

# **McHenry Public Library District**

## **Board of Trustees Meetings**

### **AGENDA**

July 2009 through June 2010  
Fiscal year July 01 through June 30

Click on Bookmarks at left for list of Agendas.

Click on a date in the list to take you to the first page of an Agenda.

**McHenry Public Library District  
Board of Library Trustees  
Regular Meeting  
Tuesday, February 16, 2010  
7:00 p.m.  
2<sup>nd</sup> floor Library Board Room**

**AGENDA**

- I. CALL TO ORDER - Frank Marasco, President**
- II. ROLL CALL - Karen Doran, Secretary**
- III. RECOGNITION OF VISITORS IN AUDIENCE**
- IV. CONSENT AGENDA FOR THIS MEETING (Action)**

**SECRETARY'S REPORT** - Karen Doran, Secretary  
Minutes of the Regular Board Meeting, January 19, 2010.

**TREASURER'S REPORT** - John O'Neill, Treasurer

- 1. Monthly Financial Statements through February 16, 2010
- 2. Bill Reports for January 2009
- 3. Additional Bills (Distributed night of meeting)
- 4. Petty Cash Report
- 5. Interim Check Report

**COMMUNICATIONS**

- 1. B. Edminster to Drew Dorman regarding Eagle Scout project
- 2. Mary Amstadt to Cary Luckert—Negative adjusts for 2004
- 3. Mary Amstadt to Cary Luckert—Negative adjusts for 2005
- 4. IL Secretary of State letter regarding per capita FY2010 grant, 2/1/10.
- 5. Prof. Review of B. Edminster's and J. Halsall's book, SLJ, 2/10.
- 6. Letter to Dep. City Admin. requesting permit for temporary relocation of materials drop box to 849 N. Front St. 4/19 - 5/30.
- 7. Handout for patrons describing alternate library service available during MPLD closure.
- 8. Handout for staff describing work/pay policies during closure.
- 9. Snapshot of your library, survey form 2/10/10
- 10. Lamp, Inc. latest contract value sheet for remodel.

**LIBRARIAN'S REPORT**

Public Library Date Survey 2010

Snapshot of a Day in the Life of Your Library, February 10, 2010

**V. COMMITTEE REPORTS**

**Automation** – Karen Doran

**Budget, Finance & Salaries** –John O'Neill & Charles Reilly

**Building, Grounds & Insurance** - Frank Marasco

**Policy & Legislation** - Debra Gust

**Marketing & Public Relations** - Paul Antens and Debra Gust

**Long Range Planning** – Kathy Baderstadt & Frank Marasco

**Ad Hoc Development Committee** – Frank Marasco

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

**Date for Committee of the Whole Meeting**

**VII. NSLS REPORT** - Debra Gust

**VIII. 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 June 16, 2009 executive session.

**IX. UNFINISHED BUSINESS**

1. Tour of the remodel project.
2. Update on construction progress, construction budget.
3. Update on furniture (poss. Key Products presentation)

**X. NEW BUSINESS**

1. Answers to questions regarding 2/19 and 4/19-on closing. (**see handouts**)
2. Letter of support on behalf of board for GRAFOS project. (**action**)

**XI. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**

**XII. ADJOURNMENT**

\*Any person with a physical disability may contact the MPLD (815-385-0036) within 4 hours of any meeting date to request special access to any board meeting. The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements.

**McHenry Public Library District  
Board of Library Trustees  
Regular Meeting  
Tuesday, January 19, 2010  
7:00 p.m.  
2<sup>nd</sup> floor Library Board Room**

**AGENDA**

- I. CALL TO ORDER - Frank Marasco, President**
- II. ROLL CALL - Karen Doran, Secretary**
- III. RECOGNITION OF VISITORS IN AUDIENCE**
- IV. CONSENT AGENDA FOR THIS MEETING (Action)**

**SECRETARY'S REPORT** - Karen Doran, Secretary  
Minutes of the Regular Board Meeting, December 15, 2009.

**TREASURER'S REPORT** - John O'Neill, Treasurer

- 1. Monthly Financial Statements through December 15, 2009
- 2. Bill Reports for December 2009
- 3. Additional Bills (Distributed night of meeting)
- 4. Petty Cash Report
- 5. Interim Check Report

**COMMUNICATIONS**

- 1. Letter from B. Edminster regarding library card, 12/17/09.
- 2. Letter from FISH acknowledging \$2002.08 donation, 12/22/09.
- 3. E-Mail from NSLS, Sarah Long in support of ILA library advocacy, 1/5/10.
- 4. Message on system funding from NSLS, 1/15/10

**LIBRARIAN'S REPORT**

- 1. Update on property tax reimbursement.
- 2. Update on library construction calendar and Value Log, 1/5/10.
- 3. Update on finances for construction/movement of funds.
- 4. MPLD 2010 staff calendar
- 5. Progress in Collection Development for Oct.-Dec. 2009—B. Edminster

**V. COMMITTEE REPORTS**

**Automation** – Karen Doran

**Budget, Finance & Salaries** –John O'Neill & Charles Reilly

**Building, Grounds & Insurance** - Frank Marasco

**Policy & Legislation** - Debra Gust

**Marketing & Public Relations** - Paul Antens and Debra Gust

**Long Range Planning** – Kathy Beaderstadt & Frank Marasco

**Ad Hoc Development Committee** – Frank Marasco

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

**Date for Committee of the Whole Meeting**

**VII. NSLS REPORT** - Debra Gust

**VIII. 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 June 16, 2009 executive session.

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

1. Discussion of “Opt Out” Access to Internet by Minors policy. **(action)**
2. Determination of furniture vendor(s) for library project. **(action)**
3. Declaration of furniture and computer equipment as surplus with no value. **(action)**
4. Acceptance and reading of a resolution recognizing the Library’s continued participation in and commitment to the Character Counts program. Resolution 2009/2010-1 **(action)**

**XI. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**

**XII. ADJOURNMENT**

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## RESOLUTION

Resolution 2009/2010-1

**WHEREAS**, it is the mission of the McHenry Public Library District to “enrich the quality of individual and community and life through responsive library services, including outreach programs ” and recognizing that partnership with other community organizations is one of the Library’s goals, and

**WHEREAS**, historically the McHenry Public Library has been actively involved in and committed to the McHenry Area Character Counts! Coalition along with six other community organizations including, but not limited to: The City of McHenry, McHenry School Districts 15 and 156, the McHenry Area Youth Commission, the McHenry Township Fire Protection District and Family Service and Community Mental Health Center, and

**WHEREAS**, the Character Counts! program seeks to reinforce and mold positive personal and social values through teaching, enforcing, being an advocate for and modeling the six program pillars of Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship in all young people.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Library Trustees and the Staff of the McHenry Public Library District publically declare their ongoing support and active participation in this exceptional bipartisan community program, furthermore, recognizing all persons who contribute to the program.

**BE IT FURTHER RESOLVED**, that this Resolution be incorporated into the minutes of the January 19, 2010 meeting and that an official copy be provided to the Character Counts! committee.

Dated this 19<sup>th</sup> Day of January, 2010.

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Frank Marasco, President

ATTEST: (SEAL)

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Karen Doran, Secretary

**McHenry Public Library District  
Board of Library Trustees  
Regular Meeting  
Tuesday, December 15, 2009  
7:00 p.m.  
2<sup>nd</sup> floor Library Board Room**

**AGENDA**

- I. CALL TO ORDER - Frank Marasco, President**
  
- II. ROLL CALL - Karen Doran, Secretary**
  
- III. RECOGNITION OF VISITORS IN AUDIENCE**
  
- IV. CONSENT AGENDA FOR THIS MEETING (Action)**

**SECRETARY'S REPORT** - Karen Doran, Secretary  
Minutes of the Regular Board Meeting, November 17, 2009.

**TREASURER'S REPORT** - John O'Neill, Treasurer

- 1. Monthly Financial Statements through November 30, 2009
- 2. Bill Reports for December 2009
- 3. Additional Bills (Distributed night of meeting)
- 4. Petty Cash Report
- 5. Interim Check Report

- V. COMMUNICATIONS**
  - 1. B. Edminster to Mrs. Ruth Roper — Thank you for donation in memory of Alex Townsend
  - 2. B. Edminster to The Townsend Family — Notification of donation by Mrs. Ruth Roper in memory of Alex Townsend
  - 3. J. Scholtz to Ice Miller, LLP – Regarding the Recovery Zone Bond

**VI. LIBRARIAN'S REPORT**

1. Received check from Assessors Office - \$9,397.64.
2. New information on health insurance.
3. New information about Character Counts program.
4. Executive Director evaluation process - employee job descriptions.

**VII. COMMITTEE REPORTS**

**Automation** – Karen Doran

**Budget, Finance & Salaries** –John O'Neill & Charles Reilly

**Building, Grounds & Insurance** - Frank Marasco

**COMMITTEE REPORTS (Continued)**

**Policy & Legislation** - Debra Gust

**Marketing & Public Relations** - Paul Antens and Debra Gust

**Long Range Planning** – Kathy Baderstadt & Frank Marasco

**Ad Hoc Development Committee** – Frank Marasco

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

**Date for Committee of the Whole Meeting**

**VIII. NSLS REPORT** - Debra Gust

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

1. Discussion concerning construction calendar and determination of public closing dates/staff pay and working conditions.

**XI. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**

**XII. ADJOURNMENT**

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**McHenry Public Library District  
Board of Library Trustees  
Regular Meeting  
Tuesday, November 17, 2009  
7:00 p.m.  
2<sup>nd</sup> floor Library Board Room**

**AGENDA**

- I. CALL TO ORDER - Frank Marasco, President**
  
- II. ROLL CALL - Karen Doran, Secretary**
  
- III. RECOGNITION OF VISITORS IN AUDIENCE**
  
- IV. CONSENT AGENDA FOR THIS MEETING (Action)**

**SECRETARY'S REPORT** - Karen Doran, Secretary  
Minutes of the Regular Board Meeting, October 20, 2009 and Special Board Meeting, October 29, 2009.

**TREASURER'S REPORT** - John O'Neill, Treasurer

- 1. Monthly Financial Statements through October 31, 2009
- 2. Bill Reports for October 2009
- 3. Additional Bills (Distributed night of meeting)
- 4. Petty Cash Report
- 5. Interim Check Report

- VI. COMMUNICATIONS**
  - 1. Email/report from NSLS on van delivery statistics - MPLD increased about 1%.
  - 2. Mary Amstadt to Cary Luckert—Negative Adjust Accounts through 2003

- VII. LIBRARIAN'S REPORT**
  - 1. Information on library property (849 N. Front St.) - Assessor's office.
  - 2. Information on Live and Learn Construction grant.

**VIII. COMMITTEE REPORTS**

**Automation** – Karen Doran

**Budget, Finance & Salaries** –John O'Neill & Charles Reilly

**Building, Grounds & Insurance** - Frank Marasco

**COMMITTEE REPORTS (Continued)**

**Policy & Legislation** - Debra Gust

**Marketing & Public Relations** - Paul Antens and Debra Gust

**Long Range Planning** – Kathy Baderstadt & Frank Marasco

**Ad Hoc Development Committee** – Frank Marasco

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

**Date for Committee of the Whole Meeting**

**IX. NSLS REPORT** - Debra Gust

**X. UNFINISHED BUSINESS**

1. Interior design planning for remodel. **(Possible action)**
2. Discussion of remodel plans/timetables/possible closings. **(Possible action)**

**XI. NEW BUSINESS**

1. Presentation by Vantage Point Benefits, Inc. - health care insurance quote.
2. Ordinance 2009/2010-4 providing for the levy and assessment of taxes for the fiscal year beginning July 1, 2009 and ending June 30, 2010. (re-introduction due to math error) **(action)**
3. Inspection and approval of FY 2008/2009 Annual Audit. **(action)**
4. Presentation of bids for remodel project, Lamp Inc. **(action)**  
(note: this action may be presented as one item or in bid packet format requiring multiple actions)

**XII. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**

**XII. ADJOURNMENT**

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**McHenry Public Library District  
Board of Library Trustees  
Special Meeting  
Thursday, October 29, 2009  
7:00 p.m.  
2<sup>nd</sup> floor Library Board Room**

**AGENDA**

- I. CALL TO ORDER - Frank Marasco, President**
- II. ROLL CALL - Karen Doran, Secretary**
- III. PUBLIC FORUM - for purposes of presenting the FY2009/10 building remodel project**
- IV. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**
- V. ADJOURNMENT**

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**McHenry Public Library District  
Board of Library Trustees**

**Public Hearing On  
The Tax Levy Increase (Truth in Taxation)  
Ordinance**

**Tuesday, October 20, 2009  
7:00 p.m.  
2<sup>nd</sup> floor Library Board Room**

**AGENDA**

- I. CALL TO ORDER - Frank Marasco, President**
- II. ROLL CALL - Karen Doran, Secretary**
- III. PUBLIC FORUM - for purposes of discussing the tax levy increase of \$0 for the FY2009-10 budget related to the truth in taxation notice.**
- IV. ADJOURNMENT**

**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, October 20, 2009  
Immediately following  
2<sup>nd</sup> floor Board Room**

**Agenda**

- I. CALL TO ORDER** – Frank Marasco, President
  
- II. ROLL CALL** – Karen Doran, Secretary
  
- III. CORRECTIONS OR ADDITIONS TO THE AGENDA**
  
- IV. RECOGNITION OF VISITORS IN AUDIENCE**
  
- V. CONSENT AGENDA FOR THIS MEETING (Action)**
  - SECRETARY’S REPORT** - Karen Doran, Secretary  
Minutes of the Regular Board Meeting and Public Hearing, September 15, 2009.
  
  - TREASURER’S REPORT** - John O'Neill, Treasurer
    - 1. Monthly Financial Statements through September 30, 2009
    - 2. Bill Reports for September 2009
    - 3. Additional Bills (Distributed night of meeting)
    - 4. Petty Cash Report
    - 5. Interim Check Report
  
- VI. COMMUNICATIONS**
  - 1. Thank you letter to McHenry County board regarding Recovery Zone bonds from J. Scholtz, 9/29.
  - 2. Thank you letter to B. Edminster regarding Leadership Greater McHenry County Presentation, 9/21.
  - 3. M. Amstadt to Cary Luckert, Unique Management—Negative Adjust Accounts for September 2009.
  - 4. Letter to the Garcia family regarding condition of materials returned, 10/14.

**VII. LIBRARIAN'S REPORT**

Progress in Collection Development for July-September 2009—Edminster

**VIII. COMMITTEE REPORTS**

**Automation** – Karen Doran

**Budget, Finance & Salaries** –John O'Neill & Charles Reilly

**Building, Grounds & Insurance** - Frank Marasco

**Policy & Legislation** - Debra Gust

**Marketing & Public Relations** - Paul Antens and Debra Gust

**Long Range Planning** – Kathy Beaderstadt & Frank Marasco

**Ad Hoc Development Committee** – Frank Marasco

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

**Date for Committee of the Whole Meeting**

**IX. NSLS REPORT** - Debra Gust

**X. UNFINISHED BUSINESS**

1. Update from Lamp, Inc. and Gillespie Design on remodel project.
2. Approval of final Gillespie Design floor plan/site work. **(possible action)**
3. Discussion of construction timetable - project phasing.
4. Presentation/discussion of floor plan - interior design elements.

**XI. NEW BUSINESS**

1. Discussion on agenda for Public Informational Meeting, Oct. 29<sup>th</sup> - remodel project + approval for special meeting/whole. **(action)**
2. Certificate of Compliance with the Truth in Taxation Act. **(action)**
3. Ordinance 2009/2010-4 providing for the levy and assessment of taxes for the fiscal year beginning July 1, 2009 and ending June 30, 2010. **(action)**
4. Inspection and approval of FY 2008/2009 Annual Audit. **(action)**
5. Approval on draft policy for writing off long overdue fines/fees. **(action)**

**XII. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**

**XII. ADJOURNMENT**

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**McHenry Public Library District  
Board of Library Trustees**

**Public Hearing On  
The Combined Annual Budget and Appropriation  
Ordinance**

**Tuesday, September 15, 2009  
7:00 p.m.  
2<sup>nd</sup> floor Library Board Room**

**AGENDA**

- I. CALL TO ORDER - Frank Marasco, President**
- II. ROLL CALL - Karen Doran, Secretary**
- III. PUBLIC FORUM - for purposes of discussing the FY2009-10 budget**
- IV. ADJOURNMENT**

**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, September 15, 2009  
Immediately following  
2<sup>nd</sup> floor Board Room**

**Agenda**

**I. CALL TO ORDER** – Frank Marasco, President

**II. ROLL CALL** – Karen Doran, Secretary

**III. CORRECTIONS OR ADDITIONS TO THE AGENDA**

**IV. RECOGNITION OF VISITORS IN AUDIENCE**

**V. CONSENT AGENDA FOR THIS MEETING (Action)**

**SECRETARY’S REPORT** - Karen Doran, Secretary  
Minutes of the Regular Board Meeting, August 18, 2009 and Special Board Meeting, September 2, 2009.

**TREASURER’S REPORT** - John O'Neill, Treasurer

1. Monthly Financial Statements through August 31, 2009
2. Bill Reports for August 2009
3. Additional Bills (Distributed night of meeting)
4. Petty Cash Report
5. Interim Check Report

**VI. COMMUNICATIONS**

1. Letter from Don McKay to Board, 9/8.
2. Letter from First Midwest Bank describing bond terms and 5 year, 1 mon. amortization schedule. (Note that this information will be inserted into Ordinance/contract)
3. Resolution from McHenry County Board approving Recovery Zone bonds, 9/2.
4. Letter from J. Scholtz to G.P. Schamback regarding complaint, 8/30.
5. Letter from Dan. Curran regarding final decision of Illinois property tax appeal board + official documentation of reinstatement of exempt status.
6. Letter to Thomas Uttich from B. Edminster

**VII. LIBRARIAN'S REPORT**

**VIII. COMMITTEE REPORTS**

**Automation** – Karen Doran

**Budget, Finance & Salaries** –John O'Neill & Charles Reilly

**Building, Grounds & Insurance** - Frank Marasco

**Policy & Legislation** - Debra Gust

**Marketing & Public Relations** - Paul Antens and Debra Gust

**Long Range Planning** – Kathy Baderstadt & Frank Marasco

**Ad Hoc Development Committee** – Frank Marasco

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

**Date for Committee of the Whole Meeting**

**IX. NSLS REPORT** - Debra Gust

**X. UNFINISHED BUSINESS**

1. Update from Lamp, Inc. and Gillespie Design on remodel project.

**XI. NEW BUSINESS**

1. Approval of Gillespie Design Group (Ringwood, IL) as new architectural firm for remodel project. **(Action)**
2. Approval of FY2009/2010 Illinois State Library Per Capita Application **(Action).**
3. Approval of the 2009/2010 Budget and Appropriations Ordinance **(Action)**
4. Certified Estimate of Revenues by Source **(Action)**
5. Approval of the final draft of Levy Ordinance. **(Staff Direction)**
6. Approval to purchase AWE literacy PC **(Action)**

**XII. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**

**XII. ADJOURNMENT**

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**McHenry Public Library District  
Board of Library Trustees Special Meeting  
Wednesday, September 2, 2009  
7:00 p.m. 2<sup>nd</sup> floor Board Room**

**Agenda**

- I. CALL TO ORDER** – Frank Marasco, President
- II. ROLL CALL** – Karen Doran, Secretary
- III. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- IV. RECOGNITION OF VISITORS IN AUDIENCE**
- V. COMMUNICATIONS**
- VI. LIBRARIAN’S REPORT**
- VII. UNFINISHED BUSINESS**
- VIII. NEW BUSINESS**
  - 1. To select and approve an architect for the remodel project (**Action**)
  - 2. Approve letter displayed in communications to be sent to D. McKay upon the results of #1. (**Action**)
  - 3. To discuss floor plans with that architect and our current construction management firm (Lamp, Inc.).
  - 4. To discuss any financials having to do with Recovery bonds already approved through Ordinance 2009/10-2 (Tim Stratton).
  - 5. Approval of renewal of credit/overdraft with Midwest Bank (**Action**)
- IX. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**
- X. ADJOURNMENT**

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**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, August 18, 2009  
7:00 p.m. 2<sup>nd</sup> floor Board Room**

**Agenda**

- I. CALL TO ORDER** – Frank Marasco, President
- II. ROLL CALL** – Karen Doran, Secretary
- III. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- IV. RECOGNITION OF VISITORS IN AUDIENCE**
- V. CONSENT AGENDA FOR THIS MEETING (Action)**

**SECRETARY’S REPORT** - Karen Doran, Secretary  
Minutes of the Regular Board Meeting, July 21, 2009

**TREASURER’S REPORT** - John O'Neill, Treasurer

- 1. Monthly Financial Statements through July 30, 2009
- 2. Bill Reports for August 2009
- 3. Additional Bills (Distributed night of meeting)
- 4. Petty Cash Report
- 5. Interim Check Report

**VI. COMMUNICATIONS**

- 1. Memo from Anne Craig concerning new grant program, 8/5/2009.
- 2. Letter from Eder, Casella & Co. regarding accounting annual fees, 7/29/2009.
- 3. Letter to John Labaj concerning use of Recovery Zone bonds, 8/17/2009.
- 4. Letter to Mrs. Debbie Stumbris concerning a donation in her honor from Pat & Bill Buhrman/letter to Pat & Bill Buhrman concerning their donation.
- 5. Memo from B. Edminster to Library Board of Trustees concerning 2009 ALA Conference.
- 6. Letter from Evoy, Kamschulte, Jacobs & Co. concerning bond insurance question, 8/11/2009.
- 7. Letter from Dan Curran regarding positive resolution of PTAX appeal and expected return of paid property taxes for 2008/2009, dated 8/10/2009.
- 8. Letter from ISL concerning new construction grant program, 8/5/2009.
- 9. Letter from Sarah Long, NSLS, concerning state funding for systems, 8/12/2009.

**VII. LIBRARIAN’S REPORT**

**VIII. COMMITTEE REPORTS**

**Automation** – Karen Doran

**Budget, Finance & Salaries** –John O'Neill & Charles Reilly

**Building, Grounds & Insurance** - Frank Marasco

## **COMMITTEE REPORTS (Continued)**

**Policy & Legislation** - Debra Gust

**Marketing & Public Relations** - Paul Antens and Debra Gust

**Long Range Planning** – Kathy Beaderstadt & Frank Marasco

**Ad Hoc Development Committee** – Frank Marasco

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

**Date for Committee of the Whole Meeting**

### **IX. NSLS REPORT** - Debra Gust

### **X. 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). (Employee performance issues)

To review the minutes of the June 16, 2009 executive session

### **XI. UNFINISHED BUSINESS**

1. Space planning (**Possible action**)
2. Site planning/land acquisition (**Possible action**)
3. Approval of architectural agreement with Nagle Hartray Danker Kagan McKay Penney (**Action**)
4. D. McKay presents preliminary draft/floor plan along with I. Lamp's construction estimates (**Possible action/direction to staff**)

### **XII. NEW BUSINESS**

1. Approval to hire Timothy Stratton, Ice Miller, LLP as bond counsel for Recovery Zone bond issuance (**Action**)
2. Adoption of an Ordinance authorizing the issuance of Recovery Zone debt certificates, series 2009, in an amount not to exceed \$600,000 for the purposes of remodeling the existing library **Ordinance 2009/2010 - 2 (Action)**
3. Approval of Final Budget draft FY2009/10 (**XI 9/18/09 -1 (Action)**)
4. Approval of the McHenry Public Library District 2008-2009 Illinois Public Library Annual Report (IPLAR) (**XI 9/18/09 - 2 (Action)**)
5. McHenry Public Library District Illinet Interlibrary Loan Traffic Form FY 2009 (July 1, 2008 – June 30, 2009) [attached to IPLAR] (no action required)
6. Approval of Yearend Receipts and Disbursements for FY2008/09 (**XI 9/18/09 - 3 (Action)**)

### **XIII. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**

### **XIV. ADJOURNMENT**

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**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, July 21, 2009  
7:00 p.m. 2<sup>nd</sup> floor Board Room**

**Agenda**

- I. CALL TO ORDER** – Frank Marasco, President
- II. ROLL CALL** – Karen Doran, Secretary
- III. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- IV. RECOGNITION OF VISITORS IN AUDIENCE**
- V. CONSENT AGENDA FOR THIS MEETING (Action)**

**SECRETARY’S REPORT** - Karen Doran, Secretary  
Minutes of the Special Board Meeting, June 24, 2009

**TREASURER’S REPORT** - John O'Neill, Treasurer

- 1. Monthly Financial Statements through June 30, 2009
- 2. Bill Reports for July 2009
- 3. Additional Bills (Distributed night of meeting)
- 4. Petty Cash Report
- 5. Interim Check Report

Financials discussion regarding building remodel by John Eder (Eder & Casella)

- VI. COMMUNICATIONS**  
Mary Amstadt to Cary Luckert—Negative Adjust Accounts
- VII. LIBRARIAN’S REPORT**  
Report on Progress in Collection Development for April-June 2009
- VIII. COMMITTEE REPORTS**
  - Automation** – Karen Doran
  - Budget, Finance & Salaries** –John O'Neill & Charles Reilly
  - Building, Grounds & Insurance** - Frank Marasco
  - Policy & Legislation** - Debra Gust
  - Marketing & Public Relations** - Paul Antens and Debra Gust
  - Long Range Planning** – Kathy Baderstadt & Frank Marasco
  - Ad Hoc Development Committee** – Frank Marasco
  - Ethics Advisory Committee** – Jim Scholtz, Karen Doran & Debra Gust
  - Date for Committee of the Whole Meeting**

**IX. NSLS REPORT - Debra Gust**

**X. UNFINISHED BUSINESS**

1. Space planning (**Possible action**)
2. Site planning/land acquisition (**Possible action**)
3. Work meeting with Don McKay/Ian Lamp on remodel project  
(Refer to Warehouse Expansion Concept Plan)  
(**Possible action/direction to staff**)

**XI. NEW BUSINESS**

- Approval of the Secretary's Audit (**Action**)
- Approval of tentative BAO FY2009/10 budget  
(Hearing approved for August 2009 meeting) (**Action**)
- Adoption of the MPLD Long-Range Direction Plan, 2009-2012 (**Action**)
- Approval of the MPLD Staff/Internal Policy Manual (**Action**)

**XII. ANY & ALL OTHER BUSINESS WHICH MAY PROPERLY COME BEFORE THE BOARD**

**XIII. ADJOURNMENT**

\*Any person with a physical disability may contact the MPLD (815-385-0036) within 4 hours of any meeting date to request special access to any board meeting. The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements.