

**Dundee Township Public Library District**  
**Board of Trustees Meeting**  
Monday, March 9, 2009  
7:00 p.m.

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

President Jennifer Blessman called the meeting to order at 7:02 p.m.

**ROLL CALL**

The following trustees were present: Jennifer Blessman, Carrie Brecke, Lenore McDonald, Cheryl Nunn-Thompson, Marge Skold, and Mary White. Liz Gade arrived at 7:15. Interim Library Director Phyllis O'Neill also was present. Audience attendance included: Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Mike Madden, Eleanor Mamayek, Joe Molinaro, Karin Nelson, Pat Paulson, and Bill Stephens.

**AUDIENCE PARTICIPATION**

Candidates for the upcoming election introduced themselves: Joe Molinaro and Bill Stephens.

**CONSENT AGENDA**

Skold was appointed as treasurer pro tem.

- A. Minutes of February 9, 2009, Board of Trustees Meeting.
- B. Minutes of February 9, 2009, Executive Session Meeting (distributed by White).
- C. Board Interviews of January 12, 2009 (distributed by White).
- D. Financial Report & Payment of Bills, February 2009: total disbursements for the month were \$168,021.38.

**Motion:** Nunn-Thompson moved to approve the consent agenda with the February 9 Executive Session minutes open. McDonald seconded the motion, and it carried by unanimous roll call vote.

**ACTION: POLICY MANUAL**

Copies of the Policy Manuals and Procedures Manuals were distributed. Members were asked to contact Brecke or Blessman with any content changes by March 23. Action was tabled until the next meeting.

**ACTION: APPROVE CONTRACT FROM MADDEN CONSULTING TO CONDUCT SEARCH FOR NEW EXECUTIVE DIRECTOR**

**Motion:** Brecke moved to accept the contract with Madden Consulting. White seconded the motion, and it carried by unanimous roll call vote.

**ACTION: APPROVE RECOMMENDATION FOR CLOSED SESSION MINUTES**

**Motion:** the review committee (Nunn-Thompson & McDonald) moved that the following minutes remain closed: May 12, 1998, February 11, 2008, April 14, 2008, May 12, 2008, September 8, 2008, and December 8, 2008. After a second by Skold, the motion carried by unanimous roll call vote.

**ACTION: APPROVE TRUSTEE APPOINTMENT TO CANVASS VOTES**

**Motion:** Brecke moved to appoint White and McDonald to canvass the upcoming election votes. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote. A short time later after Gade arrived, she advised that this may no longer be necessary, and she and McDonald agreed to seek clarification.

*Gade arrived at 7:15 p.m.*

**ACTION: APPROVE LIBRARY DISTRICT INSURANCE –**

**COMPREHENSIVE, LIABILITY, AND WORKERS’ COMPENSATION**

**Motion:** the committee (Gade & White) moved to approve the insurance package as presented. Skold provided the second, and the motion carried by unanimous roll call vote.

**COMMITTEE REPORTS**

**Administrative:** no report.

**Physical Facilities:** no report.

**Finance/Insurance/Budget:** will seek other proposals for long-range financial plan.

**Outreach:** did not meet.

**Compensation:** the compensation study should be completed before the next meeting.

**Foundation:** O’Neill requested a meeting for status and membership update.

**PRESIDENT’S REPORT – none**

**INTERIM DIRECTOR’S REPORT**

Department head written reports were included in the members’ packets. O’Neill reviewed her written report:

- Reviewed current and recent past monthly financials and annual audits. Will meet with Gade and staff to improve presentation of financials.
- Jeanne Etling was publicly thanked for her assistance with the policy and procedures manuals.
- Old files (19 drawers) in the director’s office are being culled for review with a record retention expert.
- Two-hour weekly staff meetings have been instituted, and a priority list for project completions is being developed.
- Donated books for the Friends’ sale have been moved from the first floor staff office to the administrative conference room – housed on metal shelving funded and installed by Friends members.

**BOARD DEVELOPMENT**

**Friends Meeting Overview:** Blessman attended the February 17 meeting. The book sales will be May 15-16 and Nov. 6-7. Some members hope to attend the Printer’s Row book fair. The Friends of the Library budget is healthy.

**TIF Meeting Overview:** White attended the TIF meeting on February 15. TIF #1, Spring Hill Center for Commerce, will likely not be closed for some time yet. TIF #2 Williams Road, Lake Marian should be closed within the month.

**QUESTIONS & ANSWERS**

Members were reminded that economic interest statements are due May 1.

**EXECUTIVE SESSION**

Gade made a motion to adjourn to Executive Session to discuss personnel issues. Brecke seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 7:46 p.m.

Blessman called the meeting back to order at 8:48 p.m. with the roll taken of all 7 members present.

**ADJOURNMENT**

Blessman moved and Brecke seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:50 p.m.

Mary White  
Board Secretary