

**Dundee Township Public Library District**  
**Board of Trustees Meeting**  
Monday, February 9, 2009  
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, Lenore McDonald, Cheryl Nunn-Thompson, Marge Skold, and Mary White. Liz Gade was absent. Interim Library Director Mike Madden also was present. Audience attendance included: Ginger Boskelly, Sherry Dobson, Jeanne Etling, Carolyn Friedlund, Eleanor Mamayek, Joe Molinaro, Karin Nelson, Pat Paulson, Mary Povilonis, Kathy Shrum, and Bill Stephens.

**AUDIENCE PARTICIPATION**    None

**CONSENT AGENDA**

**Motion:** Brecke moved to appoint Skold as treasurer pro tem. After a second by McDonald, the motion carried by roll call vote (aye-Blessman, Brecke, Nunn-Thompson, McDonald, White; abstain-Skold; absent-Gade).

- A. Minutes of January 12, 2009, Board of Trustees Meeting.
- B. Minutes of January 12, 2009, Executive Session Meeting (distributed by White).
- C. Financial Report & Payment of Bills, January 2009: total disbursements for the month were \$175,778.79.

**Motion:** Nunn-Thompson moved to approve the consent agenda with the January 12 Executive Session minutes open. Skold seconded the motion, and it carried by roll call vote (aye-Blessman, Nunn-Thompson, Skold, White; abstain-Brecke, McDonald; absent-Gade).

**DISCUSSION – POLICY MANUAL PROCEDURES PARTS I & II**

Brecke reported that she had reviewed the manual with staff members Etling and Nelson. Etling recommended merging the policy manual with the procedure manual for viewing purposes: Policy 1 would be followed by Procedure 1, etc., using different fonts and/or colors. A short discussion ensued, and it was decided that the procedure portion should follow the policy portion. References to procedure could be noted in the policy for easier navigation.

**ACTION: APPROVE POLICY MANUAL PART III**

Brecke noted that the sections on bereavement, sick leave, and grievance were new. After a short discussion, Madden agreed to find other examples of library staff grievance policies.

**Motion:** Skold moved to approve Policy Manual Part III with the date in Article 8 corrected and minus the grievance policy. Brecke seconded the motion. Upon a unanimous roll call vote, the motion carried.

**ACTION: APPROVE MAY 2009 MEETING DATE CHANGE**

**Motion:** Nunn-Thompson moved to change the May meeting from May 11 to May 18 in order to allow for seating the newly elected Board members. McDonald seconded the motion, and it carried by unanimous roll call vote.

**ACTION: APPOINT CLOSED SESSION MINUTES REVIEW COMMITTEE**

**Motion:** Brecke moved to appoint Nunn-Thompson and McDonald to the committee for review of the closed session minutes. After a second by Skold, the motion carried by unanimous roll call vote.

**COMMITTEE REPORTS**

**Administrative:** Blessman said the agenda was developed via e-mails from Brecke, Madden, and herself.

**Physical Facilities:** the ejector pump and check valve have been replaced. The Friends of the Library are going to purchase a defibrillator for the library.

**Finance/Insurance/Budget:** did not meet.

**Outreach:** did not meet.

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

**Foundation:** Blessman reported that she had signed all the necessary documents at the attorney's office in January. Madden agreed to gain an update on membership of the Foundation.

**PRESIDENT'S REPORT – none**

**INTERIM DIRECTOR'S REPORT**

Department head written reports were included in the members' packets. Madden reviewed his written report:

- April 7 election ballot order – Bill Stephens, Joseph Molinaro, Sherry Dobson, Paul Black.
- The Mgt. Assn. of Illinois Salary Study has been delayed because job descriptions need to be updated and 10-12 peer libraries chosen for comparison purposes. (The Board agreed with those suggested by Madden.)
- Goals and objectives have been consolidated into one document.
- A long-range financial plan is recommended. (The Board Finance Committee will gather more information for presentation at the next meeting.)
- A review of property/liability insurance coverage has begun.
- IMRF has lost \$6.1 billion and is struggling with procedures to capture the lost revenue. The average employer contribution may increase from 9.11% to 16.63%. The library will be given options on how to contribute.

## **BOARD DEVELOPMENT**

**Friends Meeting Overview:** Nunn-Thompson attended the January 20 meeting. The next book sale will be May 15-16 and bookmarks publicizing the event are available. Fall sale dates have not yet been determined. Tables for the sale have been purchased and are being stored along with the book donations at the storage facility. The Friends are developing a list of approved organizations to which unsold books may be donated. Blessman will attend the February 17 meeting.

## **QUESTIONS & ANSWERS**

White will attend a TIF meeting on February 19. The NSLS Awards Banquet will be March 20.

## **EXECUTIVE SESSION**

Blessman made a motion to adjourn to Executive Session to discuss legal/personnel issues. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 7:59 p.m.

Blessman called the meeting back to order at 8:32 p.m. with the roll taken of 6 present, 1 absent (Gade).

## **ACTION: Approve Interim Director's Contract**

Skold made a motion to approve the Employment Agreement for Interim Library Director dated February 9, 2009, with the actual start of Interim Director to be February 16, 2009. Brecke seconded the motion, and it passed by unanimous roll call vote.

## **ADJOURNMENT**

Brecke moved and McDonald seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:34 p.m.

Mary White  
Board Secretary