

Dundee Township Public Library District
Board of Trustees Meeting
Monday, November 10, 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 7:02 p.m.

ROLL CALL

The following trustees were present: Jennifer Blessman, Carrie Brecke, Liz Gade, Cheryl Nunn-Thompson, Marge Skold, and Mary White. Lenore McDonald was absent. 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 22, 2008, Special Board of Trustees Meeting.
- B. Minutes of October 13, 2008, Tax Levy Hearing.
- C. Minutes of October 13, 2008, Board of Trustees Meeting.
- D. Financial Report & Payment of Bills, October 2008: total disbursements for the month were \$170,916.18.

Motion: Nunn-Thompson moved to approve the consent agenda. Skold seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPOINT TWO DEPUTY CLERKS TO ACCEPT TRUSTEE PETITIONS

Topper put forth the names of Ginger Boskelly and Karen Werle.

Motion: Gade moved to appoint Ginger Boskelly and Karen Werle as the deputy clerks. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPROVE STAFF DAY CLOSING ON DECEMBER 5

Topper reported that there will be departmental meetings the morning of Friday, December 5, followed by a holiday luncheon.

Motion: Skold moved to approve the library closing during the morning of December 5, 2008, with the library opening at 1:00 p.m. After a second by Gade, the motion carried by unanimous roll call vote.

ACTION: APPROVE HOLIDAY FUNDS

Motion: Nunn-Thompson moved to appropriate \$600 for the staff holiday lunch. Skold provided the second. The roll call vote was unanimously in favor.

ACTION: APPROVE PURCHASE OF SEWAGE EJECTOR PUMPS

Gade reported that one pump had failed and the proposal is for replacing that pump with the brand already in use – Weil. One bid is for \$10,465 for both pumps (from Doherty) and the other, from Tessendorf, is \$10,418 for both or \$5,875 for one.

Motion: Brecke moved to replace the one pump or both, if needed. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote. The Physical Facilities Committee will make the final decision.

ACTION: APPROVE GRIEVANCE POLICY

Brecke will make changes to the procedure (not policy) and bring it back to a future meeting. Action was tabled.

ACTION: APPROVE POLICY MANUAL – PART III

Brecke reviewed the changes. The Trustees were asked to e-mail any other changes to her. Action was tabled.

COMMITTEE REPORTS

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

Physical Facilities: the west stairs were repaired.

Finance/Insurance/Budget: the Audit Committee met. Any deficiencies noted on the recent audit report have been worked out. All outstanding checks have cleared. It was noted in the report that there should be two people handling funds – one to make the deposit and one to input the data. Other libraries will be contacted regarding their Library Board Treasurer procedures. Gade noted that First American Bank received an excellent rating from FDIC and the library assets are sufficiently collateralized.

Outreach: did not meet.

Compensation: awaiting a response from the Management Association to the revised proposal made by the Board.

Foundation: Topper pointed out the letter in the trustees' packets in which the attorney reported IRS exemption status could take another 5-6 months.

PRESIDENT'S REPORT

Blessman circulated the Media Packet and noted that a thank-you letter had been received from the sixth grade class at St. Catherine's.

DIRECTOR'S REPORT

Topper gave the following report:

- Received from the Pat Ostewig estate – \$15,000 for the Library Foundation. A thank-you note was sent to the family.
- Received from A-American Storage - \$500 for children's books. This company provides storage space for the Friends of the Library books.
- Jeanne Etling was thanked for obtaining a used self check-out machine from the Barrington Library. It will be used as a trial to determine whether or not patrons would use this type of equipment.

- A person was arrested for lewd behavior the week before in the parking lot. A trespass warrant was issued, and the perpetrator is out on bail with a November 20 court date.

BOARD DEVELOPMENT

Friends Meeting Overview: there was no trustee representative at the October meeting. A sign-up sheet for future meetings was circulated.

Trustee Election: three seats, Blessman, Brecke, and Nunn-Thompson, will be open for the April 2009 election.

QUESTIONS & ANSWERS

Each member announced what food she would bring to the holiday party that will follow the December 8 meeting.

EXECUTIVE SESSION

Skold made a motion to move to Executive Session to discuss personnel. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 7:41 p.m.

Blessman called the meeting back to order at 8:43 p.m. with the roll call taken of 6 present, 1 absent (McDonald).

ACTION: APPROVE REVISED ORGANIZATIONAL CHART

Motion: Brecke moved to approve the revised organizational chart with additional changes per Board discussion. Gade provided the second and, after a unanimous roll call vote, the motion carried.

ACTION: HIRE CONSULTING FIRM

No action was needed. The Administrative Committee will gather information and bring it to the Board.

ADJOURNMENT

Brecke moved and Nunn-Thompson seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:46 p.m.

Mary White
Board Secretary