

**Dundee Township Public Library District**  
**Board of Trustees Meeting**  
Monday, August 11, 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 7:02 p.m.

**ROLL CALL**

The following trustees were present: Jennifer Blessman, Liz Gade, Cheryl Nunn-Thompson, Lenore McDonald, Marge Skold, and Mary White. Trustee Carrie Brecke was absent. Library Director Elisa Topper was unable to attend because of an injury just prior to the meeting. Audience attendance included: Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Eleanor Mamayek, Karin Nelson, Pat Paulson, John Schuldt, and Kathy Shrum.

**AUDIENCE PARTICIPATION**    None

**CONSENT AGENDA**

- A. Minutes of July 14, 2008, Board of Trustees.
- B. Minutes of July 14, 2008, Executive Session (distributed by White).
- C. Board Retreat Notes, July 26, 2008.
- D. Financial Report & Payment of Bills, July 2008: total disbursements for the month were \$228,036.64.

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

**ACTION: ADOPT BUDGET AND APPROPRIATION ORDINANCE 08-08**

**Motion:** Gade moved to adopt the Annual Budget and Appropriation Ordinance 08-08 with the addition of the line item "Transfer to Special Reserve" and \$1 under Operating Expenses on page 3 plus the addition of \$1 to the line item "Transfer from Corporate Fund" on page 3. McDonald provided the second, and the roll call vote was unanimously in favor.

**ACTION: APPROVE ILLINOIS PUBLIC LIBRARY REPORT 2008**

Each trustee was asked to review and verify personal contact information on page five.

**Motion:** Skold moved to approve the Illinois Public Library Report 2008. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote.

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

**Motion:** Nunn-Thompson moved to appoint Blessman and Gade to review the closed minutes. After a second by McDonald, the motion carried by unanimous roll call vote.

**ACTION: SET DATE FOR SPECIAL BOARD MEETING – TAX LEVY HEARING**

Blessman announced that the hearing will be held September 8, 2008, 6:45 p.m.

**COMMITTEE REPORTS**

**Physical Facilities:** did not meet.

**Administrative:** Blessman said a meeting was held to develop the agenda. Brecke is still working on revisions to the Policy Manual, Part III.

**Finance:** did not meet.

**Foundation:** no report.

**Personnel:** no report.

**PRESIDENT’S REPORT**

Blessman circulated the Media Packet and noted that the artist receptions have been very well received.

**DIRECTOR’S REPORT**

Blessman gave the following report in Topper’s absence:

- President of the Friends, Bill Piper, is recovering from a stroke. A plant will be sent from the library.
- The department heads were thanked for helping to compile the statistics for the IPLAR report.
- The adult and children’s programs at the library, the artist receptions, and the movies continue to provide low-cost entertainment value for the community (as well as books and AV resources).

Karin Nelson showed a CBS news clip about libraries being used more because of the economy.

**BOARD DEVELOPMENT**

**Board Retreat:** comments were made about the success of the retreat. Committee assignments were reviewed and corrections made: Administrative-Brecke with Blessman, chair; Physical Facilities-Skold with McDonald, chair; Finance/Insurance/Budget-White with Gade, chair; Outreach-White with Nunn-Thompson, chair; Foundation Reps-Blessman & Brecke; Compensation/Salary & Benefits-Gade with Skold, chair. The Board members were asked to review and update the personal contact information sheet. Blessman thanked the staff for their goal development. Skold also thanked them for their help in compiling the statistics for the IPLAR report.

**Friends Meeting Overview:** White reported on the July 15 meeting. Themed gift baskets are being put together for the next book sale on November 12-16. Some of the

books that have been donated will be given to the police department for use by officers in domestic situation calls. The “Wish List” form will be going out to the departments. The Friends are contemplating a presence at Heritage Fest in September. Either White or Brecke will attend the August 19 meeting. A sign-up sheet for future Board representation at Friends meetings was circulated.

**ILA Conference:** White will attend the Trustee Day on September 25; possibly McDonald too.

**NSLS Program:** McDonald expressed interest in attending the program on September 11, but it will depend on her work schedule.

**Board Self-evaluation:** Blessman distributed the copies and asked for their return by September 3.

**Director Evaluation:** Topper’s contract is up in November. The Administrative Committee will select the form to be used and distribute it to the Board members.

### **QUESTIONS & ANSWERS**

Blessman read a thank-you note from the NSLS representatives who attended last month’s meeting.

### **EXECUTIVE SESSION**

Skold made a motion to move to Executive Session for review of staff salaries. Nunn-Thompson seconded the motion, and it carried by unanimous roll call vote. The meeting adjourned to Executive Session at 7:46 p.m.

Blessman called the regular meeting back to order at 8:13 p.m. with the roll call taken of 6 present, 1 absent (Brecke).

### **ACTION: APPROVE STAFF SALARY ADJUSTMENTS**

Gade made a motion that retro-active to July 1, 2008, employees working 40 hours a week would receive a flat \$1000/year increase plus 1%; employees working 30-39 hours a week would receive a flat \$800/year increase plus 1%; employees working 20-29 hours a week would receive a flat \$600/year increase plus 1%; employees working 19 or less hours a week would receive 4% on hourly wage; and employees who have capped out would get an increase of 1% of current salary. Nunn-Thompson provided the second, and the motion carried by unanimous roll call vote.

### **ADJOURNMENT**

Skold moved and McDonald seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 8:15 p.m.

Mary White  
Board Secretary