

# **McHenry Public Library District**

## **Board of Trustees Meetings**

### **Minutes**

July 2011 through June 2012  
Fiscal year July 01 through June 30

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**MINUTES**  
**MCHENRY PUBLIC LIBRARY DISTRICT**  
**BOARD OF LIBRARY TRUSTEES**  
**MEETING**

**Date:** August 16, 2011  
**Time:** 7:00 P.M.  
**Location:** Library Board Meeting Room

**Members Present:** Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust (Arrived at 7:24p.m.), Frank Marasco, John O'Neill, and Charles Reilly

**Members Absent:** None

**Also Present:** James Scholtz, Executive Director  
Bill Edminster, Assistant Director  
Debbie Gunness, Administrative Assistant  
Chad Alexander, Lamp Incorporated  
Tom McGrath, Lamp Incorporated

**I. Call to Order:**

President Marasco called the meeting to order at 7:07 p.m.

**II. Roll Call:**

Roll was called and a quorum was established. See # 1 on attached sheet.

**III. Corrections or Additions to the Agenda**

New Business – IPLAR Population Census

**IV. Public Comment and Recognition of Visitors**

Chad Alexander and Tom McGrath of Lamp Incorporated explained and answered the Board's questions regarding the letter of Recommendation for Trade Contractor Approval for the North Parking Lot Project and answered any questions and concerns of the Board. They recommended that the Board accept the Bidders, Contract Values, and alternates as listed, keeping the project \$32,991 under the budget cost of \$400,000. The tentative start date will be September 1<sup>st</sup>, weather permitting and all necessary permits approved. The north entrance will be temporarily closed for up to two weeks. This project will take approximately two months to complete. Antens moved and Reilly seconded a motion to approve the North Parking Lot Project Bidders and Contract Values and alternates # 1 and # 3. Motion passed 7-0. See # 2 on attached sheet.

**V. Consent Agenda for this Meeting**

The Board reviewed the Secretary's Report and the Treasurer's Report.

Gust moved and Baderstadt seconded a motion to approve the minutes of the June 29, 2011 special and the July 19, 2011 regular meeting, the monthly financial statements for the fiscal year through July 31, 2011, the Bill Reports for August 2011, and payment of the bills. Motion passed 7-0. See # 3 on

attached sheet.

**VI. Communications**

The Board reviewed all communications.

1. E-Mail from State Librarian regarding library construction grants
2. E-mail from M. Witt regarding RAILS priorities

**VII. Librarian's Report**

The Board reviewed the Librarian's Report.

**VIII. Committee Reports**

**1. Automation - Chair Karen Doran**

None

**2. Budget, Finance and Salaries – Chair John O'Neill and Charles Reilly**

None

**3. Building, Grounds & Insurance - Chair Frank Marasco**

None

**4. Policy and Legislation - Chair Debra Gust**

None

**5. Public Relations and Marketing – Co-Chairs Paul Antens and Debra Gust**

None

**6. Long-Range Planning/New Development – Co-Chairs Kathy Baderstadt and Frank Marasco**

None

**7. Ad Hoc Development Committee – Chair Frank Marasco**

None

**8. Ethics Advisory Committee – James Scholtz, Karen Doran & Debra Gust**

None

**9. Date for Committee of the Whole Meeting**

There is no committee of the whole meeting scheduled for June.

**IX. RAILS Report – James Scholtz**

Scholtz informed the board, that since RAILS began operation on July 1, they have received a number of questions from members and others regarding their services. Many have asked about services the five former systems offered before the state budget crisis forced them to fast track the merger process. Now that the merger has taken place, RAILS members are wondering when they might have access to those services again. While RAILS would like to support all of these projects, they are unable to do so at this time. With the consolidation of library systems and continued cutbacks due to delayed grant payments, the Illinois State Library has instructed them to focus on these priorities: Delivery, LLSAP support, Talking Book services and member communications about RAILS.

**X. Unfinished Business**

**Parking lot construction plan, bid process, bid tab results, Lamp recommendations + potential project start - completion calendar**

This was covered under Public Comment and Recognition of Visitors.

**XII. New Business**

**1. Approval of parking lot construction bids**

This was covered under Public Comment and Recognition of Visitors.

2. **Approval of the Secretary's Audit**

Paul Antens and Debra Gust reviewed the FY 2010-2011 Board Minute books.

Reilly moved and O'Neill seconded a motion to approve the Secretary's Audit for the fiscal year 2010-2011. Motion passed 7-0. See # 4 on attached sheet.

3. **Certification of the 2010-2011 Illinois Public Library Annual Report**

The Board reviewed the 2010-2011 Illinois Public Library Annual Report (IPLAR). Scholtz informed the Board that the 2010 census figures for the district have not been settled yet.

Antens moved and Baderstadt seconded a motion to approve the McHenry Public Library District 2010-2011 Illinois Public Library Annual Report (IPLAR) with the understanding that the correct population figures would be reported when available. Motion passed 7-0. See # 5 on attached sheet.

4. **Request from staff for Board Member assistance at Tech Fair, Tuesday, September 27<sup>th</sup>**

Scholtz asked the Board to for their assistance with the many hands-on, interactive stations throughout the building. We will also have Best Buy here to show the latest in hot gadgets, such as the iPad2, tablet computers, eReaders and more. Please let Scholtz know if you are available to help by the September 20<sup>th</sup> board meeting.

5. **Discussion on electronic delivery for board documents (making board packets available to trustees via electronic means/providing them with laptops/tablets)**

Starting in January, the board has decided to make board packets available to trustees via electronic means and provide them with our older model laptops.

6. **Discussion concerning remote materials drop location - lease, improvements/conditions, installation budget, other legal items**

Scholtz is investigating the possibility of a remote materials drop location on the north side of town. He recently met with owner of the parking lot and buildings in the Kohl's and Michael's area, but is still looking at other sites in the area. He will have more information in months to come.

**XIII. Any and All Other Business Which May Properly Come Before the Board**

None

**XIV. Adjournment**

Baderstadt moved and Gust seconded a motion to adjourn the meeting at 8:45 p.m. Motion passed 7-0. See # 6 on attached sheet.

**Respectfully Submitted,**

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**Karen Doran, Secretary**

Text for Motion Sheet

1. Roll Call
2. Motion to approve the North Parking Lot Project Bidders and Contract Values and alternates # 1 and # 3.
3. Motion to approve the minutes of the June 29, 2011 special and the July 19, 2011 regular meeting, the monthly financial statements for the fiscal year through July 31, 2011, the Bill Reports for August 2011, and payment of the bills.
4. Motion to approve the Secretary's Audit for the fiscal year 2010-2011.
5. Motion to approve the McHenry Public Library District 2010-2011 Illinois Public Library Annual Report (IPLAR) with the understanding that the correct population figures would be reported when available.
6. Motion to adjourn the meeting at 8:45 p.m.

<b>DATE: August, 2011 Called to Order: 7:07 p.m.</b>	<b>Paul Antens</b>	<b>Kathy Beadersdt</b>	<b>Karen Doran</b>	<b>Debra Gust (Arrived at 7:24 p.m.)</b>	<b>Frank Marasco</b>	<b>John O'Neill</b>	<b>Charles Reilly</b>
1. Roll call	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
2. Motion to approve the North Parking Lot Project Bidders and Contract Values and alternates # 1 and # 3.	<b>Y</b>	<b>(S)Y</b>	<b>Y</b>	<b>(M)Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
3. Motion to approve the minutes of the June 29, 2011 special and the July 19, 2011 regular meeting, the monthly financial statements for the fiscal year through July 31, 2011, the Bill Reports for August 2011, and payment of the bills.	<b>(M)Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>(S)Y</b>
4. Motion to approve the Secretary's Audit for the fiscal year 2010-2011.	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>(S)Y</b>	<b>(M)Y</b>
5. Motion to approve the McHenry Public Library District 2010-2011 Illinois Public Library Annual Report (IPLAR) with the understanding that the correct population figures would be reported when available.	<b>(M)Y</b>	<b>(S)Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
6. Motion to adjourn the meeting at 8:45 p.m.	<b>Y</b>	<b>(S)Y</b>	<b>Y</b>	<b>(M)Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

A=Abstain, M=Motion, N=No, NP=Not Present, P=Present, S=Second, Y=Yes

**MINUTES**  
**MCHENRY PUBLIC LIBRARY DISTRICT**  
**BOARD OF LIBRARY TRUSTEES**  
**MEETING**

**Date:** July 19, 2011  
**Time:** 7:00 P.M.  
**Location:** Library Board Meeting Room

**Members Present:** Paul Antens, Kathy Baderstadt (arrived at 7:03 p.m.), Karen Doran, Debra Gust, Frank Marasco, and Charles Reilly (left at 8:16 p.m.)

**Members Absent:** John O'Neill

**Also Present:** James Scholtz, Executive Director  
Bill Edminster, Assistant Director  
Debbie Gunness, Administrative Assistant

- I. Call to Order:**  
President Marasco called the meeting to order at 7:00 p.m.
- II. Roll Call:**  
Roll was called and a quorum was established. See # 1 on attached sheet.
- III. Corrections or Additions to the Agenda**  
Secretary's Audit - Tabled until August 16<sup>th</sup> board meeting  
Special Meeting Minutes for June 29<sup>th</sup> – Tabled until August 16<sup>th</sup> board meeting
- IV. Public Comment and Visitor Recognition**  
None
- V. Consent Agenda for this Meeting**  
The Board reviewed the Secretary's Report and the Treasurer's Report.  
Baderstadt moved and Gust seconded a motion to approve the minutes of the July 19, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through June 30, 2011, the Bill Reports for July 2011, and payment of the bills. Motion passed 6-0. See # 2 on attached sheet.

## **VI. Communications**

The Board reviewed all communications.

1. L. Pudlo request for tuition reimbursement
2. YPS Associate Librarian position
3. RAILS highlights/information
4. Two letters from IL Sec. Of State regarding FY2012 per capita grant
5. Handout from Building Supervisor regarding Goals for FY2011-12
6. B. Edminster to Mrs. Edward F. Wilt and Family regarding memorial donation

## **VII. Librarian's Report**

The Board reviewed the Librarian's Report.

1. J. Scholtz ALA Conference report
2. K. Lambert/C. Myers ALA Conference reports
3. Memo from J. Scholtz to Board regarding FY2011-12 budget
4. Collection Development Report for April-June 2011
5. Good Samaritan Awards – Recognition of D. Harding and S. Shallcross-Willis

## **VIII. Committee Reports**

### **1. Automation - Chair Karen Doran**

None

### **2. Budget, Finance and Salaries – Chair John O'Neill and Charles Reilly**

None

### **3. Building, Grounds & Insurance - Chair Frank Marasco**

None

### **4. Policy and Legislation - Chair Debra Gust**

None

### **5. Public Relations and Marketing – Co-Chairs Paul Antens and Debra Gust**

None

### **6. Long-Range Planning/New Development – Co-Chairs Kathy Baderstadt and Frank Marasco**

None

### **7. Ad Hoc Development Committee – Chair Frank Marasco**

None

### **8. Ethics Advisory Committee – James Scholtz, Karen Doran & Debra Gust**

None

### **9. Date for Committee of the Whole Meeting**

There is no committee of the whole meeting scheduled for June.

## **IX. RAILS Report – James Scholtz**

None

## **X. Unfinished Business**

### **Parking lot construction plan, bid process and results**

The Board reviewed tentative parking lot plans from Eriksson Engineering Associates. Scholtz explained and answered the Board's questions regarding these plans. He also informed the Board that there will be a pre-bid meeting on August 3<sup>rd</sup> at 2:00 p.m. to inform and answers questions of contractors and a bid meeting August 10<sup>th</sup> at 10:00 a.m. to begin accepting the bids. The Board will have the bid results for the August 16<sup>th</sup> board meeting.

**XI. New Business**

**1. Approval of the Secretary's Audit**

This was postponed until the August regular board meeting.

No action was taken at this time.

**2. Approval of non-resident library card fee**

The Board reviewed the recommendations for the non-resident card fee for FY 2011-2012.

Doran moved and Baderstadt seconded a motion to approve the nonresident card fee of \$252 for the FY 2011-2012 effective August 1, 2011. Motion passed 6-0. See # 3 on attached sheet.

**3. Approval of the InterLibrary Loans (ILL) no-pick up fee**

The Board reviewed the proposed ILL no-pick up fee, to be added to the current fines and fees policy. Scholtz is suggesting a \$1.00 fee for any OCLC initiated ILL hold items not picked up by a patron. Gust moved and Reilly seconded a motion to approve the proposed ILL no-pick up fee, adding a \$1.00 fee for any OCLC initiated InterLibrary Loans hold items not picked up by a patron. Motion passed 6-0. See # 4 on attached sheet.

**4. Approval of Tentative Budget and Appropriations Ordinance for FY 2011/12**

The Board reviewed the Tentative Budget and Appropriations Ordinance for FY 2011/12.

Doran moved and Baderstadt seconded a motion to approve the budget and public hearing notice for the Tentative Budget and Appropriations Ordinance for FY 2011/12. Motion passed 6-0. See # 5 on attached sheet.

**XII. Any and All Other Business Which May Properly Come Before the Board**

None

**XIII. Adjournment**

Doran moved and Reilly seconded a motion to adjourn the meeting at 8:20 p.m. Motion passed 5-0. See # 6 on attached sheet.

**Respectfully Submitted,**

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**Karen Doran, Secretary**

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the July 19, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through June 30, 2011, the Bill Reports for July 2011, and payment of the bills.
3. Motion to approve the nonresident card fee of \$252 for the FY 2011-2012 effective August 1, 2011.
4. Motion to approve the proposed ILL no-pick up fee, adding a \$1.00 fee for any OCLC initiated InterLibrary Loans hold items not picked up by a patron.
5. Motion to approve the budget and public hearing notice for the Tentative Budget and Appropriations Ordinance for FY 2011/12.
6. Motion to adjourn the meeting at 8:20 p.m.

<b>DATE: July 19, 2011 Called to Order: 7:00 p.m.</b>	<b>Paul Antens</b>	<b>Kathy Beadersdtadt</b> (Arrived at 7:03 p.m.)	<b>Karen Doran</b>	<b>Debra Gust</b>	<b>Frank Marasco</b>	<b>John O'Neill</b>	<b>Charles Reilly</b> (Left at 8:16 p.m.)
1. Roll call	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>NP</b>	<b>P</b>
2. Motion to approve the minutes of the July 19, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through June 30, 2011, the Bill Reports for July 2011, and payment of the bills.	<b>Y</b>	<b>(M)Y</b>	<b>Y</b>	<b>(S)Y</b>	<b>Y</b>	<b>NP</b>	<b>Y</b>
3. Motion to approve the nonresident card fee of \$252 for the FY 2011-2012 effective August 1, 2011.	<b>Y</b>	<b>(S)Y</b>	<b>(M)Y</b>	<b>Y</b>	<b>Y</b>	<b>NP</b>	<b>Y</b>
4. Motion to approve the proposed ILL no-pick up fee, adding a \$1.00 fee for any OCLC initiated InterLibrary Loans hold items not picked up by a patron.	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>(M)Y</b>	<b>Y</b>	<b>NP</b>	<b>(S)Y</b>
5. Motion to approve the budget and public hearing notice for the Tentative Budget and Appropriations Ordinance for FY 2011/12.	<b>Y</b>	<b>(S)Y</b>	<b>(M)Y</b>	<b>Y</b>	<b>Y</b>	<b>NP</b>	<b>Y</b>
6. Motion to adjourn the meeting at 8:20 p.m.	<b>Y</b>	<b>(M)Y</b>	<b>Y</b>	<b>(S)Y</b>	<b>Y</b>	<b>NP</b>	<b>NP</b>

A=Abstain, M=Motion, N=No, NP=Not Present, P=Present, S=Second, Y=Yes