

**Dundee Township Public Library District
Board of Trustees Meeting
Monday, January 11, 2010
7:00 p.m.**

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

Vice President Marge Skold called the meeting to order at 7:02 p.m.

ROLL CALL

Secretary William J Stephens called the roll. The following trustees were present: Skold, Stephens, Mary White, Liz Gade, Sherry Dobson and Joe Molinaro. Lenore McDonald was absent. Director Roxane E. Bennett was also present. Audience attendance included: Jeanne Etling, Roger Ritzman, Karin Nelson, Ginger Boskelly, Karen Werle, Eleanor Mamayek and Skylar Cymerma.

AUDIENCE PARTICIPATION

There was no audience participation.

DISCUSSION: OPEN MEETINGS ACT & FREEDOM OF INFORMATION ACT

Attorney Ritzman provided trustees with an outline for discussion of FOIA and OMA and reviewed the requirements along with recent changes that took effect on January 1st.

Of particular significance in FOIA is: the obligation to designate a FOIA Officer, new requirements for training and posting, shortened response times, and the addition of civil penalties for “willful violations” of the Act. Significant changes in OMA involve electronic communications such as electronic participation in meetings and the use of e-mail.

In response to questions, Ritzman clarified that all trustee email regarding library business is subject to the archive requirements of the Local Records Act and as such is subject to a FOIA request. This includes messages between trustees as well as messages between a trustee and a member of the public. Any messages that include the Library Director are archived by the Library, but trustees may wish to refrain from using their personal email accounts for other correspondence regarding library business. Personnel records, including staff member performances, are not exempt from FOIA. However patron data is exempt because of the Library Records Confidentiality Act.

Ritzman reviewed statutory requirements for meeting minutes in response to trustee concerns. The OMA states that a summary of discussion is required. Because there are no specific rules, guidelines, or test cases that further define what constitutes either insufficient details or an overly broad summary, it falls within the board’s discretion to determine the level of detail to include. Minutes should be prepared so someone reading them in the future would understand the substance of the matters discussed and the action taken on them. Trustees should consider whether minutes reflect an accurate, fair summary of the discussion. There is no difference in the level of detail required between written minutes for open and closed meetings. Written minutes for closed meetings must simply “meet the requirements applicable to the minutes of

open meetings.” 5 ILCS 120.2/06(c). Trustees may offer amendments to minutes presented by the Secretary prior to approval. Minutes are approved by majority vote.

ADJOURNMENT TO EXECUTIVE SESSION TO DISCUSS PERSONNEL AND LEGAL ISSUES

Gade moved and Dobson seconded moving to Executive Session

MOVE FROM EXECUTIVE SESSION TO OPEN MEETING

Dobson moved and Molinaro seconded moving to Open Meeting at 7:52 p.m.

ACTION: AUTHORIZE PRESIDENT AND SECRETARY TO EXECUTE GENERAL RELEASE DOCUMENTS PURSUANT TO THE LIBRARY COMMUNITY FOUNDATION SETTLEMENT AGREEMENT

This action was recommended to settle a legal case in which the library was among a group of plaintiffs.

Motion: Gade moved to authorize the President and Secretary to execute general release documents pursuant to the Library Community Foundation Settlement Agreement.

Dobson seconded and the motion passed with 6 ayes, 0 nays and 1 absent.

ACTION: APPOINT FOIA OFFICERS ROXANE BENNETT & KAREN WERLE

This action is required to comply with the Illinois Freedom of Information Act.

Motion: Gade moved to appoint Bennett & Werle as FOIA Officers with Werle being the primary Officer. Dobson seconded and the motion passed with 6 ayes, 0 nay and 1 absent.

CONSENT AGENDA

- A. Executive Session Minutes from the September 14, 2009 Board of Trustees Meeting
- B. Minutes from the December 14, 2009 Board of Trustees Meeting
- C. Executive Session Minutes from the December 14, 2009 Board of Trustees Meeting
- D. Financial Report and Payment of Bills for December, 2009; total disbursements were \$ 184,709.46

Motion: White moved to have less detail in the Executive Session Minutes from the September 14, 2009 meeting. Motion died for lack of a second.

Motion: Gade moved to accept the Consent Agenda with the Executive Sessions Minutes remaining closed. Dobson seconded and the motion carried with 5 ayes, 1 aye with exception, 0 nay and 1 absent.

PRESIDENT'S REPORT

No report due to President's absence.

DIRECTOR'S REPORT

Bennett reviewed her written report and added that the monthly Spanish Story Time drew its largest audience ever last Monday. She also demonstrated the new scheduling software called WhenToWork that managers will begin using in January. In reviewing her schedule of meetings, Bennett highlighted a very positive visit with Mary Stallings of the Senior Center as well as her attendance at the Village Forum held at the Senior Center where she had the opportunity to meet

a number of state, county, and local officials. She has a meeting scheduled with the Park District Director in January.

ACTION: ADOPT PREVAILING WAGE ORDINANCE (10-01)

This action is required to comply with the Illinois Prevailing Wage Act.

Motion: Gade moved to adopt the Prevailing Wage Ordinance. Dobson seconded and the motion carried 6 aye, 0 nay and 1 absent.

ACTION: RESOLUTION TO CHANGE AUTHORIZED AGENT FOR IMRF TO ROXANE E BENNETT (10-02)

Due to the complexity of the program, a well-informed staff member is essential as the point of contact with the Illinois Municipal Retirement Fund.

Motion: Gade moved to change the authorized agent for IMRF to Roxane E Bennett. Molinaro seconded the motion which passed 6 ayes, 0 nay and 1 absent.

ACTION: APPOINT NSLS REPRESENTATIVE

This appointee will be the official liaison between the Library Board and the Board of the North Suburban Library System (NSLS).

Motion: Stephens moved to appoint Sherry Dobson as NSLS representative. Gade seconded and the motion carried on a voice vote.

COMMITTEE REPORTS

There were no committee reports as no meetings were held.

BOARD DEVELOPMENT

The Friends are moving forward with their sale of books that were removed before the renovation began last year. The retreat has been tentatively set for March 6th. Michael Madden's name was suggested as a possible facilitator and discussion was held about facilitator fees. A short discussion regarding the Board self-evaluation tool took place.

QUESTION AND ANSWER PERIOD

Dobson mentioned a trustee training taking place on February 27th in Lisle. The library will pay for her to attend the training and other trustees will let Bennett know if they are also interested. Bennett was asked to ensure that each trustee is on the list for NSLS and ILA. Questions were asked about the Foundation and 501C status which will need further checking. White will be attending a TIF meeting on Wednesday.

ADJOURNMENT

Dobson moved and Gade seconded the motion to adjourn the meeting which passed on a voice vote. Meeting adjourned at 8:50 p.m.

William J. Stephens
Board Secretary