

McHenry Public Library District

Board of Trustees Meetings

Minutes

July 2010 through June 2011
Fiscal year July 01 through June 30

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MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
SPECIAL MEETING

Date: June 29, 2011
Time: 6:45 p.m.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Beaderstadt, Karen Doran, and Charles Reilly

Members Absent: Debra Gust, Frank Marasco, and John O'Neill,

Also Present: Bill Edminster, Assistant Director
Debbie Gunness, Administrative Assistant

- I. Call to Order:**
Vice President Antens called the meeting to order at 6:50 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**
Appointment of Treasurer Pro Tempore
In O'Neill's absence, Reilly will be Treasurer Pro Tempore.
- IV. Recognition of Visitors in Audience**
None
- V. Treasurer's Report**
The Board reviewed the Treasurer's Report.
Beaderstadt moved and Doran seconded a motion to approve the Bill Reports for June 22-29, 2011 and payment of the bills. Motion passed 4-0. See # 2 on attached sheet.
- VI. Any and All Other Business Which May Properly Come Before the Board**
None

VII. Adjournment

Beaderstadt moved and Doran seconded a motion to adjourn the meeting at 6:55 p.m. Motion passed 4-0. See # 3 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the Bill Reports for June 22-29, 2011 and payment of the bills.
3. Motion to adjourn the meeting at 6:55 p.m.

DATE: June 29, 2011 Called to Order: 6:50 p.m.	Paul Antens	Kathy Beaderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	NP	NP	NP	P
2. Motion to approve the Bill Reports for June 22-29, 2011 and payment of the bills.	Y	(M)Y	(S)Y	NP	NP	NP	Y
3. Motion to adjourn the meeting at 6:55 p.m.	Y	(M)Y	(S)Y	NP	NP	NP	Y

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: June 21, 2011
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran (Arrived at 7:28 p.m.), Debra Gust, Frank Marasco, and John O'Neill

Members Absent: Charles Reilly

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 7:07 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

None

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.

Antens moved and Gust seconded a motion to approve the minutes of the May 17, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through May 31, 2011, the Bill Reports for June 2011, and payment of the bills. Motion passed 6-0. See # 2 on attached sheet.

VI. Communications

The Board reviewed all communications.

1. B. Edminster to discotekker@yahoo.com—Response to BiblioCommons comment on holds
2. Various comments received via BiblioCommons between 5/25/2011 and 5/31/2011
3. J. Scholtz - letter to State Librarian requesting change in per capita grant utilization
4. Letter to Northern Trust thanking them for \$5000
5. Response letter to Ms. Hayman regarding comment/suggestion form
6. Heartland Blood Centers – Thank you for supporting Heartland Blood Centers

VII. Librarian's Report

The Board reviewed the Librarian's Report.

1. Update of RAILS progress

Cashen and Scholtz attended the final meeting of the North Suburban Library System (NSLS) that will cease to exist on June 30th. Throughout the last twelve months, representatives from ALS, DLS, MLS, NSLS and PALS have worked on the merger. On July 1st Reach Across Illinois Library Systems (RAILS) will begin their operations. They will be temporarily housed at Metropolitan Library Systems in Burr Ridge. Van deliveries will continue with the same schedules, routes, drivers, sorters, and trucks.

2. McHenry Public Library – Program Survey

The Board reviewed the Program Survey.

3. Discussion of Long-Range Strategic Plan

The Board reviewed the Long-Range Plan.

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 – Jim Scholtz, Karen Doran & Debra Gust

None

9. Date for Committee of the Whole Meeting

There is a special meeting scheduled for Wednesday, June 29, 2011, at 6:45 p.m. to pay the year-end bills.

10. NSLS Report - Debra Gust

None

X. Unfinished Business

Update on parking lot construction project

Scholtz informed the Board that at this time, the library is still waiting for the results from Eriksson Engineering Associates.

XI. New Business

1. Approval of the Special Reserve Fund Plan FY 2010-11 through FY 2011-12 including transfers to Special Reserve Fund

The Board reviewed Special Reserve Fund Plan FY 2010-2011 through FY 2011-2012 including transfers to Special Reserve Fund. Scholtz explained and answered the Board's questions regarding the budget and transfer to the Reserve Fund. Gust moved and Doran seconded a motion to approve Special Reserve Fund Plan FY 2010-2011 through FY 2011-2012 including transfers to Special Reserve Fund. Motion passed 6-0. See # 3 on attached sheet.

2. Approval of the Calendar of Regular Meeting Ordinance No. 2010/2011-5 for FY2011/2012

The Board reviewed the Calendar of Regular Meetings Ordinance No. 2010/2011-5 for FY 2011/2012. Antens moved and Baderstadt seconded a motion to approve the Calendar of Regular Meetings Ordinance No. 2010/2011-5 for FY 2011/2012. Motion passed 6-0. See # 4 on attached sheet.

3. Approval of the Prevailing Wage Ordinance No. 2010/2011-6 for FY 2011/2012

The Board reviewed the Prevailing Wage Ordinance No. 2010/2011-6 for FY 2011/2012. Antens moved and Baderstadt seconded a motion to approve Prevailing Wage Ordinance No. 2010/2011-6, for the McHenry Public Library District for the fiscal year beginning July 1, 2011 and ending June 30, 2012. Motion passed 6-0. See # 5 on attached sheet.

4. Approval of the preliminary draft budget FY 2011/2012

The Board reviewed the preliminary draft budget FY 2011/2012. Antens moved and Baderstadt seconded a motion to approve the preliminary draft budget FY2011/2012. Motion passed 6-0. See # 6 on attached sheet.

5. Approval of the hearing notice for budget (Sept. 20, 2011)

Doran moved and Baderstadt seconded a motion to approve the hearing notice for the budget on September 20, 2011. Motion passed 6-0. See # 7 on attached sheet.

6. Discussion on Board Packets/Board Information being e-mail/available as eFormats, library email through Google, and laptops available for board members.

Baderstadt moved and Antens seconded a motion to approve a six month trial run of both paper and electronic formats of the board packets/board information. After trial period the board will reevaluate which format is the better choice for them. Motion passed 6-0. See # 8 on attached sheet.

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

None

XIII. Adjournment

Baderstadt moved and Antens seconded a motion to adjourn the meeting at 9:05 p.m. Motion passed 6-0. See # 9 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the May 17, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through May 31, 2011, the Bill Reports for June 2011, and payment of the bills.
3. Motion to approve Special Reserve Fund Plan FY 2010-2011 through FY 2011-2012 including transfers to Special Reserve Fund.
4. Motion to approve the Calendar of Regular Meetings Ordinance No. 2010/2011-5 for FY 2011/2012.
5. Motion to approve Prevailing Wage Ordinance No. 2010/2011-6, for the McHenry Public Library District for the fiscal year beginning July 1, 2011 and ending June 30, 2012.
6. Motion to approve the preliminary draft budget FY2011/2012.
7. Motion to approve the hearing notice for the budget on September 20, 2011.
8. Motion to approve a six-month trial run of both paper and electronic formats of the board packets/board information. After trial period the board will reevaluate which format is the better choice for them.
9. Motion to adjourn the meeting at 9:05 p.m.

DATE: June 21, 2011 Called to Order: 7:07 p.m.	Paul Antens	Kathy Beadersadt	Karen Doran (Arrived at 7:28 p.m.)	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	P	P	P	NP
2. Motion to approve the minutes of the May 17, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through May 31, 2011, the Bill Reports for June 2011, and payment of the bills.	(M)Y	Y	NP	(S)Y	Y	Y	NP
3. Motion to approve Special Reserve Fund Plan FY 2010-2011 through FY 2011-2012 including transfers to Special Reserve Fund.	Y	Y	(S)Y	(M)Y	Y	Y	NP
4. Motion to approve the Calendar of Regular Meetings Ordinance No. 2010/2011-5 for FY 2011/2012.	(M)Y	(S)Y	Y	Y	Y	Y	NP
5. Motion to approve Prevailing Wage Ordinance No. 2010/2011-6, for the McHenry Public Library District for the fiscal year beginning July 1, 2011 and ending June 30, 2012.	(M)Y	(S)Y	Y	Y	Y	Y	NP
6. Motion to approve the preliminary draft budget FY2011/2012.	(M)Y	(S)Y	Y	Y	Y	Y	NP
7. Motion to approve the hearing notice for the budget on September 20, 2011.	Y	(S)Y	(M)Y	Y	Y	Y	NP
8. Motion to approve a six-month trial run of both paper and electronic formats of the board packets/board information. After trial period the board will reevaluate which format is the better choice for them.	(S)Y	(M)Y	Y	Y	Y	Y	NP
9. Motion to adjourn the meeting at 9:05 p.m.	(S)Y	(M)Y	Y	Y	Y	Y	NP

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

MINUTES
MCHEMRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING

Date: May 17, 2011
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Karen Doran, Debra Gust, Frank Marasco, John O'Neill, and Charles Reilly

Members Absent: Kathy Beaderstadt

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director
Debbie Gunness, Administrative Assistant
Ian Lamp, Lamp Incorporated

I. Call to Order:

President Marasco called the meeting to order at 7:03 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

None

IV. Public Comment and Visitor Recognition

The Board welcomed Ian Lamp, of Lamp Incorporated.

V. Consent Agenda for this Meeting

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

Gust moved and Antens seconded a motion to approve the minutes of the April 19, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through April 30, 2011, the Bill Reports for May 2011, and payment of the bills. Motion passed 6-0. See # 2 on attached sheet.

VI. Communications

The Board reviewed all communications.

1. B. Edminster to McHenry Garden Club—Thank you for donation
2. Cindy Bateman, American Legion Auxiliary #491 to B. Edminster—donation / B. Edminster to Cindy Bateman & American Legion Auxiliary #491—Thank you for donation
3. Letter from Eder, Casella discussing GASB 54 requirements
4. Letter from library legal counsel pertaining to removal of certain structures on new property
5. Letter from Mariann Cairo commitment for LTA program and tuition reimbursement
6. E-mail to Sam Zito, NW Herald regarding 175th Anniversary McHenry

VII. Librarian's Report

The Board reviewed the Librarian's Report.
List of work being done to facilities and building
Circulation rundown, trends and various Dept. projects
ALA's Report on The State of America's Libraries

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

The next Ad Hoc Development Committee meeting is scheduled for Thursday, May 19th at 7:30 am. **Ethics Advisory Committee – Jim Scholtz, Karen Doran & Debra Gust**

None

8. Date for Committee of the Whole Meeting

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

9. NSLS Report - Debra Gust

None

IX. EXECUTIVE SESSION

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review the minutes of the February 15, 2011 Executive session.

At 8:27 p.m. Antens moved and Doran seconded a motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review the minutes of the February 15, 2011 Executive session. Motion passed 6-0. See # 3 on attached sheet.

At 8:32 p.m., Doran moved and Antens seconded a motion to come out of executive session. Motion passed 6-0. See # 4 on attached sheet.

No action was taken in executive session.

X. Unfinished Business

None

XI. New Business

- 1. Expansion of parking lot: Formal proposal presented by Ian Lamp, Lamp Incorporated**
Ian Lamp of Lamp Incorporated explained and answered the Board's questions regarding the preliminary budget for the parking lot expansion. Antens moved and Gust seconded a motion to approve retaining the services of Lamp Incorporated and directing them to retain the services of Eriksson Engineering Associates for the parking lot expansion project. The cost of this project is not to exceed \$400,000. Motion passed 6-0. See # 5 on attached sheet.
- 2. First look at FY2011/12 budget assumptions, budget and transfer to Reserve Fund**
Scholtz explained and answered the Board's questions regarding the budget and transfer to the Reserve Fund.
- 3. Salary and benefits discussion**
Scholtz explained the MPLD salary scale to the Board and recommended a three percent increase. The Board agreed provided the cost does not exceed three percent.
Scholtz recommended that the library, effective June 1st, change their insurance broker from Vantage Point to Better Business Planning. He also recommended that the library keep their current provider BlueCross BlueShield of Illinois, but effective July 1st change from the current health PPO plan to a HRA PPO plan. This new plan will have a higher deductible, which will help decrease the library's current health insurance costs. The Board agreed with Scholtz's recommendations and directed him effective June 1st to switch insurance broker to Better Business Planning and effective July 1st to switch to the HRA PPO plan.
- 4. Reading and Approval of Resolution 2010/2011-3 "A Resolution Establishing Fund Policies as required by GASB 54"**
Reilly moved and Antens seconded a motion to approve Resolution 2010/2011-3 "A Resolution Establishing Fund Policies as required by GASB 54." Motion passed 6-0. See # 6 on attached sheet.
- 5. Approval and release of the minutes from the February 15, 2011 executive sessions**
Gust moved and Antens seconded a motion to approve and release of the minutes from the February 15, 2011 executive sessions. Motion passed 6-0. See # 7 on attached sheet.

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

The Board will be providing a Summer Reading Kick-off luncheon for the staff on Saturday, June 4th.

XIII. Adjournment

Doran moved and Reilly seconded a motion to adjourn the meeting at 9:23 p.m. Motion passed 6-0. See # 8 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the April 19, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through April 30, 2011, the Bill Reports for May 2011, and payment of the bills.
3. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review the minutes of the February 15, 2011 Executive session.
4. Motion to come out of executive session.
5. Motion to approve retaining the services of Lamp Incorporated and directing them to retain the services of Eriksson Engineering Associates for the parking lot expansion project. The cost of this project is not to exceed \$400,000.
6. Motion to approve Resolution 2010/2011-3 "A Resolution Establishing Fund Policies as required by GASB 54."
7. Motion to approve and release of the minutes from the February 15, 2011 executive sessions.
8. Motion to adjourn the meeting at 9:23 p.m.

DATE: May 17, 2011 Called to Order: 7:03 p.m.	Paul Antens	Kathy Beadersdtadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	NP	P	P	P	P	P
2. Motion to approve the minutes of the April 19, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through April 30, 2011, the Bill Reports for May 2011, and payment of the bills.	(S)Y	NP	Y	(M)Y	Y	Y	Y
3. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review the minutes of the February 15, 2011 Executive session.	(M)Y	NP	(S)Y	Y	Y	Y	Y
4. Motion to come out of executive session.	(S)Y	NP	(M)Y	Y	Y	Y	Y
5. Motion to approve retaining the services of Lamp Incorporated and directing them to retain the services of Eriksson Engineering Associates for the parking lot expansion project. The cost of this project is not to exceed \$400,000.	(M)Y	NP	Y	(S)Y	Y	Y	Y
6. Motion to approve Resolution 2010/2011-3 "A Resolution Establishing Fund Policies as required by GASB 54."	(S)Y	NP	Y	Y	Y	Y	(M)Y
7. Motion to approve and release of the minutes from the February 15, 2011 executive sessions.	(S)Y	NP	Y	(M)Y	Y	Y	Y
8. Motion to adjourn the meeting at 9:23 p.m.	Y	NP	(M)Y	Y	Y	Y	(S)Y

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

MINUTES
MCHEMRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING

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

Members Present: Paul Antens, Karen Doran, Debra Gust, and Frank Marasco,

Members Absent: Kathy Baderstadt, John O'Neill, and Charles Reilly

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director

I. Call to Order:

President Marasco called the meeting to order at 7:04 p.m.

III. Roll Call:

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

III. Corrections or Additions to the Agenda

None

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. Marasco asked Scholtz when property tax payments to the library were expected and Scholtz informed him of the schedule. Gust moved and Antens seconded a motion to approve the minutes of the March 15, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through March 31, 2011, the Bill Reports for April 2011, and payment of the bills. Motion passed 4-0. See # 2 on attached sheet.

VI. Communications

The Board reviewed all communications. Scholtz and Edminster gave the Board an update on patron response to BiblioCommons, as well as CCS's plans to fix problems the consortium has with the software.

1. M. Amstadt to Teri Lynn Bullock—Negative Adjust Accounts for 1st Quarter of 2006
2. B. Edminster to Aedahyouare@yahoo.com / Paulette Leonard
3. Various comments on BiblioCommons by way of Comment option (spreadsheet)
4. BiblioCommons phased problem worksheet
5. Thank you Lesley & Jorge – Amber Bowgren, McHenry High School, West Campus

VII. Librarian's Report

The Board reviewed the Librarian's Report. Scholtz informed the Board that the library had received a check from NSLS refunding the money the library paid to the system to continue van delivery. He mentioned that he had received news from the County Clerk's office indicating that the library's property tax extension should mean we would receive more money in property taxes than last year depending on collections. He notified the Board that he would be meeting with representatives from Lamp Incorporated to discuss adding parking on the adjacent lot and making additional improvements there.

System Merger Information/Update

No new information was presented.

Update on open positions (YPS and Adult)

Scholtz informed the Board that Adult Services had hired Ron Pauli and Young People's Services had hired Michelle Kurczak. He also commented that Laurie Pudlo has been working very well as a new Adult librarian.

Collection Development Report for January-March 2011

Edminster commented that there are now 18 holds on the new Color Nook ebook readers, but that we would not buy more until we had been trained on and begun to circulate the Sony ebook readers.

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 – Jim Scholtz, Karen Doran & Debra Gust

None

9. Date for Committee of the Whole Meeting

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

IX. NSLS Report - Debra Gust

None

X. Unfinished Business

None

XI. New Business

Recognition of new board members/election results

Scholtz told the Board that he had consulted with the County Clerk's office and been told that since the three incumbent Board members had been reelected, there was no need for them to be sworn in, as a new Board member would need to do.

Consideration and approval of new “Policy on public participation and comment at board meetings”

Scholtz said that this policy was mandated under an addition to the State’s Open Meeting Act and would be included in both the library’s public policies and in the Board of Trustees’ by-laws. Antens moved and Doran seconded a motion to adopt the “Policy on public participation and comment at board meetings”. Motion passed 4-0. See # 3 on attached sheet.

Discussion on FY2011/12 budget calendar

Scholtz presented his timetable for developing the FY2011/12 budget. He also informed the Board that he was developing a pay-for-performance plan, which would be used to evaluate professional librarians before it was used for all staff. The Board discussed the idea and directed him to continue developing his plan.

Consideration of Committee assignments for FY2011/12

Scholtz reminded the Board that changes to Committee assignments usually are made after an election of officers. Marasco asked Scholtz to investigate which of the Board Committees were required by law and to make suggestions as to whether the other current committees were necessary or could be merged.

Discussion of CD and interest/reinvestment (First Merit)

Scholtz told the Board that a CD for \$485,000 had come due but that the interest offered for a new CD was very unattractive. After discussion, Marasco summarized the Board’s thinking by saying that the rate for a business account was preferable to any of local CD rate and would offer liquidity at a time when the library planned to add parking and replace some HVAC units. Gust moved and Doran seconded a motion to cash the CD that had come due and put the money into a business account at First Merit. Motion passed 4-0. See # 4 on attached sheet.

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

Nothing

XIV. Adjournment

Doran moved and Antens seconded a motion to adjourn the meeting at 8:08 p.m. Motion passed 4-0. See # 5 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the March 15, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through March 31, 2011, the Bill Reports for April 2011, and payment of the bills.
3. Motion to adopt the "Policy on public participation and comment at board meetings"
4. Motion to cash the CD that had come due and put the money into a business account at First Merit
5. Motion to adjourn the meeting at 8:08 p.m.

DATE: April 19, 2011 Called to Order: 7:04 p.m.	Paul Antens	Kathy Beadersdt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	NP	P	P	P	NP	NP
2. Motion to approve the minutes of the March 15, 2011 regular meeting as corrected, the monthly financial statements for the fiscal year through March 31, 2010, the Bill Reports for April 2011, and payment of the bills.	Y (S)	NP	Y	Y (M)	Y	NP	NP
3. Motion to adopt the "Policy on public participation and comment at board meetings."	Y (M)	NP	Y (S)	Y	Y	NP	NP
4. Motion to cash the CD that had come due and put the money into a business account at First Merit	Y	NP	Y (S)	Y (M)	Y	NP	NP
5. Motion to adjourn the meeting at 8:08 p.m.	Y (S)	NP	Y (M)	Y	Y	NP	NP

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

MINUTES
MCHEMRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING

Date: March 15, 2011
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Debra Gust, and Frank Marasco,

Members Absent: Karen Doran, John O'Neill, and Charles Reilly

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director

I. Call to Order:

President Marasco called the meeting to order at 7:04 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

Kathy Baderstadt was appointed Secretary Pro Tempore in the absence of Karen Doran. Kevin Kimbrel was unable to attend to give his presentation for the Librarians Report. Scholtz informed the Board that there was no need for an Executive Session.

IV. Recognition of Visitors in Audience

None

V. Consent Agenda for this Meeting

The Board reviewed the Secretary's Report and the Treasurer's Report. While reviewing the Treasurer's Report, Scholtz distributed two documents, one entitled "Construction Costs for Remodel Project FY2009/2010," which summed up costs incurred during the renovation project, and another entitled "Collection Snapshot/Comparison 1/2010-12/2010," which compared spending and circulation at McHenry with national averages for public libraries of similar sizes. Antens moved and Baderstadt seconded a motion to approve the minutes of the February 15, 2011 regular meeting, the monthly financial statements for the fiscal year through February 28, 2011, the Bill Reports for March 2011, and payment of the bills. Motion passed 4-0. See # 2 on attached sheet.

VI. Communications

The Board reviewed all communications. Antens commented on the thoroughness of Edminster's response to Gregory P. Gallien.

1. Adult Services—Librarian II, Assistant Dept. Manager job ad (posted)
2. K. Lambert to B. Edminster/B. Edminster to Gregory P. Gallien—Question on plans for expanding library's book collection

VII. Librarian's Report

The Board reviewed the Librarian's Report. Scholtz reminded the Board that he would be on vacation from March 16th to 25th. He also informed the Board of some problems experienced implementing BiblioCommons and stated that the problems generally resulted from CCS's structure as a consortium of independent libraries.

Scholtz informed the Board of the library's involvement in programs celebrating the 175th anniversary of the founding of the City of McHenry. The library will be involved in developing and administering a coloring contest for K-4th graders.

System Merger Information/Update: Scholtz informed the Board that the last NSLS Board meeting would occur on March 28, 2011.

Update on open positions (YPS and Adult): Interviews have begun for the YPS position, applications are being accepted for the open Adult position, and Laurie Pudlo has begun working the other Adult position.

Update on Ebook Reader training and Final Friday (2/11) staff training: Scholtz informed the Board that ebook readers are being circulated and are very popular. The Nooks that were to be for in-library use are being changed to circulating copies. Holds can now be placed on the Nooks.

Newly revised Board by-laws: Scholtz reviewed the recent changes to the Board by-laws and answered questions about existing by-laws. Scholtz clarified that the by-laws do not restrict Board Members from being involved in politics as individuals but that Board Members cannot represent their political views as being those of the Board or of the Library.

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 – Jim Scholtz, Karen Doran & Debra Gust

None

9. Date for Committee of the Whole Meeting

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

IX. NSLS Report - Debra Gust

None

X. Executive Session

None

XI. Unfinished Business

None

XII. New Business

1. Consideration of question and Resolution No. 2010/2011 – 2, “Consideration for Reimbursing Van Delivery Funds” –request to NSLS executive board to refund donated van delivery money

Scholtz presented reasons for adopting the resolution. Scholtz anticipated that Crystal Lake Public Library’s request for reimbursement, which is on file with NSLS, would result in reimbursements for all libraries that made the “gift” but stated that making our request would reinforce the effect of Crystal Lake’s request.

Antens moved and Gust seconded a motion to adopt Resolution No. 2010-2011, “Consideration for Reimbursing Van Delivery Funds”. Motion passed 4-0. See # 3 on attached sheet.

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

XIV. Adjournment

Beaderstadt moved and Gust seconded a motion to adjourn the meeting at 8:02 p.m. Motion passed 4-0. See # 4 on attached sheet.

Respectfully Submitted,

Kathy Beaderstadt, Secretary Pro Tempore

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the February 15, 2011 regular meeting, the monthly financial statements for the fiscal year through February 28, 2010, the Bill Reports for March 2011, and payment of the bills.
3. Motion to adopt Resolution No. 2010-2011, “Consideration for Reimbursing Van Delivery Funds”.
4. Motion to adjourn the meeting at 8:02 p.m.

DATE: March 15, 2011 Called to Order: 7:04 p.m.	Paul Antens	Kathy Beaderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	NP	P	P	NP	NP
2. Motion to approve the minutes of the February 15, 2011 regular meeting, the monthly financial statements for the fiscal year through February 28, 2010, the Bill Reports for March 2011, and payment of the bills.	Y (M)	Y (S)	NP	Y	Y	NP	NP
3. Motion to adopt Resolution No. 2010-2011, “Consideration for Reimbursing Van Delivery Funds”.	Y (M)	Y	NP	Y (S)	Y	NP	NP
4. Motion to adjourn the meeting at 8:02 p.m.	Y	Y (M)	NP	Y (S)	Y	NP	NP

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: February 15, 2011
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust, Frank Marasco, John O'Neill, and Charles Reilly

Members Absent: None

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director
Colette Leaser-Freeman, Adult Services

I. Call to Order:

President Marasco called the meeting to order at 7:06 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

Scholtz informed the Board that there would be an added topic that needed to be considered during Executive Session.

IV. Recognition of Visitors in Audience

Scholtz informed the Board that Colette Leaser-Freeman would be speaking to the Board as part of the Librarian's Report.

V. Consent Agenda for this Meeting

The Board reviewed the Secretary's Report and the Treasurer's Report. Scholtz answered questions from Antens about the Recovery Zone bonds. Scholtz also pointed out charge card activity connected with purchasing ebooks for the Nook ebook readers since the number of transactions involved might seem unusually high.

Baderstadt moved and Gust seconded a motion to approve the minutes of the January 18, 2011 regular meeting, the monthly financial statements for the fiscal year through January 31, 2010, the Bill Reports for February 2011, and payment of the bills. Motion passed 7-0. See # 2 on attached sheet.

VI. Communications

The Board reviewed all communications. Board members asked Scholtz to find ways to publicize the names of people who have defaulted on their library bills as listed in the negative adjust accounts letter as a deterrent.

1. B. Edminster to Don Dziedzic—Response to suggestion regarding discarded *Value Lines*.
2. M. Amstadt to Cary Luckert, Unique Management—Negative adjust accounts
3. NSLS News 2/9/2011 - Library system merger
4. Trib. Local 2/9/2011 - Merger attempts to protect interlibrary loans.

5. YPS Librarian I job ad (posted)
6. Adult Services Librarian I job ad (posted internally) + contract

VII. Librarian's Report

The Board reviewed the Librarian's Report.

Scholtz distributed a copy of Crystal Lake Public Library's annual report and informed the Board that he intended to produce a similar report this year in a tri-fold format to be distributed to the public.

Report from Colette Lesser-Freeman, Adult Services Librarian.

Leeser-Freeman told the Board that in addition to her other Adult Services responsibilities, she is responsible for selecting and booking adult programs. She works with Kathy Lambert to promote the programs and she distributed samples of the advertising for programs for the January-June 2011 period, as well as samples of surveys intended to judge whether the programs were successful and what programs might be of interest. On average, she devotes about a day each week to programming all year round.

ALA Midwinter Report (Scholtz)

Scholtz informed the Board of highlights of the American Library Association conference he attended. He shared ideas for future developments for the library he developed while there. He also told the Board that he might be involved in contributing to a book on ebook readers for libraries.

System Merger Information/Update (Scholtz)

Scholtz reviewed the progress towards Library Systems merger. He informed the Board that there may be a change in interlibrary deliveries at some time if delivery is outsourced under the new library system.

Update on 2 positions - Adult Services/YPS (Scholtz)

Scholtz informed the Board that the Adult Services Librarian I position had been offered to Laurie Pudlo who currently works in Circulation. She will be graduating from college in May 2011 and will go on to Graduate School in Library Science as a condition for her hire. She is a McHenry native and intends to stay in the area. The YPS position has attracted a number of applicants already.

Update on Ebook Reader training and Final Friday (2/11) staff training (Edminster/Scholtz)

Scholtz reviewed the February in-service program.

PLA Public Library Data Service 2011 (Edminster)

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 – Jim Scholtz, Karen Doran & Debra Gust

None

9. Date for Committee of the Whole Meeting

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

IX. NSLS Report - Debra Gust
None

X. Executive Session

At 8:30 p.m. Doran moved and Baderstadt seconded a motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review the minutes of two meetings – December 21, 2010 and January 18, 2011. Motion passed 7-0. See # 3 on attached sheet.
At 8:53 p.m., Reilly moved and Baderstadt seconded a motion to come out of executive session. Motion passed 7-0. See # 4 on attached sheet.
No action was taken in executive session.

XI. Unfinished Business
None

XII. New Business

- 1. Review and approval of Personal Information Protection Policy**
Gust moved and Antens seconded a motion to approve the Personal Information Protection Policy. Motion passed 7-0. See # 5 on attached sheet.
- 2. Review and approval of Privacy/Identity Theft Protection Policy**
Baderstadt moved and Antens seconded a motion to approve the Privacy/Identity Theft Protection Policy. Motion passed 7-0. See # 6 on attached sheet.
- 3. Review and approval of new Meeting Attendance via Electronic Means**
Scholtz explained that this change would not replace the need for a quorum of Library Trustees in physical attendance at meetings. Antens moved and Gust seconded a motion to approve a change to the Bylaws of the Board of Trustees to allow meeting attendance via electronic means. Motion passed 7-0. See # 7 on attached sheet.
- 4. Approval of the Executive Session meeting minutes, December 21, 2010 and January 18, 2011**
Antens moved and Baderstadt seconded a motion to approve the minutes of the December 21, 2010 and January 18, 2011 executive session meetings. Motion passed 7-0. See # 8 on attached sheet.

XIII. Any And All Other Business Which May Properly Come Before the Board
Scholtz asked the Board for guidance on expanding the renovation project to include adding 20,000 sq. feet of parking on the former car lot portion of the library property with any necessary changes this would involve. The Board agreed to give Scholtz permission to explore such an addition to the project using the contractors and design team who have been working with the library on the renovation.

XIV. Adjournment
Baderstadt moved and Reilly seconded a motion to adjourn the meeting at 8:54 p.m. Motion passed 7-0. See # 9 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the January 18, 2011 regular meeting and the minutes of the December 21, 2010 and January 18, 2011 executive session meetings, the monthly financial statements for the fiscal year through January 31, 2010, the Bill Reports for February 2011, and payment of the bills.
3. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review the minutes of the (2 meetings - Dec. 21, 2010 and Jan. 18, 2011).
4. Motion to come out of executive session.
5. Motion to approve the Personal Information Protection Policy.
6. Motion to approve the Privacy/Identity Theft Protection Policy.
7. Motion to approve a change to the Bylaws of the Board of Trustees to allow meeting attendance via electronic means.
8. Motion to approve of the Executive Session meeting minutes, December 21, 2010 and January 18, 2011.
9. Motion to adjourn the meeting at 8:54 p.m.

DATE: February 15, 2011 Called to Order: 7:06 p.m.	Paul Antens	Kathy Baderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	P	P	P	P
2. Motion to approve the minutes of the January 18, 2011 regular meeting and the minutes of the December 21, 2010 and January 18, 2011 executive session meetings, the monthly financial statements for the fiscal year through January 31, 2010, the Bill Reports for February 2011, and payment of the bills.	Y	Y (M)	Y	Y (S)	Y	Y	Y
3. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review the minutes of the (2 meetings - Dec. 21, 2010 and Jan. 18, 2011).	Y	Y (S)	Y (M)	Y	Y	Y	Y
4. Motion to come out of executive session.	Y	Y (S)	Y	Y	Y	Y	Y (M)
5. Motion to approve of Personal Information Protection Policy.	Y (S)	Y	Y	Y (M)	Y	Y	Y
6. Motion to approve of Privacy/Identity Theft Protection Policy.	Y (S)	Y (M)	Y	Y	Y	Y	Y
7. Motion to approve a change to the Bylaws of the Board of Trustees to allow meeting attendance via electronic means.	Y (M)	Y	Y	Y (S)	Y	Y	Y
8. Motion to approve the Executive Session meeting minutes, December 21, 2010 and January 18, 2011.	Y (M)	Y (S)	Y	Y	Y	Y	Y
9. Motion to adjourn the meeting at 8:54 p.m.	Y	Y (M)	Y	Y	Y	Y	Y (S)

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

EXECUTIVE SESSION MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

Date: February 15, 2011

Time: 8:30 p.m.

Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust, Frank Marasco, John O'Neill, and Charles Reilly

Members Absent: None

During executive session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

No action was taken during executive session.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call

DATE: February 15, 2011 Called to Order: 8:30 p.m.	Paul Antens	Kathy Baderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	P	P	P	P

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: January 18, 2011
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust, Frank Marasco, and John O'Neill

Members Absent: Charles Reilly

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director
Jane Halsall, Head of Young Peoples Services

I. Call to Order:

President Marasco called the meeting to order at 7:04 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

Scholtz asked that when the Board went into Executive Session, the motion to do so be expanded to allow discussion of additional employees under the statute cited in the agenda. Scholtz requested that Halsall be allowed to speak immediately after the Consent Agenda was passed rather than during the Librarian's Report.

IV. Recognition of Visitors in Audience

Jane Halsall, Head of Young Peoples Services

V. Consent Agenda for this Meeting

Edminster pointed out a mistake in the December 21, 2010 minutes that the Board had received. He stated that Debbie Gunness had prepared corrected minutes before the meeting for the Secretary to sign. Gust moved and Antens seconded a motion to approve the minutes of the December 21, 2010 regular meeting as corrected, the monthly financial statements for the fiscal year through December 31, 2010, the Bill Reports for January 2011, and payment of the bills. Motion passed 6-0. See # 2 on attached sheet.

VI. Communications

The Board reviewed all communications.

1. Letter from Anne Craig to System Directors about merger
2. Actuarial report, Timothy W. Sharpe
3. Appreciation letter from FISH, Donna Schaefer
4. Gunness – Tuition reimbursement request

VII. Librarian's Report

The Board reviewed the Librarian's Report.

- Report from Jane Halsall, Head of Young Peoples Services

Halsall reviewed her professional career at the library, which began with support from former executive director Arlene Kaspik and the Board. As a result of the library's support, Halsall was a pioneer member of the University of Illinois's distance-learning program, a speaker locally and nationally, a published author, and a teacher for the same distance-learning program that she took to become a librarian. She thanked the Board for its support. Gust in turn commended the library staff's can-do attitude.

- System Merger Information/Update

Edminster relayed to the Board details from a presentation at an NSLS meeting. NSLS will fully merge with four other library systems in northern Illinois as of July 1, 2011. The library representatives attending the meeting were assured that van delivery between libraries would continue uninterrupted during the process.

- Collection Development Report for October – December 2010

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 – Jim Scholtz, Karen Doran & Debra Gust

None

9. Date for Committee of the Whole Meeting

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

IX. NSLS Report - Debra Gust

None

X. Executive Session

Before entertaining a motion to go into executive session, Marasco asked Scholtz if he were satisfied with the performance review process. Scholtz said that he was and provided the Board with his self-assessment.

At 8:20 p.m. Baderstadt moved and Doran seconded a motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of the Executive Director of the McHenry Public Library District and additional employees in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1). Motion passed 6-0. See # 3 on attached sheet.

At 8:58 p.m. Antens moved and Baderstadt seconded a motion to come out of executive session. Motion passed 6-0. See # 4 on attached sheet.

No action was taken in executive session.

Marasco commended Scholtz for his excellent job as executive director, citing how he bounced back after the defeated referendum to spearhead the library's renovation. Antens stated that Scholtz makes the Library Board's job easy. Scholtz thanked the Board and enquired if the review process was acceptable. The Board members responded that it was a very good process.

XI. Unfinished Business
None

XII. New Business

1. Acceptance of Actuarial Valuation Report for FY2010/11

The Board reviewed the Actuarial Valuation Report for FY2010/11. Scholtz briefly elaborated on the actuarial report, stating that it was a new requirement under GASB 35, but that given the library's situation it was not likely that the report would need to be generated on a regular basis. Antens moved and Gust seconded a motion to approve the Actuarial Valuation Report for FY2010/11. Motion passed 6-0. See # 5 on attached sheet.

2. Discussion of building problems (floor, book drop)

Scholtz reviewed progress on various building projects. Scholtz stated that the tile within the area of the Questions Desk was replaced with carpet on January 17, 2011 while the library was closed for Martin Luther King Day.

3. Discussion of various programs - eReader loans, BiblioCommons roll-out, purchasing Freegal music, movies on memory sticks, RFID project, revising the website, other programs/services/collections - how they relate to the Strategic Plan.

Scholtz reviewed the various programs. He told the Board that some staff would attend training for BiblioCommons on January 27th, that staff would receive training on the Nook from Barnes and Nobles representatives on January 19th and 26th, and that a meeting earlier that day had discussion selection of eBooks.

4. Discussion of updating the Strategic Plan - process and timetable.

Scholtz pointed out that the Strategic Plan was designed as a checklist but that the overall goals left room for adding new objectives as older ones were accomplished. Scholtz told the Board that he would be presenting an updated version of the Strategic Plan in a few months with completed objectives removed and with new objectives added.

5. Approval of 4 hours vacation time for any staff who gives blood at the library on 1/26/11 (on-duty or off).

Scholtz said that he was proposing this offer for staff since the Heartland Blood Bank approached him asking for the library's help in the face of an emergency-level need for blood for the first time in five years. The Board directed Scholtz to proceed.

XIII. Any And All Other Business Which May Properly Come Before the Board
None

XIV. Adjournment

Beaderstadt moved and Gust seconded a motion to adjourn the meeting at 9:03 p.m. Motion passed 6-0. See # 6 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the December 21, 2010 regular meeting, the monthly financial statements for the fiscal year through December 31, 2010, the Bill Reports for January 2011, and payment of the bills.
3. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of the Executive Director of the McHenry Public Library District and additional employees in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).
4. Motion to come out of executive session.
5. Motion to approve the Actuarial Valuation Report for FY2010/11.
6. Motion to adjourn the meeting at 9:03 p.m.

DATE: January 18, 2011 Called to Order: 7:04 p.m.	Paul Antens	Kathy Beaderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	P	P	P	NP
2. Motion to approve the minutes of the December 21, 2010 regular meeting, the monthly financial statements for the fiscal year through December 31, 2010, the Bill Reports for January 2011, and payment of the bills.	Y(S)	Y	Y	Y(M)	Y	Y	NP
3. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of the Executive Director of the McHenry Public Library District and additional employees in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).	Y	Y(M)	Y(S)	Y	Y	Y	NP
4. Motion to come out of executive session.	Y(M)	Y(S)	Y	Y	Y	Y	NP
5. Motion to approve the Actuarial Valuation Report for FY2010/11.	Y(M)	Y	Y	Y(S)	Y	Y	NP
6. Motion to adjourn the meeting at 9:03 p.m.	Y	Y(M)	Y	Y(S)	Y	Y	NP

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

EXECUTIVE SESSION MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

Date: January 18, 2011

Time: 8:20 p.m.

Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust, Frank Marasco, and John O'Neill

Members Absent: Charles Reilly

During executive session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

No action was taken during executive session.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call

DATE: January 18, 2011 Called to Order: 8:20 p.m.	Paul Antens	Kathy Baderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	P	P	P	NP

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: December 21, 2010
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Karen Doran, Frank Marasco, and John O'Neill

Members Absent: Kathy Baderstadt, Debra Gust, and Charles Reilly

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 7:23 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

None

IV. Recognition of Visitors in Audience

None

V. Consent Agenda for this Meeting

Antens moved and Doran seconded a motion to approve the minutes of the November 16, 2010 regular meeting, the monthly financial statements for the fiscal year through November 30, 2010, the Bill Reports for December 2010, and payment of the bills. Motion passed 4-0. See # 2 on attached sheet.

VI. Communications

The Board reviewed all communications.

1. Letter to Ms. Wray - complaint response
2. E-mail to Ms. Golnik - complaint response
3. Letter to Mr. Roy Hulstrand - complaint response
4. Letter to the Townsend Family – donation in memory of Alex Townsend
5. Letter to Mrs. Ruth Roper – thank your for donation in memory of Alex Townsend
6. Letter to First Merit Bank

VII. Librarian's Report

The Board reviewed the Librarian's Report.

Scholtz explained the e-reader program proposal to the Board, which is scheduled to start March 1st. This program will provide e-readers to the patrons both for in-house use and for circulation. The management team has selected both the color and white Nooks through Barnes & Noble, since are they compatible with the library's OverDrive downloads. They tentatively plan on uploading the following items on the Nooks: the best seller's adult non-fiction and fiction novels, magazine subscriptions, children's and young adult books and graphic novels. The circulation parameters are still to be determined.

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 Bederstadt and Frank Marasco

None

7. Ad Hoc Development Committee – Chair Frank Marasco

None

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

None

9. Date for Committee of the Whole Meeting

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

IX. NSLS Report - Debra Gust

None

X. Executive Session

The Board went into executive session during New Business - FY 2010/11 Budget update and forecasting of FY 2011/12 plus COLA

XI. Unfinished Business

1. Discussion of the remodel project, results, clean up, problem/solutions and other tasks

Scholtz told the Board that because of recurring problems with the flooring in the staff area of the Question Desk, the current flooring would be changed to carpeting. This will be done on January 17th when the library is closed for the holiday. We will also be installing new PC Reservation and wireless printing software on February 7th.

XII. New Business

1. Approval of Yearend Receipts and Disbursements for FY2009/10

The Board reviewed the Yearend Receipts and Disbursements for FY2009/10.

Doran moved and Antens seconded a motion to approve the Annual Statement of Receipts and Disbursements for the Fiscal Year beginning July 1, 2009 and ending June 30, 2010 for the McHenry Public Library District. Motion passed 7-0. See # 3 on attached sheet.

2. Update and approval of health insurance vendors and plans

Scholtz is recommending the library continue with the current health provider BlueCross BlueShield of Illinois instead of Humana Choice Care. He also is recommending we choose the PPO and HSA plans with the 27% increase (option 2) instead of the current PPO and HSA plans with the 40% increase (option 1) and increase the library's staff contribution in the HSA plan from \$750 to \$1000. This increase will encourage staff to join the HSA plan, which will decrease insurance costs for the library. Antens moved and Doran seconded a motion to approve option 2 BlueCross BlueShield of Illinois' PPO and HSA plan and increasing the library's staff contributions to the HSA from \$750 to \$1000. Motion passed 4-0. See # 4 on attached sheet.

3. Discussion of adoption of e-reader lending program/budget

This was discussed under the Librarian Report.

4. FY 2010/11 Budget update and forecasting of FY 2011/12 plus COLA

The Board reviewed the FY 2010/11 Budget update and forecasting plus COLA.

After some discussion of the budget, the Board went into Executive Session.

At 8:23 p.m. Doran moved and Antens seconded a motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1). Motion passed 4-0. See # 5 on attached sheet.

At 8:45 p.m. Antens moved and Doran seconded a motion to come out of executive session. Motion passed 4-0. See # 6 on attached sheet.

No action was taken in executive session.

The Board has agreed to a 3% cost of living increase for all staff effective January 1st.

However, they postponed discussion of Scholtz's evaluation until the January meeting, when more Board members are able to attend.

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

None

XIV. Adjournment

Antens moved and Doran seconded a motion to adjourn the meeting at 8:51 p.m. Motion passed 4-0. See # 7 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the November 16, 2010 regular meeting, the monthly financial statements for the fiscal year through November 30, 2010, the Bill Reports for December 2010, and payment of the bills.
3. Motion to approve the Annual Statement of Receipts and Disbursements for the Fiscal Year beginning July 1, 2009 and ending June 30, 2010 for the McHenry Public Library District.
4. Motion to approve option two BlueCross BlueShield of Illinois' PPO and HSA plans and increasing the library's staff contributions to the HSA from \$750 to \$1000.
5. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).
6. Motion to come out of executive session.
7. Motion to adjourn the meeting at 8:51 p.m.

DATE: December 21, 2010 Called to Order: 7:23 p.m.	Paul Antens	Kathy Baderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	NP	P	NP	P	P	NP
2. Motion to approve the minutes of the November 16, 2010 regular meeting, the monthly financial statements for the fiscal year through November 30, 2010, the Bill Reports for December 2010, and payment of the bills.	(M)Y	NP	(S)Y	NP	Y	Y	NP
3. Motion to approve the Annual Statement of Receipts and Disbursements for the Fiscal Year beginning July 1, 2009 and ending June 30, 2010 for the McHenry Public Library District.	(S)Y	NP	(M)Y	NP	Y	Y	NP
4. Motion to approve option two BlueCross BlueShield of Illinois' PPO and HSA plans and increasing the library's staff contributions to the HSA from \$750 to \$1000.	(M)Y	NP	(S)Y	NP	Y	Y	NP
5. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).	(S)Y	NP	(M)Y	NP	Y	Y	NP
6. Motion to come out of executive session.	(M)Y	NP	(S)Y	NP	Y	Y	NP
7. Motion to adjourn the meeting at 8:51 p.m.	(M)Y	NP	(S)Y	NP	Y	Y	NP

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

EXECUTIVE SESSION MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

Date: December 21, 2010

Time: 8:23 p.m.

Location: Library Board Meeting Room

Members Present: Paul Antens, Karen Doran, Frank Marasco, and John O'Neill,

Members Absent: Kathy Baderstadt, Debra Gust, and Charles Reilly

During executive session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

No action was taken during executive session.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call

DATE: December 21, 2010 Called to Order: 8:23 p.m.	Paul Antens	Kathy Baderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	NP	P	NP	P	P	NP

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: November 16, 2010
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust, 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

I. Call to Order:

President Marasco called the meeting to order at 7:03 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

Evaluation of Scholtz – New Business

IV. Recognition of Visitors in Audience

None

V. Consent Agenda for this Meeting

Baderstadt moved and Gust seconded a motion to approve the minutes of the October 19, 2010 public hearing and regular meeting, the monthly financial statements for the fiscal year through October 31, 2010, the Bill Reports for November 2010, and payment of the bills. Motion passed 7-0. See # 3 on attached sheet.

VI. Communications

The Board reviewed all communications.

1. **Edminster to Ti Weichle—Response to suggestion about CD pouches**
2. **Edminster to Senator Pamela Althoff—Thank you for *Illinois Issues* subscription**
3. **Edminster to Darlene Besch and Frances Hughes—Thank you for donation in memory of Raymond and Beatrice Hughes**
4. **Edminster to Library Trustees—Donation made on behalf of the Library Board in memory of Marty Kaspik, mother of Arlene Kaspik**
5. **Edminster to Deb Gunness—Thank you for donation in memory of Marty Kaspik/Edminster to Arlene Kaspik—Donations made in memory of Marty Kaspik**

VII. Librarian's Report

The Board reviewed the Librarian's Report.

Scholtz informed the Board that Interlibrary Loan van delivery would continue service through the end of June.

VIII. Committee Reports

1. Automation - Chair Karen Doran

None

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

O'Neill and Reilly met with Scholtz to discuss the library's banking and bank accounts. The committee discussed Midwest Bank being acquired by First Merit, which is based out of Ohio. They also explored some of the local banks and compared their investments/finances/capital stability and services as they align with our investment policy. The committee is recommending the library transfer its funds to First Midwest Bank.

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

The next Ad Hoc Development Committee meeting is scheduled for November 18th at 7:30 a.m.

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

None

9. Date for Committee of the Whole Meeting

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

IX. NSLS Report - Debra Gust

None

X. Executive Session

None

XI. Unfinished Business

1. Discussion of the remodel project, results, clean up, problem/solutions and other tasks

Scholtz shared the Expansion and Renovation Report with the Board. He informed the Board that the maintenance crew is currently working on reupholstering our old wood chairs for the YPS area and will be installing signage around the book drop area. Thursday and Friday some minor roof repairs will be done. Scholtz has been meeting with window treatment companies and is waiting for quotes to complete this process.

XII. New Business

1. Approval of Finance Committee recommendation pertaining to library banking and bank accounts

Baderstadt moved and Gust seconded a motion to approve the transfer of the library's funds to First Midwest Bank and to draft a letter to FirstMerit Bank regarding the transfer. Motion passed 7-0. See # 3 on attached sheet.

2. Approval of Yearend Receipts and Disbursements for FY2009/10

No action was taken at this time. This is tabled until the December meeting.

3. Discussion concerning health insurance vendors and plans

Scholtz informed the Board that the current Blue Cross Blue Shield (BCBS) Insurance's policy would be increasing 39.45% for 2011. Because of this increase, he is exploring some other options. The first option is to remain with BCBS and increase the deductible from \$500 to \$1000 for the PPO and \$1200 to \$2500 for the HSA, which will lower the increase to 27%. The second option is to go with Humana Choice Care, which would increase insurance cost somewhere between 5 to 16 % for the

first year. Scholtz has asked all staff under the current coverage to check with their hospitals, general physicians and specialists to see if they accept Humana Choice Care so he can make a better-informed decision regarding the health insurance. The Board directed Scholtz to take the necessary action regarding the decision of choosing the health insurance that provides the best similar coverage for eligible library employees.

4. Discussion concerning combining library owned properties

Scholtz and Marasco had a brief discussion regarding increasing the parking lot on the front part of the recently acquired lot. Scholtz scheduled a meeting with Lamp Incorporated, Gillespie Design Group and the city because there are certain ordinances and conditions that have to exist to get the process done fluidly and with minimum problems. The size of the parking lot determines the amount of restrictions. Scholtz is recommending a 20,000 square feet parking lot. He is suggesting not combining the three parcels at this time. He will be contacting Miller Engineering to do a preliminary plan to determine the best place, on the adjacent property, to site a new building. He is also considering demolishing the old storage buildings, taking out the berm, increasing lighting, redoing the curb in the north driveway and possibly creating a reading garden or a community garden. Lamp Incorporated suggested the best time to start this project would be the spring.

5. Discussion of library meeting room policy and fees

Reilly moved and Gust seconded a motion to approve the library meeting room policy and fees with the following corrections: 1) simplify the fee structure to a profit/non-profit category and 2) make the room available to all groups provided no money is exchanged and the purpose of the group does not restrict or interfering with the daily function of the library. Motion passed 7-0. See # 4 on attached sheet.

6. Evaluation of Scholtz

Scholtz gave the Board a copy of his job description and a job performance evaluation. He asked them to review them over the next month and to evaluate him at the December board meeting.

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

None

XIV. Adjournment

Beaderstadt moved and Reilly seconded a motion to adjourn the meeting at 8:52 p.m. Motion passed 7-0. See # 5 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the October 19, 2010 public hearing and regular meeting, the monthly financial statements for the fiscal year through October 31, 2010, the Bill Reports for November 2010, and payment of the bills.
3. Motion to approve the transfer of the library's funds to First Midwest Bank and to draft a letter to First Merit Bank regarding the transfer.
4. Motion to approve the library meeting room policy and fees with the following corrections: 1) simplify the fee structure to a profit/non-profit category and 2) make the room available to all groups provided no money is exchanged and the purpose of the group does not restrict or interfering with the daily function of the library.
5. Motion to adjourn the meeting at 8:52 p.m.

DATE: November 16, 2010 Called to Order: 7:03 p.m.	Paul Antens	Kathy Baderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	P	P	P	P
2. Motion to approve the minutes of the October 19, 2010 public hearing and regular meeting, the monthly financial statements for the fiscal year through October 31, 2010, the Bill Reports for November 2010, and payment of the bills.	Y	(M)Y	Y	(S)Y	Y	Y	Y
3. Motion to approve the transfer of the library's funds to First Midwest Bank and to draft a letter to First Merit Bank regarding the transfer.	(M)Y	(S)Y	Y	Y	Y	Y	Y
4. Motion to approve the library meeting room policy and fees with the following corrections: 1) simplify the fee structure to a profit/non-profit category and 2) make the room available to all groups provided no money is exchanged and the purpose of the group does not restrict or interfering with the daily function of the library.	Y	Y	Y	(S)Y	Y	Y	(M)Y
5. Motion to adjourn the meeting at 8:52 p.m.	Y	(M)Y	Y	Y	Y	Y	(S)Y

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: October 19, 2010
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Karen Doran, Debra Gust, Frank Marasco, John O'Neill, and Charles Reilly

Members Absent: Paul Antens and Kathy Baderstadt

Also Present: James Scholtz, Director
Bill Edminster, Assistant Director

I. Call to Order:

President Marasco called the meeting to order at 7:05 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

No corrections or additions to the agenda were made.

IV. Recognition of Visitors in Audience

There were no visitors in the audience.

V. Consent Agenda for this Meeting

Gust moved and Reilly seconded a motion to approve the minutes of the public hearing and regular meeting for September 21, 2010, the monthly financial statements for the fiscal year through September 30, 2010, the Bill Reports for October 2010, and payment of the bills. Motion passed 5-0. See # 2 on attached sheet.

VI. Communications

The Board reviewed all communications.

1. Mary Amstadt to Cary Luckert—Negative adjusts for 6/30-2003-9/30/2006
2. Bill Edminster to Sue Zimmerman—Acknowledgement of donation in memory of her mother Kathryn Ripson/Bill Edminster to Pamela Pettit—Acknowledgement of donation in memory of Kathryn Ripson

VII. Librarian's Report

The Board reviewed the Librarian's Report.

- Scholtz informed the Board that funding for the van service was funded until December 1, 2010 and that the volume of traffic between CCS libraries had declined by about 35%.
- Scholtz thanked Colette Leaser-Freeman, Terri Norstrom, and Gwen Doolan for their work in planning the Grand Opening week festivities. He thanked Dave Harding and his building staff and Terry Cashen for their work on the building before and during the Grand Opening week. The Board agreed that the Opening went very well.
- Scholtz presented the final figures from Lamp, Inc. for the building project. The final total spent on the renovation was \$1,909,430, which was \$154,287 less than the projected cost. Marasco declared the renovation project officially over and any further spending would come out of the regular budget. Scholtz discussed further improvements to the library and its property.
- Scholtz directed the attention of the Board to an article in *School Library Journal* by Jane Halsall on anime films.
- Scholtz informed the Board of Chamber of Commerce luncheon on November 12, 2010 saying that the Library would be reserving a table and Trustees were welcome to attend.
- Scholtz reminded the Library Trustees who were running for reelection that the period for filing was November 13-17, 2010.
- Edminster reviewed the document "Progress in Collection Development for July-September 2010" for the Board

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

No Ad Hoc Development Committee meeting has been scheduled.

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

None

9. Date for Committee of the Whole Meeting

No Committee of the Whole Meeting was scheduled.

IX. NSLS Report - Debra Gust

None

X. Unfinished Business

None

XI. New Business

1. Approval of the Executive Session Minutes for May 18, 2010

Reilly moved and Gust seconded a motion to approve the minutes of the May 18, 2010 executive session minutes. Motion passed 5-0. See # 3 on attached sheet.

2. Certificate of Compliance with the Truth in Taxation Act

The Board reviewed the Certificate of Compliance with the Truth in Taxation Act.

Doran moved and Gust seconded a motion to approve the Certificate of Compliance with the Truth in Taxation Act and publish it. Motion passed 5-0. See # 4 on attached sheet.

3. Ordinance 2010/2011-4 providing for the levy and assessment of taxes for the fiscal year beginning July 1, 2010 and ending June 30, 2011

The Board reviewed the levy and assessment of taxes for the fiscal year of 2010-11.

Gust moved and Reilly seconded a motion to approve Ordinance 2010/2011-4 providing for the levy and assessment of taxes for the fiscal year beginning July 1, 2010 and ending June 30, 2011. Motion passed 5-0. See # 5 on attached sheet.

4. Inspection and approval of FY 2009/2010 Annual Audit

The Board reviewed the FY 2009/2010 Annual Audit.

Reilly moved and Doran seconded a motion to approve FY 2009/2010 Annual Audit.

Motion passed 5-0. See # 6 on attached sheet.

5. Reading and Approval of Resolution 2010/2011 -1 “A Resolution to Include Compensation Paid Under and Internal Revenue Code Section 125 Plan as IMRF Earnings”

Gust moved and Reilly seconded a motion to approve Resolution 2010/2011 -1 “A Resolution to Include Compensation Paid Under and Internal Revenue Code Section 125 Plan as IMRF Earnings.” Motion passed 5-0. See #7 on attached sheet.

6. Discussion concerning moving funds from First Merit Bank to First Midwest Bank

Scholtz presented some reasons he felt that the Board should consider the idea of moving funds held at First Merit, the bank that acquired Midwest Bank recently, to First Midwest. He recommended that the Library Board Finance Committee meet with the library’s accountants to discuss the matter. A meeting will be scheduled after the November 2nd election.

7. Discussion concerning creating services and products for social networking devices and how that fits into our strategic plan

Scholtz presented some ideas for implementing that part of our strategic plan that stressed the library’s commitment to provide electronic library materials and resources to our patrons.

After a wide-ranging discussion, the Board agreed that staff should explore the idea of circulating e-book readers loaded with e-books and other digital materials.

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

Gust thanked Scholtz on behalf of the Board for his work to make the renovation a reality

XIII. Adjournment

Doran moved and Gust seconded a motion to adjourn the meeting at 8:18 p.m. Motion passed 4-0. See # 7 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the public hearing and regular meeting for September 21, 2010, the monthly financial statements for the fiscal year through September 30, 2010, the Bill Reports for October 2010, and payment of the bills.
3. Motion to approve the minutes of the May 18, 2010 executive session minutes.
4. Motion to approve the Certificate of Compliance with the Truth in Taxation Act and publish it.
5. Motion to approve Ordinance 2010/2011-4 providing for the levy and assessment of taxes for the fiscal year beginning July 1, 2010 and ending June 30, 2011.
6. Motion to approve FY 2009/2010 Annual Audit.
7. Motion to approve Resolution 2010/2011 -1 "A Resolution to Include Compensation Paid Under and Internal Revenue Code Section 125 Plan as IMRF Earnings."
8. Motion to adjourn the meeting at 8:18 p.m.

DATE: October 19, 2010 Called to Order: 7:05 p.m.	Paul Antens	Kathy Belderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly (left at 7:46 p.m.)
1. Roll call	NP	NP	P	P	P	P	P
2. Motion to approve the minutes of the public hearing and regular meeting for September 21, 2010, the monthly financial statements for the fiscal year through September 30, 2010, the Bill Reports for October 2010, and payment of the bills.	NP	NP	Y	Y (M)	Y	Y	Y (S)
3. Motion to approve the minutes of the May 18, 2010 executive session minutes.	NP	NP	Y	Y (S)	Y	Y	Y (M)
4. Motion to approve the Certificate of Compliance with the Truth in Taxation Act and publish it.	NP	NP	Y (M)	Y (S)	Y	Y	Y
5. Motion to approve Ordinance 2010/2011-4 providing for the levy and assessment of taxes for the fiscal year beginning July 1, 2010 and ending June 30, 2011.	NP	NP	Y	Y (M)	Y	Y	Y (S)
6. Motion to approve FY 2009/2010 Annual Audit.	NP	NP	Y (S)	Y	Y	Y	Y (M)
7. Motion to approve Resolution 2010/2011 -1 "A Resolution to Include Compensation Paid Under and Internal Revenue Code Section 125 Plan as IMRF Earnings."	NP	NP	Y	Y (M)	Y	Y	Y (S)
8. Motion to adjourn the meeting at 8:18 p.m.	NP	NP	Y (M)	Y (S)	Y	Y	NP

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 _____

PUBLIC HEARING ON
AN ORDINANCE PROVIDING FOR THE LEVY
AND ASSESSMENT OF TAXES
FOR THE FISCAL YEAR BEGINNING JULY 1, 2010
AND ENDING JUNE 30 2011

Date: October 19, 2010
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Karen Doran, Debra Gust, Frank Marasco, John O'Neill and Charles Reilly

Members Absent: Kathy Baderstadt and Paul Antens

Also Present: James Scholtz, Executive Director
 Bill Edminster, Assistant Director

- I. Call to Order:**
 President Marasco called the meeting to order at 7:04 p.m.
- II. Roll Call:**
 Roll was called and a quorum was established. See # 1 on attached sheet
- III. Public Forum**
 No members of the public were in attendance.
- IV. Adjournment**
 Gust moved and Doran seconded a motion to adjourn the meeting at 7:05 p.m. Motion passed 5-0. See # 2 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

- 1. Roll Call
- 2. Motion to adjourn the meeting at 7:05 p.m.

DATE: October 19, 2010 Called to Order: 7:04 p.m.	Paul Antens	Kathy Baderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	NP	NP	P	P	P	P	P
2. Motion to adjourn the meeting at 7:05 p.m.	NP	NP	Y (S)	Y (M)	Y	Y	Y

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: September 21, 2010
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust, Frank Marasco, John O'Neill, and Charles Reilly

Members Absent: None

Also Present: James Scholtz, Director
Debbie Gunness, Administrative Assistant
Francine Brady, Wonder Lake

I. Call to Order:

President Marasco called the meeting to order at 7:12 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

None

IV. Recognition of Visitors in Audience

The Board greeted Francine Brady from Wonder Lake.

V. Consent Agenda for this Meeting

Antens moved and Baderstadt seconded a motion to approve the minutes of the August 17, 2010 regular meeting, the monthly financial statements for the fiscal year through August 31, 2010, the Bill Reports for September 2010, and payment of the bills. Motion passed 7-0.
See # 3 on attached sheet.

VI. Communications

The Board reviewed all communications.

- 1. Thank you to Linda Usrey and Barbara Miller for donation in memory of Kathryn Ripson**
- 2. Notice to Susan K. Zimmerman of donations made in memory of Kathryn Ripson**
- 3. Thank you to the Zaccagnini family for donation in memory of Kathryn Ripson/Notice to Susan Zimmerman of donation**
- 4. Thank you letter to Rosen Motors (Gurnee) for returning library materials**

VII. Librarian's Report

The Board reviewed the Librarian's Report.

Scholtz informed the Board that Bibliocommons will be coming online mid-November.

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

Scholtz presented some examples of the posters and fliers prepared by Kathy Lambert.

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 – Jim Scholtz, Karen Doran & Debra Gust

None

9. Date for Committee of the Whole Meeting

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

IX. NSLS Report - Debra Gust

Scholtz informed the Board that NSLS will have money for the ILL van service through

December 2010. He will be going to a meeting at Indian Trails in October to discuss the merger of NSLS and other library systems in the area.

X. Executive Session

At 8:12 p.m. Doran moved and Baderstadt seconded a motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and to review the minutes of the May 18, 2010 executive session. Motion passed 7-0. See # 5 on attached sheet.

At 8:33 p.m., Gust moved and Baderstadt seconded a motion to come out of executive session. Motion passed 7-0. See # 6 on attached sheet.

No action was taken in executive session.

XI. Unfinished Business

1. Discussion of grand opening week activities and VIP open house 5:30 p.m. - 7:30 p.m.

Scholtz informed the Board the ceremony would begin at 6:00 p.m. with the ribbon cutting and the board president and Scholtz saying a few words, followed by the mural signing in the story time room.

2. Discussion on accepting bids/price quotes for all insurance for 3-year cycle or keep same due to current economic climate

The Board agreed to keep with the current insurances, however they would like Scholtz to go out for bid on all insurances next year.

XII. New Business

1. Ordinance 2010/2011-3 providing for the final Budget and Appropriation (BAO) fiscal year beginning July 1, 2010 and ending June 30, 2011

The Board reviewed the Combined Annual Budget and Appropriations Ordinance FY2010/2011-3. Gust moved Doran and seconded a motion to approve the Combined Annual Budget and Appropriations Ordinance FY2010/2011-3 for the McHenry Public Library District for the fiscal year beginning July 1, 2010 and ending June 30, 2011. Motion passed 7-0. See # 3 on attached sheet.

2. Inspection of FY 2009/2010 Draft Annual Audit and Health Insurance Plan for Retired Employees (Tim Sharpe, Actuary)

The Board reviewed the FY 2009/2010 Draft Annual Audit and Health Insurance Plan for Retired Employees. Scholtz explained to the Board GASB 45 and the Health Insurance Plan for Retired Employees Report from Tim Sharpe.

3. Acceptance of the FY2010 Illinois State Library Per Capita Grant application

The Board reviewed the FY2009/2010 Illinois State Library Per Capita application. Scholtz would like to personally thank Colette Myers and Sue Thompson for their work on the Per Capita application. Baderstadt moved and Antens seconded a motion to approve FY2009/2010 Illinois State Library Per Capita application. Motion passed 7-0. See # 4 on attached sheet.

4. Formal acceptance of remodel punch list from Gillespie and Lamp Incorporated and occupancy from City. Discussion of items left to do from remodel. Review of final and remaining costs and unfinished items in remodel

Scholtz shared the Expansion and Renovation Report with the Board. He informed the Board of a few problems still in need of some attention: the outside book drop, the flooring in the main library, the handicap access entry and the front entryway locks.

5. Discussion of board election process for upcoming election, April 5, 2011

Scholtz handed out packets to Baderstadt, Gust, and Marasco who will be up for re-election in the spring of 2011.

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

None

XIV. Adjournment

Baderstadt moved and Reilly seconded a motion to adjourn the meeting at 8:38 p.m. Motion passed 7-0. See # 7 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the August 17, 2010 regular meeting, the monthly financial statements for the fiscal year through August 31, 2010, the Bill Reports for September 2010, and payment of the bills.
3. Motion to approve the Combined Annual Budget and Appropriations Ordinance FY2010/2011-3 for the McHenry Public Library District for the fiscal year beginning July 1, 2010 and ending June 30, 2011.
4. Motion to approve FY2009/2010 Illinois State Library Per Capita application.
5. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and to review the minutes of the May 18, 2010 executive session.
6. Motion to come out of executive session.
7. Motion to adjourn the meeting at 8:38 p.m.

DATE: September 21, 2010 Called to Order: 7:12 p.m.	Paul Antens	Kathy Beaderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	P	P	P	P
2. Motion to approve the minutes of the August 17, 2010 regular meeting, the monthly financial statements for the fiscal year through August 31, 2010, the Bill Reports for September 2010, and payment of the bills.	(M)Y	(S)Y	Y	Y	Y	Y	Y
3. Motion to approve the Combined Annual Budget and Appropriations Ordinance FY2010/2011-3 for the McHenry Public Library District for the fiscal year beginning July 1, 2010 and ending June 30, 2011.	Y	Y	(S)Y	(M)Y	Y	Y	Y
4. Motion to approve FY2009/2010 Illinois State Library Per Capita application.	(S)Y	(M)Y	Y	Y	Y	Y	Y
5. Motion to go into executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and to review the minutes of the May 18, 2010 executive session.	Y	(S)Y	(M)Y	Y	Y	Y	Y
6. Motion to come out of executive session.	Y	(S)Y	Y	(M)Y	Y	Y	Y
7. Motion to adjourn the meeting at 8:38 p.m.	Y	(M)Y	Y	Y	Y	Y	(S)Y

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

PUBLIC HEARING ON
THE COMBINED ANNUAL BUDGET
AND APPROPRIATION ORDINANCE

Date: September 21, 2010
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust, Frank Marasco, John O'Neill and Charles Reilly

Members Absent: None

Also Present: James C. Scholtz, Executive Director
Debbie Gunness, Administrative Assistant
Francine Brady, Wonder Lake

I. Call to Order:

President Marasco called the meeting to order at 7:04 p.m.

II. Roll Call:

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

III. Public Forum

The Board greeted Francine Brady from Wonder Lake.

Scholtz reviewed the final Budget and Appropriations Ordinance with the Board, noting an increase of \$3000 in both Building & Equipment Outsource and Building & Equipment Supplies.

XV. Adjournment

Antens moved and Baderstadt seconded a motion to adjourn the meeting at 7:11 p.m. Motion passed 7-0. See # 2 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to adjourn the meeting at 7:11 p.m.

DATE: September 21, 2010 Called to Order: 7:04 pm	Paul Antens	Kathy Baderstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	P	P	P	P
2. Motion to adjourn the meeting at 7:11 p.m.	(M) Y	(S) Y	Y	Y	Y	Y	Y

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: August 17, 2010
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Karen Doran, Debra Gust, Frank Marasco, and Charles Reilly

Members Absent: Paul Antens, Kathy Beaderstadt, and John O'Neill

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

- I. Call to Order:**
President Marasco called the meeting to order at 7:13 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**
None
- IV. Recognition of Visitors in Audience**
None
- V. Consent Agenda for this Meeting**
Gust moved and Reilly seconded a motion to approve the minutes of the July 20, 2010 special meeting, the monthly financial statements for the fiscal year through July 31, 2010, the Bill Reports for August 2010, and payment of the bills. Motion passed 4-0. See # 2 on attached sheet.
- VI. Communications**
The Board reviewed all communications.
1. Thank you to Marie W. Groth for a donation in memory of Constance P. Catanzaro
 2. Thank you to the Wegener Family for a donation in memory of Connie Catanzaro
 3. M. Amstadt to Cary Luckert – Negative adjust accounts

VII. Librarian's Report

The Board reviewed the Librarian's Report.

1. Update on construction/budget/timeline and grand opening
Construction Calendar:
Landscaping August 20th and 23rd, Key Products currently installing the circulation desks, public to use new book drop August 20th, Best Buy installing projector equipment Sept 8th, and library to be closed to move circulation from back to front of the building August 30th and 31st.
Grand Opening Events:
Grand Opening scheduled for October 2nd and 3rd, giveaways and programs scheduled throughout the day both days, other programs scheduled during the week, Invitation only open house and ribbon cutting, Friday, October 8th at 5:30-7:30 p.m.
2. Update on system mergers, ILL delivery

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**
Scholtz presented some examples of the posters and fliers prepared by Kathy Lambert.
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 – Jim Scholtz, Karen Doran & Debra Gust**
None
9. **Date for Committee of the Whole Meeting**
There is no Committee of the Whole meeting scheduled in September.

- IX. NSLS Report - Debra Gust**
None

- X. Unfinished Business**
None

XI. New Business

1. **Approval of Special Reserve Fund Plan for the FY 2010-2011**
The Board reviewed the Special Reserve Fund Plan for the FY 2010-2011.
Gust moved and Doran seconded a motion to approve the Special Reserve Fund Plan for the FY 2010-2011. Motion passed 4-0. See # 3 on attached sheet.

- 2. Approval of the new Study Room/Conference Room policies and fees**
The Board reviewed the new Study Rooms/Conference Room policies and fees. They asked Scholtz to remove security cameras from the policy and to increase the carpet cleaning/stains fees. The study rooms are on a walk-in basis only for a total of two hours per day. Reilly moved and Doran seconded a motion to approve the new Study Rooms/Conference Room policies and fees with corrections. Motion passed 4-0. See # 4 on attached sheet.
- 3. Approval of Freedom Of Information Act Policy, new form and fees**
The Board reviewed the Freedom of Information Act Policy. Doran moved and Gust seconded a motion to approve the Freedom of Information Act Policy. Motion passed 4-0. See # 5 on attached sheet.
- 4. Approval of the McHenry Public Library District 2009-2010 Illinois Public Library Annual Report (IPLAR)**
The Board reviewed the 2009-2010 Illinois Public Library Annual Report. Reilly moved and Doran seconded a motion to approve the McHenry Public Library District 2009-2010 Illinois Public Library Annual Report (IPLAR). Motion passed 4-0. See # 6 on attached sheet.
- 5. Approval of the Investment Strategy and Policy Ordinance No. 2010/2011-2**
The Board reviewed the Investment Strategy and Policy Ordinance No. 2010/2011-2. Gust moved and Doran seconded a motion to approve the Investment Strategy and Policy Ordinance No. 2010/2011-2 with corrections. Motion passed 4-0. See # 7 on attached sheet.
- 6. Tour of construction area including vestibule and parking lot**
The Board will tour the library facility following the conclusion of the board meeting.

XII. Any and All Other Business Which May Properly Come Before the Board
None

XIII. Adjournment
Reilly moved and Doran seconded a motion to adjourn the meeting at 8:32 p.m. Motion passed 4-0. See # 8 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the July 20, 2010 special meeting, the monthly financial statements for the fiscal year through July 31, 2010, the Bill Reports for August 2010, and payment of the bills.
3. Motion to approve the Special Reserve Fund Plan for the FY 2010-2011.
4. Motion to approve the new Study Rooms/Conference Room policies and fees with corrections.
5. Motion to approve the Freedom of Information Act Policy.
6. Motion to approve the McHenry Public Library District 2009-2010 Illinois Public Library Annual Report (IPLAR).
7. Motion to approve the Investment Strategy and Policy Ordinance No. 2010/2011-2 with corrections.
8. Motion to adjourn the meeting at 8:32 p.m.

DATE: August 17, 2010 Called to Order: 7:13 p.m.	Paul Antens	Kathy Beadersadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	NP	NP	P	P	P	NP	P
2. Motion to approve the minutes of the July 20, 2010 special meeting, the monthly financial statements for the fiscal year through July 31, 2010, the Bill Reports for August 2010, and payment of the bills.	NP	NP	Y	(M) Y	Y	NP	(S) Y
3. Motion to approve the Special Reserve Fund Plan for the FY 2010-2011.	NP	NP	(S) Y	(M) Y	Y	NP	Y
4. Motion to approve the new Study Rooms/Conference Room policies and fees with corrections.	NP	NP	(S) Y	Y	Y	NP	(M) Y
5. Motion to approve the Freedom of Information Act Policy.	NP	NP	(M) Y	(S) Y	Y	NP	Y
6. Motion to approve the McHenry Public Library District 2009-2010 Illinois Public Library Annual Report (IPLAR).	NP	NP	(S) Y	Y	Y	NP	(M) Y
7. Motion to approve the Investment Strategy and Policy Ordinance No. 2010/2011-2 with corrections.	NP	NP	(S) Y	(M) Y	Y	NP	Y
8. Motion to adjourn the meeting at 8:32 p.m.	NP	NP	(S) Y	Y	Y	NP	(M) Y

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

MINUTES
MCHEMRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING

Date: July 20, 2010
Time: 7:00 P.M.
Location: Library Board Meeting Room

Members Present: Paul Antens, Kathy Baderstadt, Karen Doran, Debra Gust, Frank Marasco, and John O'Neill

Members Absent: Charles Reilly

Also Present: James Scholtz, Director
Bill Edminster, Assistant Director
Debbie Gunness, Administrative Assistant
Kathy Lambert, Public Relations Coordinator
Chad Alexander of Lamp Incorporated

I. Call to Order:

President Marasco called the meeting to order at 7:04 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 – Outside signage

IV. Recognition of Visitors in Audience

The Board greeted staff member, Kathy Lambert and Chad Alexander of Lamp Incorporated.

1. Approval of new McHenry Public Library District website template and outside signage

Kathy Lambert showed the Board several examples of the library's website template and outside signage. She listened to the Board's comments and suggestion and will implement the changes in the upcoming weeks.

2. Discussion and approval of construction strike solution

Chad Alexander, Lamp Incorporated, informed the Board that the large equipment strike has tentatively been settled and they will be voting on tomorrow to approve the final settlement. The workers should be back on our site by Friday. This strike settlement should not affect the original bid costs to the library. Barring any complications or delays, the tentative completion date of the construction project will be the middle of August. Scholtz informed the Board the construction expenses are currently \$33,356 in the black. This \$33,356 will be allocated for any unexpected problems. He also told the Board that the Grand Reopening is still scheduled for the week of October 2nd.

V. Consent Agenda for this Meeting

Antens moved and Baderstadt seconded a motion to approve the minutes of the June 15, 2010 regular meeting and June 30, 2010 special meeting, the monthly financial statements for the fiscal year through June 30, 2010, the Bill Reports for July 2010, and payment of the bills. Motion passed 6-0. See # 2 on attached sheet.

VI. Communications

The Board reviewed all communications.

Letter to Ms. Patty Slove from J. Scholtz

VII. Librarian's Report

The Board reviewed the Librarian's Report.

1. Update on remodel/construction and strike activity

2. Update on system mergers, ILL delivery

Scholtz informed the Board that the NSLS has applied for the Library Services and Technology Act grant for van delivery and was approved for the grant. However, they do not know when the funds will become available. The NSLS staff and the CCS ILL committee will be doing a survey over August to assess the cost for delivery and reduced overhead to see how long delivery could last (we paid for 3 months). The CCS ILL committee is also interviewing delivery companies to assess the cost if we privatize. At this time we are unsure of the future costs for the ILL van delivery.

3. Report on Progress in Collection Development for April-June 2010

4. Jane Halsall – opportunity to teach a youth librarianship electronic class for the University of Illinois this fall

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

Scholtz presented some examples of the posters and fliers prepared by Kathy Lambert.

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 – Jim Scholtz, Karen Doran & Debra Gust

None

9. Date for Committee of the Whole Meeting

There will be no Committee of the Whole scheduled in August.

IX. NSLS Report - Debra Gust

None

X. Executive Session

None

XI. Unfinished Business

None

XII. New Business

3. Approval of new McHenry Public Library District website template and outside signage

This was discussed under Recognition of Visitors in Audience. No action was taken at this time.

4. Approval of the Secretary's Audit

Kathy Baderstadt and Debra Gust reviewed the FY 2009-2010 Board Minute books.

Antens moved and Baderstadt seconded a motion to approve the Secretary's Audit for the fiscal year 2009-2010. Motion passed 6-0. See # 3 on attached sheet.

5. Approval of Tentative Budget and Appropriations Ordinance for FY 2010/11 hearing notice

The Board reviewed the Tentative Budget and Appropriations Ordinance for FY 2010/11.

Gust moved and Antens seconded a motion to approve the Tentative Budget and Appropriations Ordinance for FY 2010/11-1. Motion passed 6-0. See # 4 on attached sheet.

6. Approval of non-resident library card fee

The Board reviewed the recommendations for the non-resident card fee for FY 2010-2011.

Antens moved and Doran seconded a motion to approve the nonresident card fee of \$250 for the FY 2010-2011 effective August 1, 2010. Motion passed 6-0. See # 5 on attached sheet.

7. Discussion and approval of new fines and fees related to Illinois Library Loans (ILL)

The Board reviewed the proposed revision to fines and fees policy.

Scholtz informed the Board that due to unexpected future costs connected with ILL, the Department Heads recommend that fines and fees be established to help pay for previously unbudgeted items. They are suggesting a \$1.00 fee for any OCLC initiated ILL item as well as for any ILL or hold items not picked up by a patron. Baderstadt moved and Gust seconded a motion to approve the proposed revision to fines and fees policy relating to Illinois Library Loans. Motion passed 6-0. See # 6 on attached sheet.

8. Discussion and approval of construction strike solution

This was discussed under Recognition of Visitors in Audience. No action was taken at this time.

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

None

XIV. Adjournment

Baderstadt moved and Doran seconded a motion to adjourn the meeting at 8:43 p.m. Motion passed 6-0. See # 7 on attached sheet.

Respectfully Submitted,

Karen Doran, Secretary

Text for Motion Sheet

1. Roll Call
2. Motion to approve the minutes of the June 15, 2010 regular meeting and June 30, 2010 special meeting, the monthly financial statements for the fiscal year through June 30, 2010, the Bill Reports for July 2010, and payment of the bills.
3. Motion to approve the Secretary’s Audit for the fiscal year 2009-2010.
4. Motion to approve the Tentative Budget and Appropriations Ordinance for FY 2010/11-1.
5. Motion to approve the nonresident card fee of \$250 for the FY 2010-2011 effective August 1, 2010.
6. Motion to approve the proposed revision to fines and fees policy relating to Illinois Library Loans.
7. Motion to adjourn the meeting at 8:43 p.m.

DATE: July 20, 2010 Called to Order: 7:04 p.m.	Paul Antens	Kathy Beadarstadt	Karen Doran	Debra Gust	Frank Marasco	John O'Neill	Charles Reilly
1. Roll call	P	P	P	P	P	P	NP
2. Motion to approve the minutes of the June 15, 2010 regular meeting and June 30, 2010 special meeting, the monthly financial statements for the fiscal year through June 30, 2010, the Bill Reports for July 2010, and payment of the bills.	(M) Y	(S) Y	Y	Y	Y	Y	NP
3. Motion to approve the Secretary’s Audit for the fiscal year 2009-2010.	(M) Y	(S) Y	Y	Y	Y	Y	NP
4. Motion to approve the Tentative Budget and Appropriations Ordinance for FY 2010/11-1.	(S) Y	Y	Y	(M) Y	Y	Y	NP
5. Motion to approve the nonresident card fee of \$250 for the FY 2010-2011 effective August 1, 2010.	(M) Y	Y	(S) Y	Y	Y	Y	NP
6. Motion to approve the proposed revision to fines and fees policy relating to Illinois Library Loans.	Y	(M) Y	Y	(S) Y	Y	Y	NP
7. Motion to adjourn the meeting at 8:43 p.m.	Y	(M) Y	(S) Y	Y	Y	Y	NP

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