

Dundee Township Public Library District  
Board of Trustees Meeting  
Monday, February 14, 2011  
7 p.m.

Library Meeting Room  
555 Barrington Avenue  
East Dundee, IL 60118

President Lenore McDonald called the meeting to order at 7:03 p.m.

**ROLL Call**

Secretary Bill Stephens took the roll. The following trustees were present: Liz Gade, Fred Lechuga, McDonald, Norm Raven, Marge Skold and Stephens. Joe Molinaro was absent. Library Director Roxane Bennett was also present. Audience attendance included: Ginger Boskelly, Richard Corbett, Diane Drew, Jeanne Etling, Carolyn Friedlund and Lorraine Karnatz.

**APPROVAL OF AGENDA**

Gade moved to approve the agenda as presented. Skold seconded and the motion carried by consensus.

**PUBLIC COMMENT**

Karnatz reported for the Friends of the Dundee Library that they have presented programs on radio shows, the Convertibles, Cook Once & Eat Twice, and a show about the music and culture of Hawaii in the past few weeks. The next book sale will be May 12, 13 & 14.

**CONSENT AGENDA**

A. Minutes from the January 10, 2011 Board of Trustees Meeting

B. Financial Report and Payment of Bills for January 2011

Bills totaled \$187,083.65.

Skold moved to approve the Consent Agenda. Raven seconded and the motion carried with 6 aye, 0 nay and 1 absent on a roll call vote.

**UNFINISHED BUSINESS**

**APPROVE DIRECTOR'S CONTRACT EFFECTIVE FEBRUARY 1, 2011**

Skold and McDonald reported that they had met with Bennett to conduct her annual evaluation and shared performance feedback from the other trustees also.

Skold moved to approve the contract. Gade seconded and the motion carried with 6 aye, 0 nay and 1 absent on a roll call vote.

**PRESIDENT'S REPORT**

There was no report from McDonald.

**DIRECTOR'S REPORT**

Bennett gave an update on the progress of plans for building repair. The scope of work is being scaled back to address the critical issues at this time – roof, fascia, and a small amount of HVAC work. Staging for future repairs will be included in the master planning process over the next

year or so. A contract had been approved with HR Green with a list of deliverables, but the list has changed so deliverables and costs are being reviewed. The timeline has also changed significantly. August 2011 is now the projected start date for roof work.

Bennett has forwarded to the trustees the renewal proposal for the library's Commercial Package and Liability insurance. Approval of that contract will be included on the March, 2011 agenda. Renewal date for health insurance for staff is coming up on May 1. Bennett has requested quotes for an 8 month time period to move the staff insurance renewal to a calendar year beginning in 2012.

The Request For Proposal (RFP) for the RFID project is in the final tweaking and should go out to vendors next week.

## **NEW BUSINESS**

### **CHANGE MEETING DATES FOR APRIL & MAY, 2011**

Skold moved to add a special meeting on April 4<sup>th</sup> at 7 p.m. for the purpose of approving the library's health insurance contract; to change the regular meeting of the board for April to April 18, 2011 and to change the regular meeting of the board for May to May 16<sup>th</sup>. Gade seconded and the motion carried with 6 aye, 0 nay and 1 absent in a roll call vote.

### **SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES**

Stephens moved to open the minutes of the following Executive Sessions: September 8, 2008, December 8, 2008 and January 11, 2010. Gade seconded and the motion carried with 6 aye, 0 nay and 1 absent in a roll call vote.

### **BOARD DEVELOPMENT**

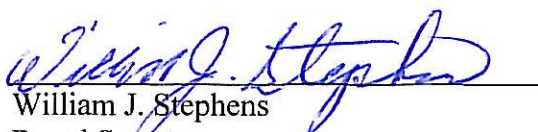
McDonald suggested dividing up the Library's By-laws and Policies so everyone works on a portion. Bennett stated that The Management Association can be retained to review the personnel policies – particularly to ensure legal compliance as requirements are always changing. Bennett reminded the trustees that a retreat is generally held in June once the newly elected trustees are seated.

### **QUESTION AND ANSWER PERIOD**

Trustees stated that they were glad to receive the department reports for January, 2011. Additional information about cost vs. usage for electronic databases was requested. In response to a question about the proposed branch library, Bennett stated that she is working with the Park District on plans. A proposal package including a lease and inter-governmental agreement will be brought to the board for action in the near future.

### **ADJOURNMENT**

Skold moved to adjourn at 8:35. Gade seconded and the motion passed on a voice vote.

  
William J. Stephens  
Board Secretary