

Dundee Township Public Library District
Board of Trustees Meeting
Monday, May 12, 2008
7:00 p.m.

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

Vice President Carrie Brecke called the meeting to order at 7:04 p.m.

Marge Skold was appointed secretary pro tem.

ROLL CALL

The following trustees were present: Carrie Brecke, Liz Gade, Lenore McDonald, Cheryl Nunn-Thompson, and Marge Skold. Trustees Jennifer Blessman and Mary White were absent. Library Director Elisa Topper was present. Audience attendance included: Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Eleanor Mamayek, Karin Nelson, Pat Paulson, Jim Schuldt, and Joe Schuldt.

AUDIENCE PARTICIPATION None

CONSENT AGENDA

- A. Minutes of April 14, 2008, Board of Trustees.
- B. Minutes of April 14, 2008, Executive Session (distributed by Brecke): recommended to remain closed.
- C. Financial Report & Payment of Bills, April 2008: total disbursements for the month were \$209,062.20; however, the expenditures of all funds need to be verified.

Motion: Gade moved to approve the consent agenda with the Executive Session minutes remaining closed and pending audit of the financial report. McDonald seconded the motion, and it carried by unanimous roll call vote.

ACTION: ADOPT TRANSFER FUNDS ORDINANCE (08-04)

The ordinance amends Ordinance 2007-07 Annual Budget and Appropriation Ordinance for Fiscal Year 2007-2008 accordingly:

- Other Professional Fees – increased from \$40,000 to \$90,000.
- Salaries – decreased from \$1,022,884.93 to \$972,844.93.
- Building Repairs – increased from \$-686.07 to \$20,000.
- Maintenance Salaries – decreased from \$80,392.15 to \$60,392.15.

Motion: Gade moved to approve Ordinance 08-04. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPROVE PERIODICAL SUBSCRIPTION SERVICE

Library staff member Carolyn Friedlund explained that the Library previously had used EBSCO subscription service for periodicals but had changed to doing subscriptions in-house. The resulting amount of paperwork and staff time involved necessitates the recommendation of adding the subscription services of W.T. Cox. The service will

provide a list of those periodicals not covered, and those will be ordered separately.

Motion: Gade moved to approve the periodical subscription service of W.T. Cox. McDonald provided the second, and the motion carried by unanimous roll call vote.

ACTION: APPROVE BUILDING REPAIR (LEAK)

Nunn-Thompson reported that the Physical Facilities Committee met and reviewed three bids to repair the leak in the building. The bids vary in scope – either to close or replace the drain that is causing the leak in the break room. It was decided that it would be best to repair the drain instead of covering it up because a functioning drain is needed in that area. The bid for this action does not cover the seam repair, so some clarification of what is covered is needed. **Motion:** Nunn-Thompson moved to accept the bid from Preferred Construction for replacing the pipe and other possible minor repairs to the roof, not to exceed \$15,000, with Topper to review and provide final approval for any additional expenditures not detailed in the original bid. Skold seconded the motion, and the roll call vote was unanimously in favor.

COMMITTEE REPORTS

Physical Facilities: (above report)

Administrative: Brecke said that they met and the agenda was developed. Brecke reported that she had not had time to revise the Policy Manual, Part III.

Finance: No report.

Foundation: Topper said she had signed the annual report.

Personnel: Topper noted that the Staff Utilization Committee date had been set, and the grievance policy had been sent to the Administrative Committee.

PRESIDENT'S REPORT

July 26 was chosen as a tentative date for the Board Retreat. Topper noted that the Pat Ostewig Memorial Garden would be dedicated either before or after the retreat.

DIRECTOR'S REPORT

Topper gave the following report:

- Kurt Beecher was recuperating from recent kidney surgery. A plant was sent from the Board and staff.
- They had been working on identifying the leak in the building.
- Topper had met with Trinity Landscaping to begin the design for the Pat Ostewig Memorial Garden that will be created with donations from vendors and Trinity.
- The Floral Art and Japanese Tea Ceremony program was held in honor of Asian Pacific American Month as part of the library cultural programming (pictures were circulated).
- The staff was creating informational pieces to promote library collections and services (brochures were circulated).

- Topper and staff were providing PSA Dewberry and NIU additional library information for the Feasibility Report.
- Topper and the department heads were working with Tom Rich on a draft of information for the long-range plan and on this year's budget.
- The Friends of the Library had another successful book sale and raised approximately \$3,000.

Nunn-Thompson commended Karin Nelson on the additions to the library Web site, and Skold noted feedback received on the article about her in the recent library newsletter.

BOARD DEVELOPMENT

Friends Meeting Overview: Pat Paulson gave the report on the April 15 meeting. Karin Nelson gave a presentation on how books are processed at the library – from start to finish. Heidi Hohman will be giving a report on the second grade library bus tours. The trivia team placed 12 out of 19. The Friends donated three gift baskets for Patron Appreciation Week. New officers have been nominated. All books left over from the recent book sale were taken away by members of the First Congregational Church of Dundee for their mission work.

QUESTIONS & ANSWERS - None

EXECUTIVE SESSION

Skold made a motion to move to Executive Session for personnel and legal issues. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 7:35 p.m.

Brecke moved to close the Executive Session at 8:29 p.m. Gade seconded the motion and, after a unanimous roll call vote, the motion carried.

Brecke called the regular meeting back to order at 8:29 p.m.

ADJOURNMENT

Gade moved and Nunn-Thompson seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:30 p.m.

Marge Skold
Board Secretary Pro Tem