

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
January 27, 2010**

Call to Order: President Wagner called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:30 p.m.

Trustees Present: Dan Hippensteel, Pat Hubbard, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Stan Kosek.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary, Jeff Sand, Automation Services Coordinator, Matt Vivona, Information Technology Technician, Attorney E. Kenneth Friker, Klein, Thorpe, and Jenkins, LTD.

Introduction of Visitors: Vivona introduced himself to the Board.

Public Participation: None.

Approval of the Minutes of the December 23, 2009 Regular Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

<b>AYES:</b>	<b>Hippensteel Hubbard McCleary Seddon Wagner</b>	<b>NAYS:</b>	<b>None</b>
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<b>ABSENT:</b>	<b>Kosek</b>	<b>ABSTAIN:</b>	<b>Speder</b>
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**MOTION CARRIED**

Approval of the Minutes of the January 4, 2010 Policy Committee Meeting: Hubbard moved the minutes be approved. Seddon seconded the motion.

<b>AYES:</b>	<b>Hippensteel Hubbard McCleary Seddon Speder Wagner</b>	<b>NAYS:</b>	<b>None</b>
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<b>ABSENT:</b>	<b>Kosek</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

Approval of the Minutes of the January 16, 2010 Finance Committee Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

<b>AYES:</b>	<b>Hippensteel</b>	<b>NAYS:</b>	<b>None</b>
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**Hubbard  
McCleary  
Seddon  
Speder  
Wagner**

**ABSENT: Kosek**

**ABSTAIN: None**

**MOTION CARRIED**

Approval of the Minutes of the December 23, 2009 Executive Session Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

**AYES: Hippensteel  
Hubbard  
McCleary  
Seddon  
Wagner**

**NAYS: None**

**ABSENT: Kosek**

**ABSTAIN: Speder**

**MOTION CARRIED**

Report of the Board President: Wagner stated he corresponded with Hill via email and telephone over the past month. Wagner reported he attended the Village Board Workshop on the Freedom of Information Act on January 18. Wagner indicated he attended the Friends of the Library Meeting with Speder. Wagner stated an ILA Trustee Training was scheduled for February 27, and a workshop on serving the homeless at the Metropolitan Library System on February 5 which he and Birmingham would be attending.

Report of the Finance Committee: Wagner reported the committee met to review the FY Budget 2010/2011 Draft.

Report of the Treasurer: None.

Approval of the December Bill Listing FY 2009-2010 in the amount of \$70,476.70: McCleary moved to approve the bill listing in the amount of \$70,476.70. Hubbard seconded the motion.

**ROLL CALL VOTE:**

**AYES: Hippensteel  
Hubbard  
McCleary  
Seddon  
Speder  
Wagner**

**NAYS: None**

**ABSENT: Kosek**

**ABSTAIN: None**

**MOTION CARRIED**

Wagner appointed Hippensteel Treasurer Pro Tem

Wagner reported the current fund balance was \$1,471,796.62

**Executive Session: Business Matters (Property Acquisition):**

McCleary moved the Board go into Executive Session. Seddon seconded the motion.

**ROLL CALL VOTE:**

**AYES:** Hippensteel  
Hubbard  
Kosek  
McCleary  
Seddon  
Wagner

**NAYS:** None

**ABSENT:** Speder **ABSTAIN:** None  
**After some discussion the MOTION CARRIED**

The Board went into Executive Session at 7:40 p.m.

McCleary moved the Board come out of Executive Session. Hubbard seconded the motion.

**ROLL CALL VOTE:**

**AYES:** Hippensteel  
Hubbard  
McCleary  
Seddon  
Speder  
Wagner

**NAYS:** None

**ABSENT:** Kosek **ABSTAIN:** None  
**After some discussion the MOTION CARRIED**

The Board came out of Executive Session at 8:13 p.m.

Report of LINC Representative: Hubbard reported the Governing Board would be meeting on February 4 at 7:00 p.m. at the Bloomingdale Public Library.

Report of the DLS Representative: There was discussion on funding for Library Systems. Hill indicated System Director Sloan would be attending the March Board Meeting.

Report of the Building Committee: None.

Report of the Policy Committee: Hubbard reported there were a number of policies under New Business for Board approval.

Report of the Friends of the Library Liaison: Speder reported the General Meeting and Scrabble Tournament was on January 13. Other topics of discussion were the membership, balance in the bank, the Pat Jacobson memorial, Carsons Days, Shop and Share, this year’s House Walk, the Library’s wish list, and the Giving Tree. Speder indicated the next meeting was scheduled for February 10.

Report of Gifts to the Library: The Gift Report was included in each Trustee’s packet.

Letters to Departing Staff Members & Thank You Letters: None.

### Assistant Director's Report:

- Birmingham reported he filmed a Veterans History Project interview earlier in the day.
- Birmingham indicated he and Anthony LoCoco conducted the "Introduction to Email" class on January 18. Birmingham stated he and LoCoco would be creating an "Introduction to Facebook" class which was scheduled for March 16
- Birmingham informed the Board of the Library's new volunteer, Martha Stewart who holds a MLS degree. Birmingham commented the Technology Center volunteer he reported on last month has not returned to the Library.
- Birmingham passed around the February schedule of programs for adults.

### Library Director's Report:

#### Building:

- Hill updated the Board on the 219 S. Ardmore property
- Hill stated other rental companies who mats and towels would be investigated.
- Hill updated the Board on the elevator inspection.
- Hill reported the fascia panel work was completed by Bulley & Andrews.
- Hill indicated staff was investigating adding an electrical outlet to the Conference Room and the work in the Annex was almost completed. Hill stated curtains would be installed in the Annex.

#### Staff:

- Hill stated Sundus Shaikh was hired as Youth Services Page.
- Hill reported Lee Rabi would need to take some time off due to hip replacement surgery.

#### Services:

- Friends of the VPL: Hill indicated there is concern regarding the Friends participation in next year's house walk.
- Pat Jacobson Memorial: Hill stated she would be brining suggestions for chairs and a stained glass floor lamp to the next Friends meeting.
- Computer Classes: Hill Birmingham and LoCoco presented the email class in January.
- Resource: Hill indicated the generation of the *Resource* was successfully moved in-house with Birmingham coordinating the content and Vivona creating the graphics using newly purchased software.
- Aquabrowser: Hill indicated the training went well and but was unsure when it would be rolled out.
- Mardi Gras: Hill stated the Mardi Gras celebration was scheduled for Sunday, January 31.
- Inside Writing and Publishing: Hill indicated the Ins and Outs an Ups and Downs of Writing for Kids by Ilene Cooper was scheduled for February 20 at the Annex.
- Villa Park Reads: Hill reported the "Villa Park Reads" kicked off the previous week with a book discussion and program.
- Brochures: Hill indicated a notebook of brochures would be brought to the Board Meeting to highlight staff member's work on publicity items.

#### Long Range Plan:

- Hill reported she met with Youth Services staff members and went over their goals in depth and Birmingham would be meeting with Adult Services staff to discuss three of the goals.
- Hill included a revised quote for Other Insurance from Craig Masse.

There was some discussion on Fridays at the Library.

Incident Reports: There was discussion of one incident report.

Unfinished Business:

Long Range Planning: There was some discussion on the Long Range Plan.

Re-Support of Parapet Wall Panel: Hill reiterated the Re-Support of Parapet Wall Panel had been completed.

New Business:

Approval of Contract for Condensing Units: McCleary moved to approve the Contract for Condensing Units. Hubbard seconded the motion. After some discussion, the approval of Contract for Condensing Units was tabled.

Technology Plan 2010-2013: Sand presented the Board with the Technology Plan 2010-2013. McCleary moved to approve the Technology Plan 2010-2013. Seddon seconded the motion.

**AYES:** Hippensteel  
Hubbard  
McCleary  
Seddon  
Speder  
Wagner

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

FY 2009/2010 Revised Budget & FY 2010/2011 Budget Draft: There was discussion on FY 2009/2010 Revised Budget & FY 2010/2011 Budget Draft.

Personnel Policies: 421, Overtime Payment/Compensatory Time; 428, Safety; 428.1 Bloodborne Pathogens Policy; 429, Waiving Fines; 430, Buying Materials for Personal Use; 431, Paychecks; 432, Pay Deductions; 433, Salary and Wage Increases; 434, Pay During Emergency Closing; 435, General Leave of Absence. McCleary moved to accept the above policies as a whole. Seddon seconded the motion.

**AYES:** Hippensteel  
Hubbard  
McCleary  
Seddon  
Speder  
Wagner

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Planning for Future Meetings: The next regular meeting is scheduled for Wednesday, February 24, 2010 at 7:30 p.m. There was some discussion on scheduling a Special Meeting.

Around the Table: Hubbard indicated she would be in Egypt on February 24 and would not be attending the next Regular Meeting. McCleary commented that his street made it in an article in the *Daily Herald*. Hill stated it was nice to have the Library's attorney attend the meeting. Wagner reminded everyone to vote on February 2

Adjournment: Hubbard moved the meeting be adjourned. McCleary seconded the motion.

<b>AYES:</b>	<b>Hippensteel</b>	<b>NAYS:</b>	<b>None</b>
	<b>Hubbard</b>		
	<b>McCleary</b>		
	<b>Seddon</b>		
	<b>Speder</b>		
	<b>Wagner</b>		

<b>ABSENT:</b>	<b>Kosek</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:35 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary