

Dundee Township Public Library District
Board of Trustees Meeting
Monday, June 8, 2009
7:00 p.m.

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

President Lenore McDonald called the meeting to order at 7:05 p.m.

ROLL CALL

The following trustees were present: Sherry Dobson, Liz Gade, Lenore McDonald, Joseph Molinaro, Marge Skold, Bill Stephens, and Mary White. Interim Library Director Phyllis O'Neill also was present. Audience attendance included: Art Barnes, Randy Edmondson, Jeanne Etling, Carolyn Friedlund, Bonnie Kalaway, Mike Madden, Eleanor Mamayek, Karin Nelson, and Kathy Shrum.

AUDIENCE PARTICIPATION - none

CONSENT AGENDA

- A. Minutes of 18 May 2009 Board of Trustees Meeting, Part 1.
- B. Minutes of 18 May 2009 Board of Trustees Meeting, Part 2.
- C. Minutes of 18 May 2009 Executive Session Meeting (distributed by White).
- D. Financial Report & Payment of Bills, May 2009: total disbursements for the month were \$207,676.02.

Motion: Skold moved to approve the consent agenda with the May 18 Executive Session minutes closed. Molinaro seconded the motion, and it carried by unanimous roll call vote.

PRESIDENT REPORT – none

INTERIM DIRECTOR REPORT

O'Neill reviewed her written report:

- Budget development, 2009-2010, is in process; budget review by Board in July.
- A meeting was held with Skold to review the salary survey from Management Associates.
- Attorney Ritzman has provided a chronology for annual financial ordinances & statutory deadlines.
- The full-day staff retreat was held May 29 with 38 staff members in attendance. Health and safety presentations were made by East Dundee Fire and Police representatives. There was also a review of the new human resources policy manual, a workshop about outreach to the townships served, and information and schedules for the library renovation.
- A meeting was held with NSLS Executive Director Sarah Long who expressed pleasure in learning about the library renovations.

Renovation Progress

O'Neill spoke briefly about the renovation and asked that the Board make a decision about how to select a general contractor. Art Barnes then explained the three ways: 1) public bid; 2) three pre-qualified general contractors; and, 3) negotiation with only one. The latter is not possible for this project. Barnes suggested asking for bids from three pre-qualified: Glenn H. Johnson Construction, Executive Construction, Inc., and Leopardo Construction. Pre-qualifications will include extensive experience in municipal, remodeling, and interior projects; 2008 billings of \$35 million; bonding of \$10 million; and union workers only. The construction documents are to be completed by July 10 and be submitted immediately for the permit process and to the general contractor. Bids are due July 28 and will be reviewed by Barnes by July 31 at which time a contract will be issued. Construction is to begin August 3 with anticipated completion mid-September.

ACTION: APPROVE ORDINANCE TO AUTHORIZE HIRING OF GENERAL CONTRACTOR (09-05)

Motion: Skold moved to approve Ordinance 09-05. After a second by White, the motion carried by roll call vote (aye-McDonald, Skold, Molinaro, White, Dobson, Stephens; nay-Gade).

ACTION: APPROVE ORDINANCE AMENDING PURPOSES OF THE SPECIAL RESERVE FUND (09-06)

Motion: Skold moved to approve Ordinance 09-06. McDonald seconded the motion, and it failed by roll call vote (aye-McDonald, Skold, White; nay-Molinaro, Gade; abstain-Dobson, Stephens). Stephens and Dobson explained their votes by stating that more information is needed, especially about the total expenditures. It was noted that this ordinance is required annually, but this one differs because of the addition of the project total cost.

Motion: White moved to table to the June 22 meeting so that further information can be provided. Stephens seconded the motion and it carried (aye-McDonald, Gade, Molinaro, Dobson, Stephens; nay-Skold, White).

ACTION: APPROVE ORDINANCE CONFIRMING INTENT TO REPAIR LIBRARY BUILDING AND ADOPT A FINANCING PLAN (09-07)

Motion: Dobson moved to approve Ordinance 09-07 as amended (correct Section 2B to: "*cost for the repairs is not to exceed \$1,775,000*" and Section 3 change "*City of Dundee to Village of East Dundee.*" Skold seconded the motion and it carried by roll call vote (aye-McDonald, Skold, Molinaro, White, Dobson, Stephens; nay-Gade).

ACTION: APPROVE ORDINANCE APPROVING A FINANCE PLAN FOR REPAIRING THE LIBRARY BUILDING (09-08)

Motion: Dobson moved and Skold seconded to table to July 13. The motion carried by unanimous roll call vote.

ACTION: APPROVE BANK CARDS FOR SAFE DEPOSIT BOX AT PARK NATIONAL BANK

Motion: Dobson moved to approve the bank cards. After a second by Skold, the motion carried by unanimous voice vote.

ACTION: APPROVE TWO TRUSTEES TO REVIEW ACCURACY OF BOARD MINUTES FOR THE ANNUAL REPORT

Motion: Gade moved to select Stephens and White. Skold seconded the motion, and it carried by unanimous voice vote.

ACTION: APPROVE NEPOTISM POLICY

Motion: Dobson moved to approve the Nepotism Policy to be added to the Personnel Policy Manual. The motion carried by unanimous voice vote after a second by Molinaro.

ACTION: APPROVE RENEWAL OF HEALTH INSURANCE POLICY

Motion: Skold moved to move this agenda item until after Executive Session. After a second by Dobson, the motion carried by unanimous voice vote.

It was noted that future agendas include “Approval of the Agenda” after Roll Call.

ACTION: APPROVE PROPOSAL FOR ANNUAL AUDIT

Motion: Dobson moved and McDonald seconded to approve the proposal from McClure Inserra and Company for the annual audit at an estimated fee of \$7,900. The motion carried by unanimous roll call vote.

COMMITTEE REPORTS

New committee appointments will be made at the June 22 meeting.

BOARD DEVELOPMENT

Friends Meeting Overview: Stephens reported on the May 19 meeting. Dobson will attend the June 16 meeting.

TIF Meeting: White will attend the East Dundee meeting on June 30.

EXECUTIVE SESSION

Gade made a motion to adjourn to Executive Session to discuss personnel issues. Dobson seconded the motion, and it carried by unanimous roll call vote. The meeting moved to Executive Session at 8:32 p.m.

McDonald called the meeting back to order at 9:43 p.m. with the roll call taken of all seven trustees present.

ACTION: APPROVE RENEWAL OF HEALTH INSURANCE POLICY

Motion: Skold made a motion to approve Option 3 of the Blue Cross Blue Shield Medical Insurance with Lundstrom Insurance Co. for the renewal day of July 1, 2009. It was seconded by Molinaro and passed by unanimous roll call vote.

Motion: Skold moved, Dobson seconded, that Interim Director O’Neill present a recommendation of salaries using the study done as well as the model list done by Skold. This would be presented at the July 13, 2009, Board meeting and salaries would be retroactive to July 1, 2009. It passed by unanimous roll call vote.

ADJOURNMENT

Skold moved and Gade seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 9:47 p.m.

Mary White
Board Secretary