasurer Raven that perhaps it merits going over this item more carefully.

President Skold informed Board members that language used in the document was carefully crafted; however, she had no objection to referring the Board's concern to counsel prior to voting on the subject. She did point out that policy sets direction – procedure is left to the library administration, and she hesitates involving counsel on personnel issues which are the responsibility of library administration. She also felt certain that if library personnel felt the need, they would involve counsel as warranted. Director Bennett advised that this represents a first reading only. Trustee Corbett indicated that he had concerns with certain sections of the manual. President Skold responded that she is open to one on one discussion about any concerns. The question arose as to what exactly is a "first reading" and it was explained that it simply means that the document was delivered into the hands of Board members. A second reading would be necessary and Board approval given before final implementation.

It was moved by Trustee Lechuga and seconded by Secretary Corbett that we accept this first reading of the Board Policy Manual/Personnel Section First Reading. Voting aye: President Skold, Secretary Corbett, Trustee Lechuga. Voting nay: Treasurer Raven. Motion carried.

Before closing the meeting, President Skold shared Vice President McDonald's concern over being physically unable to attend meetings at this time. She worried that it caused the Board some concern. Members present decided that other options will be examined in an attempt to continue receiving Vice President McDonald's valued input and experience. It was pointed out that the Open Meetings Act provides for electronic participation if an appropriate board policy is instituted. Director Bennett will check further on this subject.

Secretary Corbett shared with the Board personal correspondence received from Kathleen Mitchell, 30 year library employee, thanking them for the recent gift.

At 8:34 PM, President Skold asked for a motion to adjourn. A motion to adjourn was made by Secretary Corbett and seconded by Treasurer Raven. Voice vote: all ayes, no nays. The meeting was adjourned.



Richard V. Corbett, Secretary
Dundee Township Public Library District