

Minutes
Dundee Township Public Library District
Board of Trustees' Meeting
Monday, 12 November 2007
7:00 p.m.

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

President Jennifer Blessman called the meeting to order at 7:00 p.m.

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

The following library employees were present: Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Karin Nelson, Pat Paulson, Joe Schuldt and Elisa Topper. Randall Gibson was present.

Audience Participation: There was no audience participation.

Consent Agenda:

- A. The minutes from the 8 October 2007 Tax Levy Hearing were reviewed. Corrections to aye and nay were made.
- B. The minutes from the 8 October 2007 Board of Trustees' Meeting were reviewed with corrections: Blessman requested clarification on what RFQ stood for; remove the "s" following each of the RFQ references; what the Board expects PSA DewBerry to do; remove "took place" following return to open meeting.
- C. The minutes from the 8 October 2007 Executive Session of the Board of Trustees' Meeting were reviewed with one correction: no vote takes place in Executive Session, but in the open meeting; however it was noted that Executive Session minutes should not be distributed in Board Packets, but rather handed out at the meeting.
- D. Treasurer's Report: Since Gade was not present, Brecke announced that the total disbursements for the month of October, 2007 were \$207,745.79. Blessman moved to approve the Consent Agenda with the aforementioned corrections; Nunn-Thompson seconded, and the motion passed by roll call vote with 4 ayes, 2 absent, 1 abstention (White).

Item V Presentation Feasibility Study by PSA Dewberry

Randall E. Gibson, Senior Principal of PSA Dewberry presented the trustees with information on what his company could complete if contracted to do a feasibility study on the current library building and library district. Gibson has been active in library community; worked on dozens of projects throughout the Midwest; his

staff has also been involved in library projects; all services for feasibility and architectural considerations; rigorous, foolproof study with options; work closely with "us"; using correct set of criteria; what is the community asking for; prioritize aspects of services; life-cycle of components; hazardous materials/geotechnical due diligence; what can this building do or not do; cost implications; short term and long term perspective; focus groups; consensus of the board; large public meetings; time line – 3 3-1/2 months – based on public engagement.

After the presentation discussion centered on the fact that a representative from NIU would be present at the December meeting to highlight what her office can do with surveys and a decision could be made that month or tabled.

Action Item VI. Approve Staff Day Closing on December 14, 2007: Skold moved to close the library until 1 pm for a partial Staff Day. Nunn-Thompson seconded the motion, and a roll call vote was taken. The motion passed with 5 ayes and 0 nays and 2 absent.

Action Item VII. Approve Changes to Policy Manual – Parts I and II: Various sections of the Manual were discussed and noted as needing updating. Jennifer charged the Trustees to consider updating the Mission Statement. Does it need updating; what should be in a Mission Statement? Should we review the Internet Use Section? The Trustees tabled the vote.

Committee Reports:

Administrative: The committee met to review Part III of the Policy Manual, complete the agenda, and to discuss items from the Executive Session of October 8th's Board Meeting.

Physical Facilities: The committee met today as well and discussed the cleaning service, which is doing well. As part of the staff study, hours in maintenance will be cut to 4 per day. Also discussed was possible replacement or rehabbing of furniture in reading areas.

Personnel: Brecke reported that the Staff Utilization Committee has been meeting. This committee has looked at long-term staffing as well as what can be done to solve staffing and space problems now. A few new positions will be available in the near future including computer helpers, possibly high school students. There will be a moving day in January and the committee will be meeting again afterwards.

Finance: The committee did not meet.

Foundation: The committee did not meet. Topper updated the Board on the status and we will be looking at the make-up of the committee.

President's Report (Blessman):

Blessman passed around a document downloaded from PUBLIB Electronic Discussion List and sent around the sign-up sheet for Trustees to attend the Friends of the Dundee Township Public Library meetings.

Director's Report (Topper):

Computer classes for the public are going well and the patrons are very appreciative. Our new reference librarian is teaching the classes.

Our temp librarian David G has moved on to another assignment but created a very attractive brochure highlighting our library databases.

Staff Day is this Friday with the Black Belt Librarian. Algonquin will join us for a joint Staff Day.

We are recruiting for open positions and new positions based on the staff study. Interviews start tomorrow.

Last year Rotary provided over \$30,000 in scholarships to Dundee students from the profits from the citrus sale...will circulate the sign up sheet. We can deliver to your home.

There were 67 participants at the Parenting Program. Thanks to Paulson and Hohman for their work on the program.

Board Development:

Blessman asked for opinions on what the Board as a whole needs to learn and mentioned library law or budgeting as possibilities. Other topics mentioned were tax levies and passing referenda. Schuldts was asked to prepare a 15 minute presentation about tax levy law in January. Perhaps other staff members could be called upon for other topics.

Board Goals Based on Self-Evaluation:

Not discussed?

Question and Answer Period:

There will be a get together with staff after the December 10th meeting. Each Trustee is asked to bring something to share.

Brecke moved to adjourn the meeting; Blessman seconded. A roll call vote was taken with 5 ayes and 2 absent.

Meeting adjourned at 8:15 p.m.