

**Dundee Township Public Library District
Board of Trustees Meeting
Monday, November 9, 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 7:00 p.m.

ROLL CALL

Secretary William J Stephens called the roll. The following trustees were present: McDonald, Stephens, Marge Skold, Mary White, Sherry Dobson, and Joe Molinaro. Liz Gade was absent. Audience attendance included: Jeanne Etling, Paul Inserra, Carolyn Friedlund, Ginger Boskelly, Kirsten Finneran and Eleanor Mamayek.

AUDIENCE PARTICIPATION

There was no audience participation.

AUDITOR'S REVIEW OF FY 2008-2009 AUDIT

Inserra reviewed the audit report. Suggestions were made to strengthen internal control and review the Board's investment policy.

CONSENT AGENDA

- A. Tabled Executive Session Minutes from September 14, 2009 Board of Trustees Meeting
- B. Minutes from the October 12, 2009 Board of Trustees Meeting
- C. Financial Report and Payment of Bills for October 2009: total disbursements for the month were \$330,178.80

Motion: Skold moved to approve the consent agenda with the Executive Session minutes of September 14th remaining tabled. Dobson seconded the motion and it carried with 5 ayes, 0 nays, 1 abstain (McDonald) and 1 absent.

Discussion centered on the tabled minutes and the level of detail appropriate. Bennett will request clarification from the attorney on this matter.

PRESIDENT'S REPORT

McDonald noted the receipt of a thank you card from a staff member for her recognition in September and thanked the Friends for the work on their book sale.

McDonald also reviewed Interim Director Mike Madden's written report.

Discussion was held about the library's name. Modifying or shortening the name could serve two purposes: 1) update the library image for marketing purposes and 2) be more inclusive of district residents living outside of Dundee Township. Bennett will ask the Library's attorney about the legal requirements and report back to the board at a future meeting. A contest to design a new graphic for the library's logo was suggested.

DIRECTOR'S REPORT

Bennett reviewed her written report and distributed an updated budget status spreadsheet for the Renovation Project. The Project continues to be under budget although there are still several outstanding issues to be resolved. Contingency funds are being held to address those issues. Department Head written reports were included in the members' packets, as well.

ACTION: APPROVE PROPOSAL FOR EXTERIOR WORK ON LIBRARY BUILDING

Motion: Skold moved to approve the proposal for exterior work on the library building. Molinaro seconded and the motion failed with 0 ayes, 6 nays and 1 absent. Discussion acknowledged that it is too close to winter to address all the exterior work needed. Major work can wait until spring, but Bennett will have the windows re-caulked as a maintenance item to avoid additional damage.

ACTION: GIVE STAFF THE AUTHORITY TO SELL UNUSED LIBRARY FURNITURE

Motion: Dobson moved to give staff the authority to sell unused library furniture. Molinaro seconded the motion which carried with 6 ayes, 0 nays and 1 absent.

ACTION: DECISION TO BE MADE BY THE LIBRARY BOARD REGARDING RARE BOOKS

Motion: Dobson moved to table this item until January, 2010. Stephens seconded and the motion carried with 6 ayes, 0 nays and 1 absent. Discussion indicated that trustees would like a specific recommendation from the new Director and this action will allow her time to research the options.

ACTION: APPROVE NEW HVAC CONTRACT WITH ELGIN SHEET METAL COMPANY

Motion: Dobson moved to accept the contract with Elgin Sheet Metal in the amount of \$5,200. White seconded and the motion carried with 6 ayes, 0 nays and 1 absent. Discussion indicated that this is an annual maintenance contract to keep the new system running properly.

ACTION: APPROVE INFINISOURCE FLEXIBLE SPENDING ACCOUNT PROPOSAL

Motion: None
Discussion indicated that trustees felt action was unnecessary since this item had been approved at a previous meeting.

ACTION: APPROVE ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR FY 2009-2010 (09-16)

Motion: Skold moved to approve Ordinance 09-16 Tax Levy for Library Purposes for FY 2009-2010. White seconded and the motion carried with 6 ayes, 0 nays and 1 absent.

ACTION: APPROVE ORDINANCE TO DETERMINE LIBRARY CLOSING DATES (09-17)

Motion: Dobson moved to approve Ordinance 09-17 determining Library Closing Dates for 2010. Stephens seconded and the motion carried with 5 ayes, 1 nay (Skold) and 1 absent. Discussion centered on Independence Day falling on a Sunday and whether or not to close the library on Easter and Mother's Day.

ACTION: APPROVE ORDINANCE SUPPORTING PROPOSED SUBSTANTIVE AMENDMENTS TO LiMRiCC BYLAWS AND INTERGOVERNMENTAL AGREEMENTS (09-18)

Motion: Dobson moved to approve Ordinance 09/18 supporting proposed substantive amendments to LiMRiCC Bylaws and Intergovernmental Agreements. Skold seconded and the motion carried 6 ayes, 0 nays and 1 absent.
Discussion indicated that approving the LiMRiCC agreement is necessary to continue the library's unemployment compensation insurance and the changes have little or no impact for us.

ACTION: APPROVE BANK SIGNATURE CARDS FOR FIRST AMERICAN BANK

Motion: Dobson moved to approve new Bank Signature cards for First American Bank. Molinaro seconded and the motion carried 6 ayes, 0 nays and 1 absent.
Discussion indicated that this action is necessary to add the new Director's name as an authorized signer on the account.

ACTION: APPROVE STAFF DAY CLOSING - MORNING OF DECEMBER 4, 2009

Motion: Skold moved to approve the Staff Day Closing of the library for the morning of December 4th, 2009. Dobson seconded and the motion carried 6 ayes, 0 nays and 1 absent.

ACTION: APPROVE HOLIDAY FUNDS FOR STAFF

Motion: None

Discussion indicated that trustees felt action was unnecessary as the amount requested is within the limit of the Director's discretionary funding capability.

COMMITTEE REPORTS

No reports were presented as no committees met since last month's meeting.

BOARD DEVELOPMENT

McDonald attended the last Friends meeting where the upcoming book sale was the major topic. She thanked the Friends for the treats and assistance with the Grand Re-Opening. Stephens will remind the trustee due to attend the November Friends meeting that it is his/her turn.

QUESTIONS AND ANSWERS

The December Meeting & Gathering for staff was discussed.

Dobson mentioned being interested in conducting a board self-evaluation after attending a Trustee's workshop at NSLS.

Molinaro asked if board packets could be available sooner to allow more time for review prior to the meetings. Possible distribution methods were suggested.

Conducting a survey of residents was discussed along with possible costs.

ADJOURNMENT

Dobson moved to adjourn at 9:22 p.m. Skold seconded and the motion carried on a voice vote.



William J. Stephens
Board Secretary

Dundee Township Public Library District
Annual Minutes Review
Fiscal Year July 1, 2008 – June 30, 2009

The following trustee's, Mary E. White and William Stephens were appointed to review the Minutes for the fiscal year of July 1, 2008 through June 30, 2009. The following items were looked at:

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|-----------|--------------------------------------|---------------|---------------|-----------------|
| <u>12</u> | Regular Minutes | | | |
| <u>7</u> | Special Meeting Minutes/Hearings/COW | | | |
| <u>16</u> | Executive Session Minutes | <u>11</u> | Open | <u>5</u> Closed |
| <u>2</u> | Board Retreats | | | |
| <u>10</u> | Ordinances | <u>6 - 08</u> | <u>4 - 09</u> | |

All Minutes were checked for board secretary signature; changes noted and changes made; items tabled and items completed; and action items reviewed. All minutes, regular, special, hearings, committee of the whole, executive session, were accounted for as well as ordinances and placed in their respective books.

President: 
Lenore McDonald

Trustees: Mary E. White
Mary E. White


William Stephens

Dated: August 12, 2009
August 12, 2009