

Dundee Township Public Library District  
Board of Trustees Meeting  
Monday, September 12, 2011  
7:00 p.m.

Dundee Township Public Library Meeting Room  
555 Barrington Avenue  
East Dundee, IL 60118

The meeting was called to order by President Skold at 6:56 p.m.

**ROLL CALL**

Secretary Lechuga called the roll. The following trustees were present: President Skold, Vice President McDonald, Secretary Lechuga, Treasurer Raven, Mr. Corbett, Mr. Molinaro, and Ms. Bagshaw. Director Bennett was also present. Audience attendees included: Heidi Hohman, Jeanne Etling, and Lorraine Karnatz, Pam Odgers, Larry Odgers, Danielle Pacini, Kathy Mitchell.

**APPROVAL OF AGENDA**

Raven made a motion to approve the agenda as presented. Molinaro seconded. Motion passed unanimously on a voice vote.

**PUBLIC COMMENT**

Lorraine Karnatz spoke representing the Friends of the Library.

**BOARD REPORTS AND PRESENTATIONS**

Corbett reported on the Kane County Chamber of Commerce upcoming events. Molinaro referred the Building Projects report to Bennett. The bid document for Phase 1 Building Envelope Improvements will be available from library website as of tomorrow. HR Green, Inc will manage the entire bidding process. Bids will be accepted at their offices in McHenry with bid opening on October 5<sup>th</sup>. A recommendation for bid award will be presented to the board at the October 10<sup>th</sup> meeting.

Lechuga presented a recommendation regarding recorder/microphone equipment for recording board meetings. Following discussion, Skold requested the recommended equipment be ordered. Lechuga also announced that due to work demands he will resign as Secretary as of the October 10<sup>th</sup> meeting, but will remain on the board as a trustee. Corbett agreed to fill the position.

Steve Larson, Executive VP, Ehlers & Associates, Inc. gave a presentation regarding his proposal to do a Financial Plan for the library. The plan would cover development of a long range operating and capital improvement budget including projections of revenue and major expenses for the next ten to twenty years. It will also provide options for financing future capital projects.

**STAFF RECOGNITION**

The following staff members were presented with service awards for longevity: Danielle Pacini-5 years, Heidi Hohman-10 years, Jeanne Etling-15 years, Kathy Mitchell-30 years. Not present: Marie Dabah-10 years, Sandy Wilgosiewicz-10 years.

**DIRECTOR'S REPORT**

Bennett reported that Business Manager, Ginger Boskelly, is no longer employed by the library. Jeanne Etling reported on the RFID project. The library will be closed Sept. 22 & 23 for removal of the circulation desk, to begin construction of the new wall and for staff training. The construction area will be cordoned off for a couple of weeks. Circulation staff will be distributed to Information Services and Children's Services desks during construction. Staff from all departments will be assisting patrons with using the new equipment as it is installed.

Tagging is 99% done in the print collections and staff is focusing on audio visual. We will also be installing used security gates purchased for \$1000 from Gail Borden Public Library.

#### **CONSENT AGENDA**

- Exhibit A.1 Minutes from the August 8, 2011 Board of Trustees Meeting
- Exhibit A.2 Payment of Bills for August 2011 totaling \$231,350.31
- Exhibit A.3 Payroll for August 2011 totaling \$90,299.26
- Exhibit A.4 Monthly Financial Report for August 2011
- Exhibit A.5 Financial Summary Report YTD 8/31/11
- Exhibit A.6 Monthly Cash Summary for August 2011

McDonald moved to approve the consent agenda. Bagshaw seconded. The motion passed with a roll call vote: 7 ayes, 0 nays, 0 absent.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Raven made a motion to adopt Budget and Appropriation Ordinance 2011-05 as presented. McDonald seconded. The motion passed with a roll call vote: 7 ayes, 0 nays, 0 absent.

Molinaro made a motion to approve the Certificate of Estimated Revenues as presented. Bagshaw seconded. The motion passed with a roll call vote: 7 ayes, 0 nays, 0 absent.

Molinaro made a motion to approve the Certificate of Budget for Fiscal year 2011-2012 as presented. McDonald seconded. The motion passed with a roll call vote: 7 ayes, 0 nays, 0 absent.

McDonald moved to adopt Resolution 2011-06 to Determine Estimate of Funds Needed for Fiscal Year 2011-2012 as presented. Raven seconded. The motion passed with a roll call vote: 7 ayes, 0 nays, 0 absent.

Molinaro made a motion to approve the Final Audit Report. Lechuga seconded. The motion passed with a roll call vote: 7 ayes, 0 nays, 0 absent.

Molinaro made a motion to approve the Proposal for Financial Advisory Services as presented. McDonald seconded. The motion passed with a roll call vote: 7 ayes, 0 nays, 0 absent.

McDonald made a motion to approve new signature cards for First American Bank with Skold, Raven, and Bennett as authorized signers. Bagshaw seconded. The motion passed with a roll call vote: 7 ayes, 0 nays, 0 absent.

#### **EXECUTIVE SESSION**

McDonald made a motion to adjourn to Executive Session to discuss Personnel [5 ILCS 120/2(c)(1)] and Executive Session Minutes [5 ILCS 120/2(c)(21)]. Lechuga seconded. The motion passed unanimously on a voice vote. Adjourned to Executive Session at 9:04 p.m.

President Skold called the Regular Meeting back to order at 9:25 p.m.

#### **ROLL CALL**

Secretary Lechuga called the roll. The following trustees were present: President Skold, Vice President McDonald, Secretary Lechuga, Treasurer Raven, Mr. Corbett, Mr. Molinaro, and Ms. Bagshaw. Director Bennett was also present.

#### **ADJOURNMENT**

Molinaro made a motion to adjourn the meeting at 9:26 p.m. McDonald seconded. The motion passed unanimously on a voice vote.



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Alfredo Lechuga Jr., Board Secretary