

Dundee Township Public Library District
Board of Trustees Meeting
Monday, June 9, 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 7:04 p.m.

ROLL CALL

The following trustees were present: Jennifer Blessman, Liz Gade, Lenore McDonald, Cheryl Nunn-Thompson, Marge Skold, and Mary White. Trustee Carrie Brecke was absent. Library Director Elisa Topper was present. Audience attendance included: Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Eleanor Mamayek, Karin Nelson, Pat Paulson, Joe Schuldt, and Kathy Shrum. Lisa Knight, a visiting Gail Borden Public Library Board member, was introduced.

AUDIENCE PARTICIPATION None

CONSENT AGENDA

- A. Minutes of May 12, 2008, Board of Trustees.
- B. Minutes of May 12, 2008, Executive Session (distributed by White).
- C. Financial Report & Payment of Bills, May 2008: a revised financial report was distributed - total disbursements for the month were \$153,601.10.

Motion: Gade moved to approve the consent agenda with the Executive Session minutes closed. Skold seconded the motion, and it carried by roll call vote (aye-Gade, McDonald, Nunn-Thompson, Skold; abstained-Blessman, White).

PRESENTATION: RESULTS OF THE DUNDEE LIBRARY FEASIBILITY STUDY

Dr. Penny Billman, Northern Illinois University, and Megan Heligas, New Vision Consulting, and the director of the Flossmoor Public Library, gave a visual presentation of the demographics report that had been mailed to the Board members.

Randy Gibson and Douglas Pfeiffer, PSA-Dewberry, also gave a visual presentation of the reports that they distributed. They had received input from the library staff and director, the Illinois Library Association, the Public Library Association, and the demographics from the NIU study. The report included estimated space needs for an 88,000 population in 2030. Several drawings showed options for:

- Building a new library (that would require a 15-acre site).
- Renovating and expanding the existing building and adding another building elsewhere.
- Constructing a new 3-story building on the present site & demolishing the existing building.

They noted that while the present building has been well maintained, it will begin to reach the end of its “life expectancy” in the next 5-10 years. The electrical system is maxed out, and installing a fire sprinkler system would be very costly. In addition, the NIU demographics point to a centralized geographic location.

All of the building options presented would cost approximately \$30 million – an especially big challenge in the current economy and housing market. The PSA-Dewberry representatives suggested purchasing a vacant “big box” retail building of 120,000-130,000 square feet where, if needed, a portion could be rented out.

Director Topper said that all of the documents from the presentation would be available at the Reference Desk for public review.

(There was a 5-minute break.)

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

McDonald and Nunn-Thompson volunteered. **Motion:** Blessman moved to approve McDonald and Nunn-Thompson for review of the last year’s minutes before the next Board meeting. White seconded the motion, and it carried by unanimous roll call vote.

ACTION: APPOINT BOARD COMMITTEES AND MEMBERS

There was a short discussion that included shifting the members to different committees so they could learn the different aspects. **Motion:** Skold moved to table until next month. Nunn-Thompson provided the second, and the motion carried by unanimous roll call vote.

ACTION: APPROVE DRAFT BUDGET 2008-2009

Gade thanked Ginger Boskelly for compiling the cash balance sheet. **Motion:** Gade moved to approve the 2008-2009 draft budget. Skold seconded the motion, and the roll call vote was unanimously in favor.

ACTION: APPROVE RENEWAL OF HEALTH INSURANCE POLICY

The Finance Committee met with the Blue Cross/Blue Shield representatives. Proposed Option 3 increases the annual deductible \$250; lowers the co-payments for doctor, hospital and RX; allows the least cost for early treatment of medical problems; lowers the overall cost of those who have chronic medical issues; and keeps the increase in premium within reason. **Motion:** Gade moved to authorize Director Topper to sign the Master Contract for Dundee Township Library District Health Insurance renewal with Lundstrom Insurance, Option 3, for a total estimated cost of \$175,898.40. Skold seconded the motion, and it carried by a unanimous roll call vote. (A representative will explain the policy to the staff on June 19.)

ACTION: ADOPT TRANSFER FUNDS ORDINANCE (08-05)

Motion: Gade moved to adopt Ordinance No. 08-05 - that \$800,000 of the unexpended balances of the proceeds received annually from public library taxes be transferred to the library's Special Reserve Fund. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote.

ACTION: ADOPT PURPOSE OF ACCUMULATIONS IN SPECIAL RESERVE FUND ORDINANCE (08-06)

Motion: Gade moved to adopt Ordinance No. 08-06. McDonald provided the second and, after a unanimous roll call vote, the motion carried.

ACTION: ADOPT RESOLUTION 08-07 FOR NEW BANK ACCOUNT SIGNATURE CARDS

The new bank will be First American Bank (from Park National). Debit cards will be used instead of credit cards. **Motion:** Gade moved to adopt Resolution 08-07, and Skold seconded the motion. The roll call vote was unanimously in favor.

COMMITTEE REPORTS

Physical Facilities: no meeting.

Administrative: no meeting; communication done by e-mail and phone. Brecke is still working on revisions to the Policy Manual, Part III.

Finance: (above action).

Foundation: Topper said that per Colleen Thomas, pro-bono attorney, the status of the Foundation is to be finalized in 30 to 60 days. Topper will be calling an organizational meeting in August.

Personnel: Blessman read a report from Brecke: she met with the Staff Utilization Committee on Wednesday, June 4, reviewing what the committee had achieved so far – impressive, in her opinion. The committee gathered a lot of information about processes, department interaction, and individual jobs. They acted on much of this information – most notably streamlining processes and reorganizing work spaces. There is still a need for several new positions (the computer floater especially) and some departments still are understaffed. These staffing issues are targeted for action. The committee wishes to continue, looking especially at the staff salary reclassification process, and with a similar membership from every level – Board, director, department heads, and line staff.

PRESIDENT'S REPORT

Mary White volunteered to attend the TIF Public Hearing in Gilberts on August 5.

DIRECTOR’S REPORT

Topper gave the following report:

- The Summer Reading Program started with the theme, “Get in the Game, Read!”
- The library’s yearly audit will begin Friday, June 13.
- The roof repair will be completed when there are two consecutive days without rain.
- Department heads and the director continue to work with Tom Rich on a draft of the long-range plan.

BOARD DEVELOPMENT

The end of April, White attended a workshop on succession planning and management. She is working with Topper on a plan that will be updated yearly.

Friends Meeting Overview: McDonald gave the report on the May 20 meeting. The book sale resulted in \$3,000. There was an election of officers; Bill Piper was elected as president. At the meeting, there was a discussion about the library’s policy on flash drive sales. (It was clarified that the library does sell 1 GB flash drives for \$8.) Blessman will attend the June 17 meeting.

In response to a question from Skold, Topper said that the library did have a disaster plan (required from last year’s per capita grant); however, more work may be needed on it because of state mandates.

QUESTIONS & ANSWERS - None

EXECUTIVE SESSION

Skold made a motion to move to Executive Session for personnel issues. McDonald seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 9:20 p.m.

Blessman called the regular meeting back to order at 10:16 p.m. with the roll call taken – 6 present, 1 absent (Brecke).

ACTION: APPROVE STAFF SALARIES

Skold moved to table the salary action until July to allow time for the director to provide additional information to the Finance Committee to make recommendations to the Board. Nunn-Thompson provided the second, and the motion carried by unanimous roll call vote.

ADJOURNMENT

Gade moved and Skold seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 10:17 p.m.

Mary White
Board Secretary