

**Dundee Township Public Library District
Board of Trustees Meeting
Monday, May 16, 2011
7:00 p.m.
Dundee Township Public Library Craft Room
555 Barrington Avenue
East Dundee, IL 60118**

Meeting called to order by President Lenore McDonald at 7:03 pm.

ROLL CALL

McDonald called the roll. The following trustees were present: McDonald, Fred Lechuga, Norman Raven, Bill Stephens, Liz Gade, and Marge Skold. Joseph Molinaro was absent. Library Director, Roxane Bennett, was present. Audience attendees included: Karin Nelson, Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Richard Corbett, Lorraine Karnats, Rick Mason (3M), Katherine Corbett.

APPROVAL OF AGENDA

Skold moved to approve the agenda with correction of moving the Action Item-Resolution 2011-02 Honoring Liz Gade to just after the outgoing President's Report. Lechuga seconded. Roll call vote: 6 ayes, 0 nays, 1 absent.

PUBLIC COMMENT

Karnats, Vice President of the Friends of the Library, said the recent book sale was a success, and they had a large amount of items. She thanked the many volunteers who helped with the sale. She noted the Friends will have their officer election tomorrow night.

CONSENT AGENDA

A. Minutes from the April 18, 2011 Board of Trustees Meeting.

B. Financial report and Payment of Bills for April 2011--\$194,990.07

Skold moved to approve the Consent Agenda. Lechuga seconded. The motion passed with roll call vote: 6 ayes, 0 nays, 1 absent.

PRESIDENT'S REPORT

McDonald announced that Stephens will be resigning because he is moving out of the district.

Action Item-Resolution 2011-02 Honoring Liz Gade

Skold moved to approve the resolution. Stephens seconded. Motion passed with voice vote: 6 ayes, 0 nays, 1 absent. Gade was presented with a plaque and the resolution was read into the record as follows:

Whereas, Liz Gade ably served as Trustee of the Dundee Township Public Library District from 2004 through 2011; and

Whereas, Liz Gade served as Treasurer from 2007 – 2009 and on various committees of the Board of Trustees; and

Whereas, Liz Gade played a pivotal role in setting the long-range plans for the Library district; and the selection of new library directors; and

Whereas, Liz Gade was instrumental in planning for and implementing major improvements to the Library, such as the printing and reservation system, wireless technology, website upgrade, self check-out, remote book drops, ADA upgrades to the bathrooms, service to the Spanish speaking, programs on the West Side, service to homebound patrons, movie showtimes, computer classes, facility updating and renovation, facilitating a West Side presence; and

Therefore, be it resolved that in recognition of Liz's years of service to the Dundee Township Public Library District, the Board of Trustees, on behalf of the residents, staff, and themselves, present to Liz this plaque; and

Be it further resolved that on this, the sixteenth day of May, two thousand and eleven, this resolution be presented to her and that its contents be spread upon the minutes of this organization.

ADJOURNMENT

Skold moved to adjourn the meeting. Gade seconded. Motion passed on a voice vote and the meeting adjourned at 7:10 pm.

Organizational Meeting called to order by Secretary Stephens at 7:10 pm.

ROLL CALL

Stephens called the roll. The following trustees were present: McDonald, Lechuga, Raven, Skold, Stephens, and Richard Corbett. Molinaro was absent. Library Director, Roxane Bennett, was present. Audience attendees included: Karin Nelson, Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Rick Mason (3M), Katherine Corbett.

APPROVAL OF AGENDA

Skold moved to approve the agenda as previously modified, and Lechuga seconded. Motion passed with roll call vote: 6 ayes, 0 nays, 1 absent.

PUBLIC COMMENT

Director Bennett introduced Rick Mason from the audience who is a representative from 3M. Corbett introduced his wife, Katherine, from the audience.

SWEARING IN OF NEWLY ELECTED TRUSTEES

Secretary Stephens swore in trustees-elect: McDonald, Lechuga, Raven, Skold, and Corbett.

ELECTION OF NEW BOARD PRESIDENT

Raven nominated Skold to serve as Board President. McDonald seconded. Nomination passed with roll call vote: 6 ayes, 0 nays, 1 absent.

ELECTION OF NEW BOARD OFFICERS

Vice President: Molinero & McDonald were nominated. McDonald was selected by 4-2 vote.

Treasurer: Raven was nominated and elected by unanimous consent.

Secretary: Lechuga was nominated and elected by unanimous consent.

PRESIDENT'S REPORT

Skold discussed use of parliamentary procedure for conduct of business at meetings and operation of the Board, and then appointed individual trustees to work on various issues: McDonald – personnel; Lechuga – parliamentary procedures; Molinero – building; Corbett – financial operations. The use of a paid recording secretary for the Board was also discussed.

DIRECTOR'S REPORT

- A. Building update: Bennett reported that she has been unable to reconcile the issues regarding coordination of improvements to the Library and Township spaces discussed at last month's meeting. Authorizing HR Green to move forward with design of the roof and fascia elements will allow replacement of those to be completed before winter and address the most critical issues. Timing and scope of HVAC repair will be deferred and addressed as discussions with the Township proceed.
- B. Policy manual: A draft from the Management Association has been received. McDonald will work with Bennett on revisions.
- C. Budget and Levy Calendar for Fiscal Year 2011-2012: Bennett is working on the legal calendar for our financial ordinances and will present it for adoption at the June Board meeting.

NEW BUSINESS

- A. Action item: Select Vendor for RFID/Self-Checks/Automated Materials Handling System
McDonald moved to accept the staff recommendation of SirsiDynix/3M as the library's vendor for Self-check, Radio Frequency Identification, and Automated Materials Handling and authorize the Director to negotiate and enter into a contract with SirsiDynix not to exceed \$210,000 plus shipping and handling costs. Lechuga seconded. Discussion followed with Mason providing additional information and answering questions about the project. Bennett provided a projected project timeline: RFID tagging of materials to begin in early June and completed in August; Self-checks and AMH would be installed in August or September when core staff members would be trained, and then they would train additional personnel. Bennett noted that at the June meeting she will supply the building modification plan for the circulation department which will be needed due to this project.

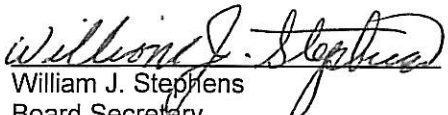
Motion passed with roll call vote: 6 ayes, 0 nays, 1 absent.

BOARD DISCUSSION

- A. Stephens' resignation will be effective as of July 1st.
- B. Board retreat was set for Saturday, July 16th - location to be determined. Discussion followed about possible topics for the retreat agenda.

ADJOURNMENT

McDonald moved to adjourn the meeting. Raven seconded. Motion passed on a voice vote and the meeting adjourned at 8:48 pm.


William J. Stephens
Board Secretary