

**Dundee Township Public Library District
Board of Trustees' Meeting**

**Monday, January 14, 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 7:00 p.m.

Secretary Mary E. White called the roll with the following trustees present: Blessman, Liz Gade, Lenore McDonald, Marge Skold and White. Carrie Brecke and Cheryl Nunn-Thompson were absent.

The following library employees were present: Joe Schuldt, Karin Nelson, Kathy Shrum, Carolyn Friedlund, Kara Giles, Heidi Hohman, Pat Paulson, Jeanne Etling. Also attending were Eleanor Mamayek from the Friends, Douglas Pfeiffer from PSA Dewberry, Roger Ritzman, Penny Billman from NIU, and Louissett M. Ness from Living Forward LLC.

Audience Participation: There was none.

Blessman introduced new reference librarian Kara Giles who was in attendance.

Consent Agenda:

- A. The minutes from the December 10, 2007 Board of Trustees' Meeting were reviewed. Blessman noted that "th" shouldn't be after 17 in the Director's Report.**
- B. Financial Report and Payment of Bills : The total disbursements for the month of December, 2007, were \$167,415.92**

Gade moved to approve the Consent Agenda with the aforementioned correction, Skold seconded, and the roll call was taken. The motion passed with 5 ayes, and 2 absent.

Board Development:

Tax Levy Orientation—Attorney Roger Ritzman discussed the Tax Levy Process/Tax Revenue, and how it pertains to the Library.

Action Item V-Adopt Prevailing Wage Ordinance (08-01):

Gade moved to approve Ordinance 08-01. McDonald seconded, and the roll call was taken. The motion passed with 5 ayes, and 2 absent.

Action Item VI-Adopt Board Committee Meeting Dates (08-02):

Blessman moved to approve Ordinance 08-02. Skold seconded the motion, and the roll call was taken. The motion passed with 5 ayes, and 2 absent.

Action Item VII-Approve Library Closing on January 25, 2008:

Skold asked for clarification of why the Library needed to be closed as this wasn't noted in the Board packet. Blessman noted that the Reference and Media staff area will be merged, and desks, etc. will be moved. Skold noted that the Library should be open as much as possible. Skold moved to approve the Library Closing on January 25, 2008. Gade seconded the motion, and the roll call was taken. The motion passed with 5 ayes, and 2 absent.

Action Item VIII-Approve PSA Dewberry Study:

Gade asked Pfeiffer, PSA Dewberry representative, about the "miscellaneous expenses" item on the study. He mentioned that it was for mileage, printing large scale drawings, photo copying and other fees. Discussion followed. Gade wanted the study to note that the final cost should be \$26,000 plus miscellaneous expenses not to exceed \$2,600 without Board approval. Blessman moved to accept the PSA Dewberry Study with the aforementioned changes. Gade seconded the motion, and the roll call was taken. The motion passed with 5 ayes, and 2 absent.

Action Item XI-Approve Changes to Policy Manual Parts I and II:

Various specific edits were noted for Part I of the Policy Manual. A short discussion followed about if Part II is more procedural versus policy and thus wouldn't need to be edited by the Board. Perhaps general data could be noted but more specifics about fees, fines, check out periods, etc. could be in a separate manual but referenced in Part II. Skold agreed that she would look over this section, and come back in February with recommendations. Blessman moved to accept Part I with aforementioned corrections. Gade seconded the motion, and the roll call was taken. The motion passed with 5 ayes, and 2 absent.

Committee Reports:

- *Physical Facilities: The committee did not meet.
- *Administrative: The committee set the agenda, and edited Policy Manual Part I and II.
- *Finance: The committee did not meet.
- *Foundation: Topper mentioned that Foundation now has a tax number. This committee will meet on February 9.
- *Personnel: Staff Utilization Study will meet after the January 25 Reference and Media area merge.

President's Report (Blessman):

Discussion ensued about honorary tributes to Pat Ostewig, former Board Member, as well as former Director Paul Mechtenberg. Ideas mentioned: garden club area near the shed with picnic tables, bird bath, Trinity Landscaping donating picnic tables or plants. This topic will be further discussed at the February Board meeting.

Director's Report (Topper):

* The Friends were featured in a full page article in the Dundee Journal. They sponsored a program on the opera Saturday, January 12, 2008, and had a full page article in the paper.

* Topper acknowledged two Circulation staff, Dee Hughes and Audrey Jozwiak about letting her know of the need for extra helpers for voter's registration.

* Special thanks to the League of Women Voters for staffing a registration table at the Library.

*Tuesday, January 15, 2008, the Pearson family, who donated funds in memory of their daughter for the purchase of children's books, will be meeting with Topper to discuss an endowment in their daughter's name.

*The Township legal matter will be discussed in court Thursday, January 17, 2008.

* The department heads have concluded the Living Forward program and will be starting to discuss the book, 8 To Be Great, in their weekly meetings. Each department head will facilitate one of the chapters during management team meeting.

* The SWOT packet will be given to the staff Tuesday, January 15, 2008, Blessman wanted clarifications of some items found on the staff version of the SWOT. It was noted that the Board still needs to finish the O & T parts of the study, and believe this can be done after receiving the NIU environmental

Board Development:

2008 Legislative Breakfast: Monday, February 18, 2008; 8:30a.m.—10:30 a.m.; Arboretum Club, 401 Half Day Road, Buffalo Grove. No charge. RSVP to NSLS at www.nsls.info/breakfast or to Elisa Topper. White hopes to attend.

Question and Answer Period:

* Skold asked if other Board members received an anonymous letter from staff.

*White mentioned she attended the East Dundee TIF meeting.

Blessman moved to adjourn meeting to Executive Session to discuss Final Report of Living Forward, at 8:47 p.m. Skold seconded, and the roll call was taken. The motion passed with 5 ayes, and 2 absent. Executive session adjourned at 10:00 pm.

Blessman called the regular session back to order at 10:01 p.m.

White took the roll with following trustees present: Blessman, Gade, McDonald, Skold and White. Brecke and Nunn-Thompson were absent.

Skold moved to adjourn. Blessman seconded and the roll was taken. The motion passed with 5 ayes, and 2 absent. The meeting was adjourned at 10:02 pm.

Respectfully submitted,

**Mary E. White
Board Secretary**