

Minutes
Dundee Township Public Library District
Board of Trustees' Meeting

Monday, 10 September 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 7:03 p.m.

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

The following library employees were also present: Eileen Barrett, Kurt Beecher, Fran Doran, Jeanne Etling, Carolyn Friedlund, Heidi Hohman, Dee Hughes, Kathy Kelly, Eleanor Mamayek, Betty Mavros, Karin Nelson, Pat Paulson, Joe Schuldt, Kathy Shrum, Elisa Topper, and Jody Zine.

Audience Participation: There was no audience participation.

Staff Recognition: The Board took a moment to recognize several employees for significant milestones with the Library:

- Robert Lesniak and Elizabeth Mavros - 20 years.
- Fran Doran, Debi Rakow, and Mary Zine - 15 years.
- Delores Hughes, Kathleen Kelly, and Karin Nelson - 10 years.
- Eileen Barrett and Kurt Beecher - 5 years.

Consent Agenda:

A. The minutes from the 13 August 2007 Budget and Appropriation Hearing were reviewed with no corrections.

B. The minutes from the 13 August 2007 Board of Trustees' Meeting were reviewed with no corrections.

C. The minutes from the 25 August 2007 Board Retreat were reviewed with one correction: the Board preferred to have the phrase "action item" replaced with the phrase "plans".

D. Treasurer's Report (Gade): The total disbursements for the month of August 2007 were \$184,556.51.

Gade moved to approve the Consent Agenda with the aforementioned correction; Nunn-Thompson seconded, and the motion passed by roll call vote with 6 ayes and 0 nays, and 1 absent.

Action Item VI. Approve Staff Day Closing on 16 November 2007: Gade moved to close the Library on 16 November 2007 for a Staff Day. Blessman seconded the motion, and a roll call vote was taken. The motion passed with 6 ayes and 0 nays, and 1 absent.

Action Item VII. Approve Revised Work Expectations - Attendance Policy: Brecke, on behalf of the Administrative Committee, reviewed the revisions for the Board. The Committee recommended approving the revisions; Nunn-Thompson seconded the motion. A roll call vote was taken, and the motion passed with 6 ayes and 0 nays, and 1 absent.

Action Item VIII. Approve Ordinance 07-10, Board Committee Dates: The committees will meet at 6 p.m., immediately prior to Board Meetings, on the following dates: 8 October 2007, 12 November 2007, and 10 December 2007. Blessman moved to approve Ordinance 07-10 (the Board Committee Dates). Brecke seconded, and a roll call vote was taken. The motion passed with 6 ayes and 0 nays, and 1 absent.

Committee Reports:

Administrative: The committee met to set the agenda and to work on the Attendance Policy revisions (see Action Item VII).

Physical Facilities: The committee met on 21 August 2007. Nunn-Thompson reviewed the discussion items for the Board, which included landscaping, maintenance, speed bumps, and the building maintenance schedule.

Personnel (formerly the Outreach Committee): Brecke spoke on behalf of this new committee. The committee will pull input from all levels.

Finance: The committee did not meet.

Foundation: The committee did not meet.

Finance: Gade reviewed the report from the yearly audit, focusing on covering old outstanding checks, bank collateral, and payroll disbursements. The tax levy, originally planned for this evening's meeting, has been rescheduled for the October meeting.

Foundation: Topper has filed the last of the paperwork for the Foundation, which can now start applying for grant money.

President's Report (Blessman):

*Blessman had nothing new to report.

Director's Report (Topper):

*Library Card Sign Up Month is off to good start, complete with a spin-to-win wheel.

*The spin-to-win wheel will also be making an appearance at Heritage Fest, where everyone will be a winner.

*At the Board retreat, Topper was asked to compose a RFQ for Building and Site Analysis. Three selections and a recommendation will be presented (tentatively) at the October Board Meeting.

*The department heads completed a SWOT (strengths, weaknesses, opportunities, and threats) analysis at their manager's meeting last week.

Board Development:

*Blessman reviewed the Board Self-Evaluations; however, only five of the seven trustees returned their evaluations. Some of the comments made dealt with building relationships with local authorities, getting into the public more, and becoming more familiar with library laws and bylaws.

*Board members will be present at this weekend's Heritage Fest.

Question and Answer Period:

*Blessman reminded Trustees of the Friends of the Library meetings. A trustee is requested to be in attendance at every Friends meeting.

*The "Simply Staff" newsletter stated that Blessman taught 3rd grade when she actually teaches 5th grade.

Blessman moved to adjourn to Executive Session to discuss the Director's Evaluation. Nunn-Thompson seconded, and the motion passed by roll call vote with 6 ayes and 0 nay votes, and 1 absent.

The meeting adjourned to Executive Session at 8:05 p.m.

Blessman called the meeting back to order at 9:12 p.m.

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

Blessman moved to adjourn the meeting; Brecke seconded. A roll call vote was taken, and the motion passed with 6 ayes and 0 nays, and 1 absent.

The meeting was adjourned at 9:14 p.m.

Respectfully submitted,

Mary White
Board Secretary