

Dundee Township Public Library District
Board of Trustees Meeting
Monday, September 13, 2010
7:00 p.m.

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

President Lenore McDonald called the meeting to order at 7:01 p.m.

ROLL CALL

The following trustees were present: Liz Gade, Lenore McDonald, Marge Skold, and Bill Stephens. Sherry Dobson, Joe Molinaro, and Norm Raven were absent. Library Director Roxane Bennett also was present. Audience attendance included: Jeanne Etling, Gail Simons, Kathy Stensing, Elsa Leisio, Kathy Shrum, Carrie Eckersberg, Marj Sanabria, Audrey Jozwiak, Lorraine Karnatz, Ginger Boskelly, and Carolyn Friedlund.

APPROVAL OF AGENDA

Motion: Skold moved to put agenda item P1 after item E. Gade seconded; the motion carried by unanimous voice vote.

PUBLIC COMMENT – none

STAFF RECOGNITION

The following employees (with respective years of service) were recognized: Kathy Shrum, 20; Carrie Eckersberg, 20; Elsa Leisio, 10; Marj Sanabria, 10; Audrey Jozwiak, 5. Vivian Osth, 10 years, was not present.

BOARD DEVELOPMENT

Friends of the Library: Lorraine Karnatz invited the Board to help at the Friends booth at the upcoming Heritage Fest in West Dundee.

CONSENT AGENDA

- A. Minutes of 9 August 2010 Board of Trustees meeting.
- B. Financial Report & Payment of Bills, August 2010: total disbursements for the month were \$228,767.42.

Motion: Skold moved to approve the consent agenda. Gade seconded the motion, and it carried by unanimous roll call vote.

PRESIDENT'S REPORT

Trustee Sherry Dobson has resigned. Director Bennett will publicize the vacancy on the library Web site and in the newspaper with a deadline of Oct. 1. Skold will work with Bennett in reviewing applications for those who applied for the other vacancy earlier this year. The candidate chosen will serve through April 2011 and will then have the option to run again.

McDonald complimented on the look of the library newsletter reformatting.

CONSTRUCTION UPDATE

Bennett informed the members that the contract with SEC does not include supervision services when construction begins nor any additions such as HVAC changes (as a result of the upcoming review). It was noted that it was the Board's intention to include new windows and doors in the renovations.

NEXT MEETING

It was decided to change the next meeting from Oct. 11 to Oct. 14 because the 11th is Columbus Day and to allow more time for the HVAC information.

DIRECTOR'S REPORT

Bennett added the following to her written report:

- As the Park District is working on plans for the new west side facility, Bennett is beginning some strategic planning on library space as part of the new building. A survey will be conducted of west side residents asking for what types of services are wanted and could be included in the Park District site. Parents' Nights at the elementary and middle schools, senior citizen time at Culver's, Christmas story time at the mall, and a public forum in January will be venues for the survey.
- NSLS – a meeting for a northern merger will be held Sept. 14. A merger plan will be submitted to the State of Illinois and, if approved, the merged service will begin July 1, 2011. Funding until then will hopefully come from the state.

ACTION: ADOPT ORDINANCE 10-09 BUDGET AND APPROPRIATION

Motion: Gade moved to approve Ordinance 10-09, with the change in the library's expenditure plan for FY2011 to \$1.25 million for possible renovations. This would be reflected on pg. 2, General Corporate Fund, Building Repairs, changed from \$470,000 to \$895,000. This figure added to the \$400,000 in Building Repairs in the Building Improvements and Maintenance Fund would then total the \$1.25 million. Skold provided the second. After a unanimous roll call vote, the motion carried.

ACTION: APPROVE CERTIFICATE OF ESTIMATED REVENUES

Motion: Gade moved to approve the Certificate of Estimated Revenues for FY2011. Skold seconded, and the motion carried by unanimous roll call vote.

ACTION: APPROVE CERTIFICATE OF BUDGET FOR FY2011

Motion: Skold moved to approve the Certificate of Budget for FY2011 (as required by Kane County). Gade seconded the motion, and it carried by unanimous roll call vote.

ACTION: ADOPT ORDINANCE 10-11 TO REPAIR THE LIBRARY BUILDING & ADOPT A FINANCING PLAN

Motion: Skold moved to amend the ordinance to reflect the cost range of \$500,000-\$1.25 million. After a second by Gade, the motion carried by unanimous roll call vote.

Motion: Gade moved and Skold seconded to approve Ordinance 10-11 as amended. Motion carried by unanimous roll call vote.

ACTION: ADOPT RESOLUTION 10-12 TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR FY2011

Motion: Skold moved and Gade seconded to approve Resolution 10-12 – an estimate of funds needed from property taxes in FY2011. The motion carried by unanimous roll call vote.

ACTION: APPROVE CONTRACT FOR OUTSOURCING PAYROLL SERVICES

This was incorrectly listed on the agenda.

Motion: Skold moved and Gade seconded to approve the contract for outsourcing payroll services. The motion was defeated by unanimous roll call vote.

ACTION: AUTHORIZE DIRECTOR TO ENTER INTO AGREEMENT FOR OUTSOURCING PAYROLL SERVICES

Motion: Skold moved to authorize the director to enter into an agreement with Paylocity to provide the library with payroll processing services for an estimated first-year cost, including set up, of up to \$6,500. Gade seconded the motion. Discussion ensued in which Gade voiced opposition – an expense not needed, that even with outsourcing there would be still be portions, e.g. administration of benefits maintenance, that would need to be done in house. Reasons to outsource were reviewed:

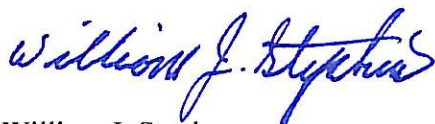
- Recommended by the auditor to improve ability to be compliant with constantly shifting state and federal regulations.
- Current system requires manual input of data to several different databases or software programs that are not integrated. Leave time accrual and usage is not reported to employees on their pay stubs, and manual tracking of leave time on spreadsheets lags by several weeks to a month.
- Current time reporting system does not provide supervisors the tools needed to adequately monitor staff compliance with work schedules or to document exceptions.
- Current system has only rudimentary report generation capabilities.
- Office personnel work load would be lessened in order to work on other projects & priorities.
- Outsourcing would require employees to “clock in & out” on site, using assigned computer usernames and passwords. Someone forgetting to do so on site will be allowed so many off site log-ins and infractions will be documented.

The motion carried by roll call vote: ayes-McDonald, Skold, Stephens; nay-Gade.

QUESTIONS AND ANSWERS - none

ADJOURNMENT

Skold moved and Gade seconded to adjourn the meeting. Following a unanimous voice vote, the meeting adjourned at 8:35 p.m.



William J. Stephens
Board Secretary