

**Dundee Township Public Library District**  
**Board of Trustees Meeting**  
Monday, October 12, 2009  
7:00 p.m.

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

Vice-President Marge Skold called the meeting to order at 7:00 p.m.

**ROLL CALL**

Secretary Bill Stephens called the roll. The following trustees were present: Marge Skold, Sherry Dobson, Joe Molinaro, Mary White and Bill Stephens. Interim Director Mike Madden also was present. Absent were trustees Liz Gade and Lenore McDonald. Audience attendance included: Jeanne Etling, Heidi Hohman, Art Barnes, Jennifer Blessman, Eleanor Mamayak and James Martin.

**AUDIENCE PARTICIPATION**

Jim Martin addressed the board and requested an answer to his letter. Skold replied that the letter refers to a personnel issue which is not within the Board's jurisdiction.

**CONSENT AGENDA**

The consent agenda consisted of Minutes of the September 14, 2009 meeting, the September 14, 2009 executive session meeting, the September 21, 2009 special board meeting, the financial report and payment of bills for September, 2009 with a total of \$769,934.39. An additional set of Minutes of the September 21, 2009 executive session meeting was not immediately available for review and deemed to be incomplete. White moved to accept the 4 initial agenda items and table the Minutes of the September 21, 2009 executive session meeting until November; Molinaro seconded. The motion carried with 4 aye, 0 nay and 1 abstain in a roll call vote. Dobson noted that she abstained because she was not present for at least one of the meetings.

**PRESIDENT'S REPORT**

Skold stated that President McDonald was not present due to illness; the newsletter has vastly improved; appreciated Friends of the Library and staff who were at the booth at Heritage Fest; thanked the local governments who were able to provide rooms for meetings while the renovation was ongoing.

**INTERIM DIRECTOR'S REPORT**

Madden reported that the budget process is continuing and some steps that in the past occurred in October will be postponed to November which is not a problem legally. Ginger Boskelly is doing the per capita grant for the first time. Per capita grant funding is expected to be 16% less than the previous year. The library owns a rare book. Madden will prepare a report for the November Board meeting that lists the options that the Board should consider in dealing with this title.



Barnes reported on the renovation and distributed the furniture budget and last minute bills. Currently the renovation is under budget by \$4,700 and the Library is awaiting the last pieces of furniture.

**ACTION: ANNOUNCE CHANGE OF DATE FOR TAX LEVY HEARING**

Dobson moved that the date for the tax levy hearing will be November 9, 2009 at 6:45 p.m.; Molinaro seconded and the motion carried with 5 aye, 0 nay and 2 absent in a roll call vote.

**ACTION: APPROVE ORDINANCE 0.02% BUILDING AND MAINTENANCE TAX**

White moved to approve a 0.02% building and maintenance tax; Dobson seconded and after questions directed to Madden were answered, the motion carried with 5 aye, 0 nay and 2 absent in a roll call vote.

**ACTION: ADOPT RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR 2009-2010 FISCAL YEAR**

Dobson move to adopt the resolution which was amended to include Skold noted as President pro tem. White seconded and the motion carried with 5 aye, 0 nay and 2 absent in a roll call vote.

**DISCUSSION: REVIEW OF "WELCOME TO KEEPING THE PUBLIC INFORMED: ADMINISTRATIVE READY REFERENCE"**

Madden noted that a copy of this document on CD-ROM was received by the library, but it is also available on the internet. Reviewing the document is a requirement of this year's per capita grant.

**ACTION: APPROVAL OF PER CAPITA GRANT APPLICATION**

Molinaro moved to approve the application as presented; White seconded and the motion carried with 5 aye, 0 nay, 2 absent in a roll call vote.

**COMMITTEE REPORTS**

Molinaro reported that the Facilities Committee will meet prior to the next board meeting.

**BOARD DEVELOPMENT**

Hohman reported the highlights of the September Friends Meeting. The Friends assisted at the Grand Re-Opening by purchasing cookies and cider for the event. Many of the Friends were present that evening and helped serve patrons. Skold mentioned that the library has been getting a lot of good press lately.

**QUESTION AND ANSWER PERIOD**

Madden was asked to prepare a final report for the trustees for the November Board meeting. Dobson suggested based on the Open Meeting Act that trustees should consider having a formal agenda and minutes taken for any committee meetings, even those with only two members. Alternatively, all Board committees could be treated as committees of the whole to avoid this. The matter will be turned over to the library's lawyer to review and make a recommendation. Molinaro then suggested that additional details be included in the regular Board minutes so that it is clear why a decision was made.

Dobson and Molinaro felt that an action at the September 21<sup>st</sup> Special Meeting was not appropriately listed on the meeting notice. There was considerable discussion about this matter and about the importance of ensuring that the process for all decisions be clear and that appropriate notification be given.

Final discussion centered on board evaluation for not-for-profits, working together as a Board and to having a retreat once Roxane Bennett, our new director, is in place. It was also decided that the attorney be invited to the January Board meeting to review legislation including the Open Meeting Act.

#### ADJOURNMENT

Dobson moved to adjourn the meeting at 8:11 p.m. Molinaro seconded and motion carried with 5 aye, 0 nay and 2 absent.

END OF MINUTES



William J. Stephens  
Board Secretary