

**Dundee Township Public Library District**  
**Board of Trustees Meeting**  
Monday, October 13, 2008  
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 7:00 p.m.

**ROLL CALL**

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

**AUDIENCE PARTICIPATION**    None

**CONSENT AGENDA**

- A. Minutes of September 8, 2008, Board of Trustees Meeting
- B. Minutes of September 8, 2008, Executive Session (distributed by White).
- C. Minutes of September 22, 2008, Executive Session (distributed by White).
- D. Financial Report & Payment of Bills, September 2008: total disbursements for the month were \$188,858.93.

**Motion:** Nunn-Thompson moved to approve the consent agenda with the minutes of the September 8 Executive Session closed and the minutes of the September 22 Executive Session open, even though the minutes from the September 22, 2008, Board of Trustee minutes were not available. Skold seconded the motion, and it carried by unanimous roll call vote.

**DISCUSSION – WEST SIDE EXPANSION**

Alan Scimeca made a presentation proposing his services as a construction manager for the library renovation project. After Scimeca had left, a short discussion was held, and it was decided that the Physical Facilities Committee should meet and develop a job description for a project manager and, if possible, recommend someone to fill the position.

**ACTION: APPROVE RECOMMENDATION OF CLOSED SESSION REVIEW COMMITTEE**

It was recommended by the committee that the following minutes of Executive Session remain closed: May 12, 1998, February 11, 2008, April 14, 2008, and May 12, 2008.

**Motion:** Skold moved that the aforementioned minutes remain closed. Gade seconded the motion, and it carried by unanimous roll call vote.

**ACTION: APPROVE TAX LEVY ORDINANCE 08-09**

A corrected copy was available for approval (on Page 2, Section 2, the figure of \$3,014,158 was changed to \$2,883,775).

**Motion:** Gade moved to approve Ordinance 08-09, Tax Levy for Library Purposes for the Fiscal Year 2008-2009. After a second by Brecke, the motion carried by unanimous roll call vote.

**ACTION: APPROVE BUILDING & MAINTENANCE .02% TAX LEVY ORDINANCE 08-10**

**Motion:** Gade moved to approve Ordinance 08-10, Building & Maintenance .02% Tax Levy. Skold provided the second. The roll call vote was unanimously in favor.

**ACTION: APPROVE PER CAPITA GRANT**

Topper noted that this application is done yearly. This year an ADA self-evaluation is included. A copy was circulated for all to review.

**Motion:** Nunn-Thompson moved to approve the Per Capita Grant, and McDonald seconded the motion. The motion carried by unanimous roll call vote.

**ACTION: APPROVE SALARY COMPENSATION STUDY**

**Motion:** Brecke moved to approve the agreement with The Management Association of Illinois, not to exceed \$3,950 including travel. Any additional charges would require prior approval of the Board of Trustees. After a second by Nunn-Thompson, the motion carried by unanimous roll call vote.

**ACTION: REPAIR OF STAIRS**

**Motion:** McDonald moved to accept the bid from Arthur Popp Excavating for \$2,800 for repair of the west stairs. Gade seconded the motion, and it carried by unanimous roll vote.

**ACTION: POLICY MANUAL, SECTION 3**

Brecke was given further direction. Action was tabled until the next meeting.

**COMMITTEE REPORTS**

**Administrative:** Blessman said a meeting was held to develop the agenda.

**Physical Facilities:** (stair repair).

**Outreach:** did not meet.

**Finance/Insurance/Budget:** the committee met to discuss changes to the employee salaries. Gade and White will be meeting with the auditor on October 16, 5:00 p.m. It was noted that all outstanding checks have cleared.

**Foundation:** no report.

**Compensation:** needs to begin meeting after report is received.

### **PRESIDENT'S REPORT**

Blessman circulated the Media Packet and a sign-up sheet for attendance at the monthly Friends of the Library meetings.

### **DIRECTOR'S REPORT**

Topper gave the following report:

- A meeting will be held in the upcoming week with the auditor.
- The staff, along with members of the League of Women Voters, registered many voters last week.
- Staff day is Friday, October 17, and there will be a presentation on first aid followed by department meetings and lunch. The library will open at 1:00 p.m.
- The safari bus trips to the library for the second graders have begun, thanks to partial funding of \$1,400 from the Friends of the Library and \$1,000 from the Lions Club. The Lions Club also gave \$500 for large print books.

### **BOARD DEVELOPMENT**

**Friends Meeting Overview:** Nunn-Thompson reported on the September meeting, which was a combination meeting and appreciation dinner. The group has a larger membership. November 14 & 15 will be the next book sale. Wish lists from library staff were presented. The Friends will pay for a new globe for the library, a rug for the Children's Department, and a portion of the trips for second grade school students.

**Board Self-evaluation:** Blessman has received all evaluations. Skold thanked White for information provided.

### **QUESTIONS & ANSWERS - None**

### **ADJOURNMENT**

Skold moved and Brecke seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:12 p.m.

Mary White  
Board Secretary