

**Minutes
Dundee Township Public Library District
Board of Trustees' Meeting
Monday, 8 October 2007
7:00 p.m.**

REVISED

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

President Jennifer Blessman called the meeting to order at 7:02 p.m.

Cheryl Nunn-Thompson was appointed Secretary Pro Tem.

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

The following library employees were also present: Jeanne Etling, Carolyn Friedlund, Karin Nelson, Pat Paulson, Joe Schuldt, Kathy Shrum, and Elisa Topper.

Also attending the meeting were Larry Pepper from the Friends of the Library and Suzanne Ness from Living Forward.

Audience Participation: There was no audience participation.

Consent Agenda:

A. The minutes from the September 10, 2007 Board Meeting were reviewed. Blessman clarified what RFQ stood for. RFQ means Request For Qualifications.

B. The minutes from the September 10, 2007 Executive Sessions were handed out by Blessman and reviewed.

C. Treasurer's Report (Gade): The total disbursements for the month of September 2007 were \$176,364.68.

Brecke moved to approve the Consent Agenda with the aforementioned corrections and executive minutes open. Skold seconded and a roll call was taken. The motion passed with 6 ayes and 1 absent.

Action Item V. Approve Ordinance 07-08, Tax Levy: Brecke moved to approve Ordinance 07-08. Nunn-Thompson seconded and a roll call was taken. The motion passed with 6 ayes and 1 absent.

Action Item VI. Approve Ordinance 07-09, Tax Levy .02%: Skold moved to approve Ordinance 07-09. McDonald seconded and a roll call was taken. The motion passed with 6 ayes and 1 absent.

Action Item VII. Approve Per Capita Grant: Topper circulated a copy of the Per Capita Grant and summarized the main points.

* It describes how last year's grant money was used and how it will be used in 2008.

* It details the orientation for new employees and trustees.

* It describes the library's disaster plan.

A short discussion ensued concerning a disaster plan for Pandemic Flu. Topper will add a generic statement on the topic to the disaster plan. The Per Capita Grant will be signed by the Secretary Pro Tem. Skold moved to approve Per Capita Grant. McDonald seconded and roll call was taken. The motion passed with 6 ayes and 1 absent.

Action Item VIII. Approve Holiday Funds: Topper requested \$700 for holiday party. Blessman moved to approve holiday funds of \$700. Nunn-Thompson seconded and roll call was taken. The motion passed with 6 ayes and 1 absent.

Action Item IX. Approve Feasibility Study Firm: Topper distributed summary sheet of the 9 RFQs received and ranked the top 3. Topper explained how she evaluated the RFQs provided by the firms and recommended PSA-Dewberry. A discussion ensued on what the board expects the firm to do and whether the environmental scan should be separate from the structural study. The Physical Facilities committee recommends that PSA-Dewberry be asked to give a presentation to the board. Blessman moved to approve. Brecke seconded and the roll call was taken. The motion passed with 6 ayes and 1 absent.

Committee Reports:

*Administrative: The policy manual will be distributed to be approved at the November Board meeting. Committee also met to do the agenda.

*Physical Facilities: The committee met on Oct. 8th at 6 p.m. to discuss RFQs.

*Finance: The committee did not meet.

*Foundation: Topper reports that our tax exempt number has been issued. She will find out if the Foundation can legally meet and who would like to remain on the committee.

*Personnel: Staff Utilization committee will meet on October 19th.

President's Report (Blessman):

*Blessman passed out the committees list with phone numbers.

*The Media package was passed around.

*Sign-up sheet for the Friends of the Library meetings was passed around.

Director's Report (Topper):

*Heritage Fest was a huge success—special thanks to the Board, Friends and the staff that all participated.

*We received an email from Heidi Hohman today from her church trip to Africa.

*We have had an excellent response to our Request for Qualifications from architects.

*Two staff members are on their way to the ILA conference in Springfield—Betty Mavros from Reference and Danielle Pancini from Circulation.

Board Development:

*Blessman noted that the Kane County States Attorney will be hosting an Open Meetings seminar on October 16th.

*The Friends of the Library Book Sale is this weekend.

Question and Answer Period: Blessman and Brecke asked about how to get the data and information to do the Opportunity/Threats part of the SWOT analysis.

Skold moved to amend the agenda to move Item #17 Action Item—Director's Contract to after Item #18 Move from Executive Session to Open Meeting. Brecke seconded and the roll call was taken. The motion passed with 6 ayes and 1 absent.

Adjournment to Executive Session to Discuss Director's Contract: Brecke move to adjourn to executive session. Blessman seconded and the roll call was taken. The motion passed with 6 ayes and 1 absent. Adjourned to executive session at 7:45 p.m.

Move from Executive Session to Open Meeting: Gade moved to move from executive session to open meeting. Brecke seconded and the roll call was taken. The motion passed with 6 ayes and 1 absent. Executive session ended at 8:32 p.m. and return to open meeting at 8:34 p.m.

Action Item XVI—Director's Contract: Nunn-Thompson moved to approve the director's contract. Skold seconded and the roll call was taken. The motion passed with 4 ayes, 2 nays and 1 absent.

Adjournment: Brecke moved to adjourn. Blessman seconded and the roll was taken. The motion passed with 6 ayes and 1 absent.

The meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Cheryl Nunn-Thompson
Secretary Pro Tem