

**Dundee Township Public Library District  
Board of Trustees Meeting  
December 12, 2011**

**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 7:00 PM

**Roll Call**

Members present:

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

Members absent: none

Others present: Director Roxane Bennett  
Kirstin Finneran, Lorraine Karnatz, Karin Nelson,  
Jeanne Etling, Carolyn Friedland, Heidi Hohman,  
Patti Pedretti

**Approval of Agenda**

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

**Public Comment**

Lorraine Karnatz, Vice President and Events Chairman for Friends of the Library reported that the scheduling of the upcoming "teas in the round" series with visiting authors was progressing. Already, authors scheduled include 1 for January, 2 for March and 2 for April. Scheduling will continue and will be reported as accomplished.

The Christmas music/movies event was held on December 10 with approximately two dozen people attending.

The Madrigals will be visiting on Thursday, December 15 , at 7:00 PM

## **President's Report**

### Board Policy Manual

President Skold reported that she and Secretary Corbett have been looking at Board Policy and have come to the conclusion that we specifically need some kind of Board workshop to address this subject. She would like to as many members as possible to be here at 5:00 PM, preceding the regularly scheduled Board meeting for this workshop on January 9. If the majority of Board members can attend, it would be very helpful and will allow us to develop a manual that will include only policies.

### HR Green – Roof/Fascia Bids

A conference call was held with HR Green regarding impending work on the library. Participating in this call were Trustee Molinaro and Director Bennett. No concrete answer was given for the disparity of cost from the original bid figure, but the company cited 3 possible reasons contributing to the difference: 1) inaccurate information provided by contractors; 2) the company did not have enough time to fully develop all aspects of the bid package; and 3) the time of year in which work was to be completed. The company suggested holding a workshop with Board members to determine needs, costs, etc. but this proposal was rejected by Board members. Director Bennett advised that legal counsel reminded that a binding contract has already been entered into with the HR Green Company.

Considerable discussion followed regarding the scope of work to be done, citing the tapering of the roof vs. a flat surface could possibly account for a more expensive project than originally planned. It was pointed out that although the present roof had a slight taper; it still allows water to puddle. Trustee Molinaro advised of the necessity for eliminating the problem of standing water and we should consider the repairs a priority issue.

The general feeling of the Board was that HR Green is capable of accomplishing the work that needs to be done, and considerable time and money have been invested already. It was felt that Trustee Molinaro should continue discussions with HR Green representatives with the goal of coming to an agreement which will enable work to begin sometime next spring. He will keep the Board advised.

## **Director's Report**

The renaming of the library project was again addressed. Kirstin Finneran of Marketing & Public Relations presented a plan with a timeline for this renaming process, including community involvement. Ms. Finneran reiterated that the reason for changing the current legal name from Dundee Township Public Library District to something different is to more accurately reflect the overall community the Library District serves.

The public will be encouraged to participate in the renaming process by submitting suggestions for the new name. These suggestions will then be evaluated according to the following criteria and guidelines:

1. The new name must end with the words "Public Library District."
2. The name must be original; a thorough search will be conducted to ensure the name has not been used by another organization.
3. There must be a tie-in to our local community, the geographical region, the State, a significant historic feature or a predominant physical feature of the surrounding area (lakes, rivers, creeks, etc.).

4. This will be the legal name of the library district, and the one under which we do business.
5. The name must be marketable and have mass appeal. It will be used both in print and electronically.
6. It must be easy to remember, and easy to say.
7. The Dundee Library currently serves residents of Carpentersville, East Dundee, West Dundee, Sleepy Hollow and Gilberts, as well as parts of Algonquin, Elgin and Barrington Hills...

It was also pointed out that there is history connected with the Dundee name as it has existed for more than 100 years. This may be taken into consideration by those submitting suggestions for the new name.

Director Bennett reported that a revision to the Open Meeting Act requires that all Board members complete electronic training provided on the Attorney General's web site and become certified in the year 2012.

Director Bennett reported that positions to be posted for hire include 3 part-time shelvers and a part-time clerk. Judson College has agreed to pick up the cost of one shelver through their work study program.

Thumb Drives were presented to all Board members enabling them immediate access to a number of key library web sites. A demonstration of the information available was presented by Karin Nelson.

#### **Consent Agenda**

- Exhibit A.1 Minutes from the November 14, 2011, Truth in Taxation Hearing
- Exhibit A.2 Minutes from the November 14, 2011, Board of Trustees Meeting
- Exhibit A.3 Bills Paid Report for November, 2011
- Exhibit A.4 Monthly Gross Payroll for November, 2011, totaling \$86,248.63
- Exhibit A.5 Monthly Financial Report for November, 2011
- Exhibit A.6 Monthly Cash Summary for November, 2011

It was moved by Trustee Molinaro and seconded by Treasurer Raven that Exhibits A.1 through A.6 be accepted as presented. Voting aye: Treasurer Raven, President Skold, Secretary Corbett and Trustee Lechuga. Abstaining: Vice President McDonald, Trustee Bagshaw, and Trustee Molinaro. Motion carried.

#### **Old Business**

- Exhibit B.1 Action - Board Policy Manual/Personnel Section

President Skold asked that Exhibit B.1 be tabled until after the workshop scheduled for January 9.

Trustee Molinaro moved we table Exhibit B.1 until after the workshop scheduled for January. Treasurer Raven seconded the motion. Voice vote: 7 ayes, 0 nays. Motion carried.

**New Business**

Exhibit C.1 Action – Ordinance 2011-08 Determining Library Closing Dates

Trustee Bagshaw moved and Vice President McDonald seconded that we accept Ordinance 2011-08 as presented. Voice vote: 7 ayes, 0 nays. Motion carried.

Exhibit C.2 Action – Ordinance 2011-09 Setting Regular Library Board Meeting Dates for Calendar Year 2012

Trustee Molinaro moved and Treasurer Raven seconded that Exhibit C.2 be accepted as presented. Voice vote: 7 ayes, 0 nays. Motion carried.

Exhibit C.3 Action – Approve Annual Treasurer’s Report to be filed with County Clerk

Treasurer Raven moved that Exhibit C.3 be approved as presented. Secretary Corbett seconded the motion. Voting aye: Treasurer Raven, President Skold, Secretary Corbett, Trustee Lechuga, Vice President McDonald, Trustee Bagshaw and Trustee Molinaro. Motion carried.

Exhibit C.4 First Reading – Electronic Attendance at Meeting Policy

President Skold requested modification be made on Page 2 to strike the word college and insert the word Library.

Trustee Molinaro moved we approve the First Reading – Electronic Attendance at Meeting Policy with the modification as requested. Trustee Bagshaw seconded. Discussion: Secretary Corbett cited the need to have this policy in place in order to allow members, unable to attend Board meetings in person, the ability to participate. The proposed policy lists the acceptable reasons for electronic participation. It was reemphasized that a quorum would need to be physically present in order to conduct business at any given meeting. The need for proper functioning equipment was discussed. Existing equipment will be tested.

President Skold called for a vote. Voting aye: Vice President McDonald, Secretary Corbett, Trustee Molinaro, Trustee Lechuga, Trustee Bagshaw. Voting nay: Treasurer Raven. Motion carried.

No Executive Session was held.

Vice President McDonald made a motion for adjournment, seconded by Treasurer Raven. Voice vote: 7 ayes, 0 nays

President Skold adjourned the meeting at 8:33 PM.



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Richard V. Corbett, Secretary  
Dundee Township Public Library District