

Dundee Township Public Library District
Board of Trustees Meeting
Monday, December 8, 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 7:01 p.m.

ROLL CALL

The following trustees were present: Jennifer Blessman, Lenore McDonald, Marge Skold, and Mary White. Carrie Brecke and Cheryl Nunn-Thompson were absent. Liz Gade arrived at 7:08. Library Director Elisa Topper also was present. Audience attendance included: Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Eleanor Mamayek, Pat Paulson, Joe Schuldt, and Kathy Shrum.

AUDIENCE PARTICIPATION None

CONSENT AGENDA

- A. Minutes of November 10, 2008, Board of Trustees Meeting.
- B. Minutes of November 10, 2008, Executive Session Meeting (distributed by White).
- C. Financial Report & Payment of Bills, November 2008: total disbursements for the month were \$177,994.11.

Motion: Skold moved to approve the consent agenda with the Executive Session minutes open. McDonald seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPROVE ORDINANCE 08-11 SCHEDULE OF 2009 LIBRARY CLOSINGS

Motion: Skold moved to approve Ordinance 08-11 Library Closings, January 1, 2009-January 1, 2010. White seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPROVE ORDINANCE 08-12 BOARD MEETING DATES FOR 2009

Motion: Skold moved to approve the Board meeting dates for 2009. After a second by McDonald, the motion carried by unanimous roll call vote.

Trustee Gade arrived at 7:08 p.m.

ACTION: APPROVE REVISED SALARY STUDY PROPOSAL

Motion: Skold moved to approve the services of The Management Association of Illinois for job description training, compensation analysis and structure development, totaling \$4,340. Gade seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPROVE FEE FOR COLOR COPIES

Motion: White moved to approve the \$1 per page fee for color printing/copying. After a second by Skold, the motion carried by unanimous roll call vote.

ACTION: APPROVE GRIEVANCE POLICY

ACTION: APPROVE POLICY MANUAL – PART III

Action on both items was delayed because of Brecke's illness and absence from the meeting.

ACTION: REVIEW THE 12-MONTH BOARD AGENDA 2009

Motion: Skold moved to approve the 2009 12-Month Board Agenda. McDonald provided the second, and the motion carried by unanimous roll call vote.

COMMITTEE REPORTS

Administrative: Blessman said a meeting was held via phone and e-mail to develop the agenda.

Physical Facilities: did not meet.

Finance/Insurance/Budget: the Treasurer's Report will be published Wednesday, December 10.

Outreach: did not meet.

Compensation: the compensation study should be completed by the end of March/first part of April.

Foundation: while vacationing in Florida, Topper completed necessary information (sent and returned by special delivery) in order to meet the urgent IRS deadline.

PRESIDENT'S REPORT – none

DIRECTOR'S REPORT

Topper gave the following report:

- Additional paperwork was signed for the IRS for the Library Foundation.
- An enjoyable holiday lunch was held December 5, and the Children's Department was thanked for coordinating the event.
- A new reference librarian and maintenance assistant will be hired soon.

Topper thanked the Board for allowing her to serve as director of the library, and she wished everyone happy holidays.

BOARD DEVELOPMENT

Friends Meeting Overview: Skold attended the November meeting. Mary Lynne Doherty, coordinator of the book sale, wants to step down. Three boxes of leftover books were sent to the troops and a juvenile detention center. A holiday gathering will be held in January. New members have been recruited.

QUESTIONS & ANSWERS - none

EXECUTIVE SESSION

Blessman made a motion to adjourn to Executive Session to discuss legal/personnel issues. White seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 7:28 p.m.

Blessman called the meeting back to order at 8:01 p.m. with the roll call taken of 5 present, 2 absent (Brecke, Nunn-Thompson).

ADJOURNMENT

Skold moved and McDonald seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:02 p.m.

Mary White
Board Secretary