

**Dundee Township Public Library District**  
**Board of Trustees Meeting**  
Monday, July 12, 2010  
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: Liz Gade, Lenore McDonald, Joe Molinaro, Norm Raven, and Bill Stephens. Sherry Dobson and Marge Skold were absent. Library Director Roxane Bennett also was present. Audience attendance included: Ginger Boskelly, Carolyn Friedlund, and Nathan Handlon from TBS.

**APPROVAL OF AGENDA**

**Motion:** Gade moved to approve the agenda as presented. Molinaro seconded and the motion carried by unanimous roll call vote.

**PUBLIC COMMENT** – none

**SCANNER PRESENTATION**

Nathan Handlon of Today's Business Solutions (TBS) explained that TBS had been the library's provider for five years. There are 186 libraries in the country that have purchased the Book Scan Station equipment which is only about two years old. His presentation included information in the action item materials discussed later in the meeting.

**CONSENT AGENDA**

- A. Minutes of 14 June 2010 Board of Trustees meeting.
- B. Minutes of 14 June 2010 Board of Trustees Executive Session.
- C. Financial Report & Payment of Bills, June 2010: total disbursements for the month were \$194,448.70.

**Motion:** Gade moved to approve the consent agenda with the June 14 Executive Session minutes remaining closed. Molinaro seconded the motion, and it carried by unanimous roll call vote.

**PRESIDENT'S REPORT** – none

**TREASURER'S REPORT**

Raven read the figures from the financial summary.

**DIRECTOR'S REPORT** – none

**ACTION: ADOPT ORDINANCE 10-08 FOR .02% BUILDING & MAINTENANCE TAX FOR FY2011**

Subject to the tax cap, the Board may also levy an additional tax of .02% of the value of all the taxable property in the district, as equalized or assessed by the Illinois Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment (75 ILCS 16/35-5b).

**Motion:** Gade moved to approve Ordinance 10-08, and Molinaro provided the second. After a unanimous roll call vote, the motion carried.

**ACTION: APPROVE WORKING BUDGET FOR FY2011**

The draft working budget was reviewed and various questions answered by Bennett and Boskelly. A line item under Building Fund will be added for Capital Equipment. The Budget and Appropriations Ordinance specifies the maximum amount which can be legally expended by the library if sufficient funds are available; the working budget establishes the maximum amount which may, by the legislative policy of the Library Board, be spent for usual operating purposes and planned capital expenses.

**Motion:** Gade moved to approve the working budget for FY2011. Molinaro seconded, and the motion carried by unanimous roll call vote.

**ACTION: RATIFY PRIOR BOARD ACTION TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH SEC GROUP**

After review of the June meeting agenda, the library's attorney recommended that the Board ratify its decision regarding the Professional Services Agreement with SEC Group in order to provide sufficient notice to the public based upon Open Meetings Act requirements.

**Motion:** Gade moved to ratify prior Board action taken June 14, 2010, to approve the Professional Services Agreement with SEC Group, Inc., for building investigation services dated May 6, 2010, and revised May 18, 2010, in an amount not to exceed \$14,000. After a second by Molinaro, the motion carried by unanimous roll call vote.

**ACTION: APPROVE PURCHASE OR LEASE OF PRINT/SCAN SOLUTION**

The purchase or lease of the Book Scan Station will replace two aging black & white public photocopiers with updated technology enabling scanning and color copy options with the ability to scan and print to current computer printers or save to a variety of different options. It also will upgrade the computer print technology to eliminate vend/print cards (patron library cards will serve as "debit" cards) and add a second service point in the children's area.

**Motion:** Gade moved to approve the purchase of the Book Scan Station at an amount not to exceed \$18,385. Molinaro provided the second, and the motion carried by unanimous roll call vote.

**ACTION: APPROVE PURCHASE OF STAFF PHOTOCOPIER**

The current copier is 100,000 copies past its life expectancy. It is no longer dependable and replacement parts are becoming more difficult to obtain. The recommendation is to purchase a Konica/Minolta Bizhub 360 copier from CDS Office Technologies for \$7,850.55. Gade recommended checking prices with the WISCA co-op. Raven suggested purchasing a used machine (sometimes at more than half the price of a new one) for

which a good warranty could be included. So as not to delay getting a different machine for another month, the following motion was made:

**Motion:** Gade moved to authorize the Library Director to purchase a new or used staff photocopier at an amount not to exceed \$8,000. Molinaro seconded; the motion carried by unanimous roll vote.

**ANNOUNCEMENT OF TENTATIVE BUDGET & APPROPRIATIONS  
HEARING TIME & DATE**

McDonald announced Sept. 13, 2010, 6:45 p.m. The final Budget and Appropriations Ordinance will be adopted at the regular Board meeting on Sept. 13, 2010, 7:00 p.m.

**BOARD DEVELOPMENT**

**Friends Meeting Overview:** Bennett announced that the group is actively scheduling cultural programs for library patrons and has approved a budget to support the offerings. The members are working on new bylaws, have obtained a tax i.d., and are in need of a financial auditor. A book recycling event will be held July 17 at Santa's Village in conjunction with Kane County Recycling.

**Review of Requirements for Per Capita Grant:** Bennett will send the information by e-mail to each trustee who is to provide feedback directly back to her.

**QUESTIONS AND ANSWERS - none**

**ADJOURNMENT**

Gade moved and Molinaro seconded to adjourn the meeting. Following a unanimous voice vote, the meeting adjourned at 8:27 p.m.

William J. Stephens  
Board Secretary