

Dundee Township Public Library District
Board of Trustees Meeting
Monday, July 13, 2009
7:00 p.m.

Dundee Township Public Library Meeting Room
555 Barrington Avenue
East Dundee, IL 60118

President Pro Tem Marge Skold called the meeting to order at 7:02 p.m.

ROLL CALL

The following trustees were present: Sherry Dobson, Liz Gade, Joseph Molinaro, Marge Skold, Bill Stephens, and Mary White. Lenore McDonald was absent. Interim Library Director Phyllis O'Neill also was present. Audience attendance included: Art Barnes, Ginger Boskelly, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Eleanor Mamayek, and Lauree Reed.

AUDIENCE PARTICIPATION - none

CONSENT AGENDA

- A. Minutes of 8 June 2009 Board of Trustees Meeting.
- B. Minutes of 8 June 2009 Executive Session Meeting (distributed by White).
- C. Minutes of 20 June 2009 Board of Trustees Retreat (distributed by White).
- D. Minutes of 22 June 2009 Special Board of Trustees Meeting (distributed by White).
- E. Financial Report & Payment of Bills, June 2009: total disbursements for the month were \$202,683.27.

Motion: White moved to approve the consent agenda with the Executive Session minutes open. Molinaro seconded the motion, and it carried by unanimous roll call vote. O'Neill will ask the attorney whether or not Executive Session minutes need to be approved during Executive Session.

PRESIDENT REPORT

In McDonald's absence, Skold was asked to give the report that great efforts are being made in preparation for the library renovation. The staff, O'Neill, and Friends of the Library were thanked. The interviewing process for the new director is going well.

INTERIM DIRECTOR REPORT

O'Neill noted that besides what is included in her written report, her time goes to finances and "bricks and mortar." She asked Art Barnes to give an update on the planned renovations. He distributed copies of the budget status that compared the original budget with current estimated costs. Although it shows a \$305,800 deficit, he anticipates being able to bring it back in line. Lauree Reed displayed and explained interior renovation drawings. The bids will be opened July 24, a contract signed July 28, and construction will begin August 3. It was noted that a special meeting of the Board will be needed on Monday, July 27, 7:00 p.m.

O'Neill reported that orders have been placed, in advance of the selection of a general contractor, in order to have the necessary equipment ready and available when

construction begins. There was concern voiced about this activity being conducted outside the bid process. O’Neill said she made this decision based upon discussions with Trustees McDonald and White, and Art Barnes facilitated the order.

COMMITTEE APPOINTMENTS

Physical Facilities – McDonald, Molinaro; Finance – White, Dobson; Administrative – McDonald, Stephens; Personnel (with compensation and employee benefits) – Skold, Gade; Ad Hoc for Mentoring New Director – Skold, White.

ACTION: APPROVE COMMITTEE TO REVIEW CLOSED MINUTES

Motion: Dobson moved to appoint Stephens and White to review the closed minutes. Molinaro seconded the motion, and it carried by unanimous voice vote.

ACTION: APPROVE LIBRARY CLOSING JULY 27 UNTIL RENOVATION IS COMPLETE IN SEPTEMBER 2009

Motion: White moved to approve closing the library building to the public starting Monday, July 27 until renovation is complete in September 2009. After a second by Dobson, the motion carried by unanimous roll call vote.

ACTION: APPROVE ORDINANCE APPROVING A FINANCE PLAN FOR RENOVATION OF THE LIBRARY BUILDING (09-08)

Motion: White moved to approve Ordinance 09-08 as amended (change all references to “repairs/repairing” to “renovate or renovation” and add a signature line for the treasurer.) Stephens seconded the motion and it carried by unanimous roll call vote. Molinaro asked that the record reflect his apprehension about the time frame.

BUDGET AND APPROPRIATIONS HEARING

Skold announced that the Budget and Appropriations Hearing will be held August 10, 2009, 7:00 p.m., at the East Dundee Village Annex, 120 Barrington Avenue. Action on the Final Budget and Appropriations will be on September 14, 2009, after the public hearing at 6:45 p.m.

COMMITTEE REPORTS

The Finance Committee will report during Executive Session.

BOARD DEVELOPMENT

Friends Meeting Overview: Dobson reported on the June 16 meeting, saying they are a very positive, energetic group. Plans continue for the next book sale. Molinaro will attend the July 21 meeting to be held at the West Dundee Public Safety building.

QUESTIONS AND ANSWERS

TIF Meeting: White reported on the recent meeting noting that Prairie Lakes is almost filled.

Mid-month Report: Dobson repeated the request made at the retreat for a mid-month report from the director. O’Neill was apprised of a problem with her last e-mail not being received by everyone. She will re-send it.

EXECUTIVE SESSION

Gade made a motion to adjourn to Executive Session to discuss personnel issues. Dobson seconded the motion, and it carried by unanimous roll call vote. The meeting moved to Executive Session at 8:25 p.m.

Skold called the meeting back to order at 9:07 p.m. with the roll call taken of 6 present, McDonald absent.

ACTION: APPROVE STAFF SALARIES

Motion: White made a motion to approve the staff salaries as per the information put together from the salaries study and presented to the Board from Interim Director O’Neill and Vice President Skold. Dobson seconded the motion and it passed by unanimous roll call vote.

ACTION: APPROVE 2009-2010 DRAFT WORKING BUDGET

Motion: following discussion and review, Molinaro made a motion to approve the draft working budget. Dobson seconded the motion and it carried by unanimous roll call vote.

ADJOURNMENT

Dobson moved and Gade seconded to adjourn the meeting. After a unanimous roll call vote, the meeting adjourned at 9:40 p.m.

William Stephens
Board Secretary