

**Dundee Township Public Library District**  
**Board of Trustees Meeting**  
Monday, April 14, 2008  
7:00 p.m.

Dundee Township Public Library Community 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, Lenore McDonald, Cheryl Nunn-Thompson, Marge Skold, and Mary White. Library Director Elisa Topper was present. Audience attendance included: Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Eleanor Mamayek, Karin Nelson, Pat Paulson, Jim Schuldt, Joe Schuldt, and Kathy Shrum.

**AUDIENCE PARTICIPATION**    None

**CONSENT AGENDA**

A. Minutes of March 10, 2008, Board of Trustees.

(corrections: pg. 1- correct spelling of “commas” & under Closed Executive Session, delete “to present” after May 12, 1998; pg. 2-under TIF Redevelopment Project, delete the vote delineation, and under Director’s Report, change the verb from “is” to “was” on second sentence of third bullet; pg. 3-remove the word “as” in the first sentence.)

B. Financial Report & Payment of Bills, March 2008: total disbursements for the month were \$227,438.60.

**Motion:** Gade moved to approve the consent agenda with the changes to the minutes. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote.

**ACTION: APPROVE DELETION OF OUT-OF-DATE EXECUTIVE SESSION TAPES**

Blessman reported that tapes of Executive Sessions need to be kept for 18 months only.

**Motion:** Gade moved to delete the following tapes (the minutes are all open):

January 12, 2004, August 9, 2004, June 13, 2005 (Part 1, 2, 3), November 14, 2005, and June 12, 2006. Skold seconded the motion, and it carried by unanimous roll call vote.

**ACTION: APPROVE LIBRARY CLOSING ON MAY 16 FOR ½ DAY STAFF DEVELOPMENT**

The staff is in need of training for updates to the CCS (Cooperative Computer Services). Topper noted that there are usually two full days of closings for staff development; there may be three this year. **Motion:** Skold moved to approve the library closing in the morning on May 16, 2008, for staff development. Gade provided the second, and the motion carried by unanimous roll call vote.

**ACTION: APPROVE DECISION SYSTEMS ACCOUNTING SOFTWARE UPGRADE**

An upgrade to a Windows based version from the DOS based Decision Systems accounting program is needed. It includes the fund accounting and payroll system components. **Motion:** Brecke moved to approve the upgrade to the Window based version of Decision Systems Accounting software – to be purchased over a three-year period and to include training and maintenance of the system for this time period. Total cost is \$17,830. Nunn-Thompson seconded the motion, and the roll call vote was unanimously in favor.

**ACTION: APPROVE 12-MONTH CALENDAR**

The draft copy of the 2008 Board Agenda Calendar was reviewed and the following changes made: move “Review Ethics Statement & submit Statement of Economic Interest by May 1 (each Trustee individually)” from May to April; add “(odd-numbered years) after “Board orientation of new trustees” under May; change “Adopt schedule of legal closings of the library” to “Adopt summer schedule of the library” under June; and, take off the word “results” on “Complete Board self-evaluation” under September. **Motion:** Skold moved to approve the 2008 Board Agenda Calendar with the changes. Blessman seconded the motion and, after a unanimous roll call vote, the motion carried.

**POLICY MANUAL PART III – DISCUSSION**

The draft copy of the Policy Manual, Part III, Personnel Policies was reviewed and various grammatical corrections were made. Topper will survey other libraries about bereavement time off, and it was suggested that a maximum amount be included for tuition reimbursement. It was noted that the attorney would provide a review after Board approval. Brecke volunteered to revise Part III, separating policy from procedures.

**COMMITTEE REPORTS**

**Physical Facilities:** Nunn-Thompson stated that the committee had not met but Topper had provided updates regarding recent rain damage in the staff lounge. The water source seems to be the leaking workroom windows, and quotes are being sought for caulking. The staff lounge had to be vacated because of the damage and bad odor. Topper was instructed to get the old carpet taken out.

**Administrative:** Blessman said that they met and the agenda was developed. A meeting was held with the attorney about pending legal matters.

**Finance:** No report.

**Foundation:** Topper said they are awaiting a letter from the state.

**Personnel:** No report.

**PRESIDENT’S REPORT**

Blessman announced the Per Capita Grant – for FY 2008 - \$65,966.20. The Trustees were reminded that economic interest statements are due May 1. Because of the recent bank ownership changes, Blessman has signed numerous new signature documents.

**DIRECTOR’S REPORT**

Topper gave the following report:

- National Library Week is April 13-19, and Julie Andrews is the spokesperson for the American Library Association.
- The staff will be thanked with a lunch of Chinese food on April 15 in recognition of National Library Workers Day.
- Jeanne Etling, Karin Nelson, and Topper attended the Public Library Association Conference in Minneapolis and were energized by what was learned. Some of the handouts were distributed for the Board’s review and future planning.
- The Feasibility Study is on schedule.
- The department heads are continuing to work with the director on a draft outline of a long-range plan for the Board. (Skold gave a reminder to use measurable objectives.)

**BOARD DEVELOPMENT**

**East Dundee TIF Meeting:** White attended the March 26, 2008, meeting of the Joint Review Board and presented the “no” vote from the Library Board. A public hearing is set for May 5.

**Friends Meeting Overview:** Nunn-Thompson gave the report on the March 18 meeting. The used book sale will be April 25-26, and assistance will be provided by Dundee-Crown High School students. Unsold and older books will be recycled. The Friends would like an overview of the Feasibility Study at the May meeting – McDonald is scheduled to attend. A presentation by the library technical services will be given on April 15. Second grade library bus tours continue, and the Lion’s Club may donate \$1,000. Funding of \$250 will be given for the Trivia Bee. The music appreciation program will continue, and it was noted that the artists *can* sell their products at events.

**Upcoming NSLS Events:** Blessman circulated a program flyer to the Trustees for review.

**QUESTIONS & ANSWERS - None****EXECUTIVE SESSION**

Gade made a motion to move to Executive Session for personnel and legal issues and for review of Executive Session minutes. Brecke seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 8:40 p.m..

Blessman moved to close the Executive Session at 8:59 p.m. Gade seconded the motion and, after a unanimous roll call vote, the motion carried.

Blessman called the regular meeting back to order at 9:00 p.m.

**ACTION: EXECUTIVE SESSION MINUTES**

**Motion:** Gade made a motion to approve the Executive Session minutes of October 10, 2005, and that they be open and the tape be deleted. McDonald seconded the motion, and it carried by unanimous roll call vote.

**ADJOURNMENT**

Gade and McDonald moved and seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 9:02 p.m.

Mary E. White  
Board Secretary