

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

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

President Marge Skold called the December Board of Trustees meeting to order at 7:03 PM

Roll Call

Members present:

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

Members absent: Trustee Joe Molinaro absent at roll call but arrived to the meeting at 7:08 PM

Others present: Director Roxane Bennett
Lorraine Karnatz, Karin Nelson, Jeanne Etling, Carolyn Friedland

Approval of Agenda

Vice President McDonald moved and Trustee Bagshaw seconded that the agenda be approved as presented. Voice vote: 7 ayes, 0 nays. Motion carried.

President's Report

General Information

President Skold reported to the Board that she had received several updated items by mail from the attorney's office regarding employment doctrine. The library's practices are in compliance with general employment doctrine, and none of the information included pertained to the everyday operation of the library.

An invitation to the grand opening of the new library at Elgin Community College was extended to all Board members.

Correspondence addressed to President Skold and President Lynn Hammerland of the Algonquin Library Board was received from patrons, Fred and Valerie Eaton, questioning present check out restrictions on various items from one library district to another. President Skold solicited suggestions from Board members on how best to address the Eatons' displeasure, and it was recommended that Director Bennett handle this situation in the usual manner as she has done with other inquiries of this regard. Director Bennett stated that she will take immediate action in addressing the Eatons' concerns.

Building Repair Update

President Skold called on Trustee Molinaro for an update on building repairs with HR Green Company. Trustee Molinaro indicated that he had no report to present to the Board.

Public Comment

Lorraine Karnatz, Vice President and Events Chairman for Friends of the Library, reported that the Madrigals event held on December 15 was well attended and ended the year on a successful note. She also reported that the author "tea talks" will begin on January 21 and are scheduled through the month of May. Considerable work has been put into making these visits with authors possible, and their success is highly anticipated. Several events are planned through next spring.

Director's Report

Several library practices and procedures were discussed briefly including collections development, checkout procedures, digital checkouts, categorization of books on various lists as well as the length of time books appear on these lists, quick-picks, etc. It was suggested by trustees that the amount of time books remain on the "New" and "Quick Pick" shelves be reviewed.

Late Opening of Library on 1/20/12 for All-staff Meeting

Director Bennett reported that the library would open late on January 20 (10:00 AM) in order to allow time for an all-staff meeting. This will eliminate the need for a day's closure for this meeting.

West Side Facility Update

Director Bennett shared with the Board the layout of the new branch library, as well as a rendering of the colors to be used at the new location. Treasurer Raven questioned the status of the original \$100,000 allowance for furniture for the branch location, and Director Bennett reported that as of this time it looks as though costs will remain within the budgeted amount.

Library Name Project Update

Director Bennett reported that the timeline on renaming the library has been revised as a result of the Board's recommendations. Upon action of the Board to pass Ordinance 2012-01, plans are to initiate the project this week by informing the public through the various Medias and solicit public participation in the renaming process. A deadline of March 2 will be used for suggestions of the new name and library staff members will begin the process of choosing three names to submit for consideration by the Board. An e-mail will be sent to Board members with the final names for consideration approximately two weeks before the April Board meeting, allowing time for action to be taken at that meeting.

Other Business

Director Bennett reported that the library's present insurance carrier for fire, auto, liability, and workers compensation has issued notice that it will not renew the library's coverage when it expires on March 31, 2012. The insurance broker representing the library will be seeking quotes from other carriers. The board should anticipate an increase in the cost for insurance as of April 1, 2012.

Consent Agenda

Trustee Bagshaw moved that Exhibit A.1, Exhibit A.2, Exhibit A.3, Exhibit A.4 and Exhibit A.5 be approved as presented. Seconded by Vice President McDonald. Discussion: Treasurer Raven explained that Cash Disbursements were higher than normal last month due to two factors: December contained

an additional pay period and final payment was made on the new checkout/return equipment. President Skold called for a roll call vote. Voting aye: President Skold, Vice President McDonald, Secretary Corbett, Treasurer Raven, Trustee Bagshaw, Trustee Lechuga and Trustee Molinaro. No nays. Motion carried.

Old Business

Exhibit B.1 – Second Reading Board Policy Manual/Personnel Section

Vice President McDonald moved we approve the Second Reading Board Policy Manual/Personnel Section. Seconded by Secretary Corbett. Voting aye: President Skold, Vice President McDonald, Secretary Corbett, Trustee Bagshaw, Trustee Lachuga. Abstaining: Treasurer Raven, Trustee Molinaro. Motion carried.

New Business

Exhibit C.1 – Ordinance 2012-01 Naming Facilities

Trustee Molinaro moved and Vice President McDonald seconded that Ordinance 2012-01 Naming Facilities be approved. Discussion: The Board was reminded that this covers only the buildings, not the new name for the library district. Voice vote: 7 ayes, 0 nays.

Exhibit C.2 – Ordinance 2012-02 Prevailing Wage Ordinance

Trustee Molinaro moved and Trustee Lechuga seconded that Ordinance 2012-02 be approved. Discussion: Vice President McDonald inquired where the prevailing wage list provided was generated. Director Bennett advised that passage of this ordinance is required by State Law. The list of wages is generated by the Illinois Department of Labor on a county by county basis. Our rates are those published for Kane County. Voting aye: President Skold, Vice President McDonald, Secretary Corbett, Treasurer Raven, Trustee Bagshaw, Trustee Lachuga and Trustee Molinaro. Motion carried.

Other Board Discussion

Secretary Corbett reported that ILA will be sponsoring a Trustee Workshop to be held February 4, 2012, at the Marriott in Oak Brook and inquired as to interest in attending. Trustee Lechuga will attend along with Secretary Corbett, and Trustee Bagshaw and President Skold will advise of their availability. Director Bennett will preregister said attendees and asked that anyone attending respond by January 20.

The Board was also advised that the annual Legislative Breakfast will be sponsored by the ILA and will be held on February 20, 2012, in Buffalo Grove.

At 7:55 PM the Board went into executive session to discuss personnel matters.

At 9:00 PM the Board adjourned the Executive session.

At 9:01 PM Vice President McDonald made a motion to adjourn the general meeting. This was seconded by Trustee Bagshaw. Voice vote: all ayes. Meeting was adjourned.



Richard V. Corbett, Secretary