

**Dundee Township Public Library District  
Board of Trustees Meeting  
February 13, 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 7:00 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,  
Mary Povilonis

**Public Comment**

Lorraine Karnatz, Vice President and Events Chairman for Friends of the Library reported that the first in a series of authors' visits was held on January 21, 2012. Although attendance was light, it was a very enjoyable experience for all who attended. The Golden Song event held during February was a huge success with over fifty people in attendance. Other activities scheduled for the month include visits with Mrs. Lincoln and a trip to the Chicago Lyric Opera.

**President's Report**

President Skold reported briefly on the ILA trustee meeting held on February 4. President Skold, Secretary Corbett and Trustee Lechuga attended. Pertinent information was shared with the Board. President Skold informed the Board of proper procedure regarding "Approval of Consent Agenda" items. She explained that the agenda may be approved in its entirety, but Board members present may request that a specific item be pulled and acted on separately as well. She also reminded the Board that any item within the agenda that pertains to financial matters requires a roll call vote rather than a voice vote. These points will be addressed when this consent agenda is addressed later in the meeting.

## Director's Report

Director Bennett apologized to the Board for the fact that her written report had not been issued before the meeting, but members would be receiving the report by e-mail later this evening.

Director Bennett reported that check-outs and visits were both up again this month. She also reported that many qualified resumes were received for the vacant staff positions, and interviews were presently being held.

Regarding the replacement of the current insurance coverage, Director Bennett reported that the broker was involved and this will be ready for presentation to the Board at the March 12 Board of Trustees meeting. She anticipates a 10% to 20% increase in premium costs.

A date has been selected for the Grand Opening of the Randall Road facility and this event is scheduled to take place on August 25, 2012. Although it is doubtful the library space will be totally operational by that time, the Director envisions tours of the library's new space in order to introduce the public to our new facility.

The Employee Procedure Handbook remains a work-in-progress and hopefully will be ready for Board consideration at the March meeting. Director Bennett introduced Mary Povilonis as the New Business Services Assistant.

Director Bennett updated the Board on the pending library construction project with HR Green and advised that the rebid process will take place in March. Treasurer Raven stressed the original approved amount should be adhered to if at all possible.

## Consent Agenda

- Exhibit A.1 Minutes from the January 9, 2012, Committee of the Whole Meeting
- Exhibit A.2 Minutes from the January 9, 2012, Board of Trustees Meeting
- Exhibit A.3 Minutes from the January 9, 2012, Executive Session
- Exhibit A.4 Bills Paid Report for January, 2012
- Exhibit A.5 Monthly Gross Payroll for January, 2012, totaling \$84,308.20
- Exhibit A.6 Monthly Financial Report for January, 2012
- Exhibit A.7 Monthly Cash Summary for January, 2012

It was moved by Trustee Molinaro and seconded by Vice President McDonald that Exhibits A.1 and A.3 be separated from the consent agenda as presented. Voice vote: 7 ayes, 0 nays. Motion carried.

Trustee Molinaro then proposed that Exhibits A.2, A.4, A.5, A.6 and A.7 be approved as presented. Seconded by Vice President McDonald. Roll call vote: Vice President McDonald –aye, Secretary Corbett-aye, Treasurer Raven –aye, Trustee Bagshaw –aye, Trustee Lechuga –aye, Trustee Molinaro–aye and President Skold –aye. Motion carried.

Upon further discussion, it was noted that Trustee Molinaro's original motion should not have included Exhibit A.1 as this covered minutes of the Committee of the Whole Meeting held on January 9, 2012, but should have included Exhibit A.2, Minutes of the Board of Trustee Meeting, January 9, 2012, instead.

Correction was requested and Trustee Molinaro amended his original motion to exclude Exhibit A.1 and include Exhibit A.2 instead. Voice vote: 7 ayes, 0 nays. Motion carried.

Discussion regarding Exhibit A.2 continued, and Treasurer Raven pointed out the need for follow-up on matters awaiting resolution which were discussed at previous meetings. For example, the Easton's inquiry regarding their displeasure with services allowed them. Director Bennett assured the Board that the matter had been addressed and resolved satisfactorily.

Trustee Lechuga asked for an update from library staff members regarding various categories and shelf time of certain books. He was advised that the staff is currently addressing these issues but had no solid solution at this point in time. Several factors affect this process, one being the present "hold" list, which extends the length of time considerably. Hopefully, a resolution will be attained in the near future.

It was moved by Vice President McDonald and seconded by Trustee Molinaro that the incorrect date of the January 9, 2012, Executive Session minutes be corrected. Voice vote: 7 ayes, 0 nays. Motion carried.

### **Old Business**

None

### **New Business**

#### Exhibit C.1 Action – Approve Director's Contract Effective February 1, 2012

Vice President McDonald moved, Treasurer Raven seconded that we approve the employment contract for Director Roxane Bennett. Roll call vote: Vice President McDonald-aye Treasurer Raven-aye, Secretary Corbett-aye, Trustee Bagshaw-aye, Trustee Lechuga-aye, Trustee Molinaro-aye, President Skold-aye. 0 nays. Motion carried.

#### Exhibit C.2 Action – Gifts, Donations, and Sponsorships Policy – First Reading

A lengthy discussion was held regarding various aspects of the policy, particularly gifts of art donations, their disbursement, status, worth, etc. Skold informed the Board that the attorney was consulted and he advised that as this policy is honed and completed, further clarification regarding such gifts will fall into place. Treasurer Raven addressed the question of receiving gifts that may have religious affiliation, especially when disposing of said items. In response to this concern, Director Bennett raised the possible need for a written policy regarding the disposal of assets. It was the consensus of the Board that such a policy would be appropriate.

President Skold called for a vote on Exhibit C.2. It was moved by Trustee Molinaro and seconded by Trustee Lechuga that Exhibit C.2 – Gifts, Donations and Sponsorships Policy-First Reading be accepted as presented. Roll call vote: Vice President McDonald –aye, Secretary Corbett-aye, Treasurer Raven-aye, Trustee Bagshaw-aye, Trustee Lechuga-aye, Trustee Molinaro-aye, President Skold-aye. No nays. Motion carried.

President Skold called for a motion to adjourn to closed session. Moved by Trustee Molinaro and seconded by Treasurer Raven that the meeting adjourn to closed session. Voice vote: 7 ayes, 0 nays. Motion carried.

At 8:15 PM President Skold recalled the meeting of the Board of Trustees back into session. Roll Call was taken. Those present were Vice President McDonald, Treasurer Raven, Secretary Corbett, Trustee Bagshaw, Trustee Lechuga, Trustee Molinaro, and President Skold. No absentees. Director Bennett was also in attendance.

Secretary Corbett made a motion that currently closed Executive Session minutes remain closed. Seconded by Trustee Molinaro. Voice vote: 7 ayes, 0 nays. Motion carried.

Trustee Molinaro moved and Treasurer Raven seconded that the minutes of Executive Meeting held September 12, 2011, be opened. Voice vote: 7 ayes, 0 nays. Motion carried.

It was moved by Secretary Corbett, seconded by Trustee Molinaro that the following Executive Session recordings be destroyed in accordance with the 18 month retention limit of the Open Meetings Act, so dated:

2/11/08, 4/14/08, 5/12/08, 6/10/08, 7/14/08, 8/11/08, 9/22/08, 10/11/08, 11/10/08, 12/8/08, 12/22/08; 1/12/09, 3/9/09, 4/18/09, 5/18/09, 6/8/09, 6/22/09, 7/27/09, 8/12/09, 9/8/09, 9/14/09, 12/14/09; 1/11/10. Voice vote: 7 ayes. 0 nays. Motion carried.

Vice President McDonald moved for adjournment, seconded by Trustee Bagshaw. Voice vote: 7 ayes, 0 nays. Motion carried. President Skold declared the meeting adjourned at 8:26 PM.



Richard V. Corbett - Secretary