

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 26, 2010**

Call to Order: President Kosek 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, Stan Kosek, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: None.

Also Present: Sandra Hill, Library Director; Martha Bledsoe, Recording Secretary Pro Tem.

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the April 28, 2010 Regular Meeting: Hubbard stated the name of the program on page 7 of the Minutes in Around the Table should be “The Complete Civil War Road Trip Guide”. McCleary moved the minutes be approved as corrected. Hubbard seconded the motion.

AYES:	Hippensteel Hubbard McCleary Seddon Speder Wagner	NAYS:	None
ABSENT:	None	ABSTAIN:	Kosek

MOTION CARRIED

Approval of the Minutes of the April 28, 2010 Executive Session Meeting: McCleary moved the minutes be approved. Wagner seconded the motion.

AYES:	Hippensteel Hubbard McCleary Seddon Speder Wagner	NAYS:	None
ABSENT:	None	ABSTAIN:	Kosek

MOTION CARRIED

Report of the Board President: President Kosek asked Wagner to provide a report. Wagner reported he attended DLS Day at Pheasant Run and found the electronic vs. print collection program to be very interesting and thought-provoking. He indicated he had been communicating with the village regarding the inter-governmental agreement but had had no reply from the finance director or board president. Wagner attended the Village Board meeting of May 24 and mentioned the village manager’s contract discussion was tabled. He stated the new police chief was introduced

and suggested he be invited to a future Library Board meeting. Wagner also attended the reception for the new police chief at Salt Creek Golf Course and spoke to Oakbrook Terrace Mayor Ragucci and received his assurance that OBT would continue to contract with the Library for service to their residents.

Report of the Finance Committee: None.

Report of the Treasurer: Wagner reported the Library's fund balance to be \$894,898.54 as of April 30, 2010. Hubbard questioned whether the fund balance could be obtained without having to go through the Village Finance director. Hill indicated the balance sheet provided the information.

Approval of the May Bill Listing FY 2009-2010 in the amount of \$16,375.68: McCleary moved to approve the bill listing in the amount of \$16,375.68. Wagner seconded the motion.

ROLL CALL VOTE:

AYES:	Hippensteel Hubbard Kosek McCleary Seddon Speder Wagner	NAYS:	None
ABSENT:	None	ABSTAIN:	None

MOTION CARRIED

Approval of the May Bill Listing FY 2010-2011 in the amount of \$44,832.01: Wagner moved to approve the bill listing in the amount of \$44,832.01. McCleary seconded the motion.

ROLL CALL VOTE:

AYES:	Hippensteel Hubbard Kosek McCleary Seddon Speder Wagner	NAYS:	None
ABSENT:	None	ABSTAIN:	None

MOTION CARRIED

Report of LINC Representative: Hubbard reported the next meeting is scheduled for June 2, at Geneva Public Library, but may be cancelled due to the death of Wm. Dawe. She stated all went well with the introduction of Aquabrowser to Villa Park Public Library online catalog and suggested a demonstration of it be provided at a future board meeting.

DLS System News: Hill stated DLS Day was a very good day. She very much enjoyed the keynote speaker and also found him thought-provoking. Hill indicated that, unlike the other northern Illinois library systems, DLS was in better financial shape with reserves that should last through October. She stated she had received an e-mail announcing North Suburban Library System would be merging their van delivery with DLS's and MLS would be posting their job openings. Hill mentioned she had met with Ted Balcom and discussed services provided by DLS; that LINC and the LINC libraries may have to start budgeting for van delivery. LINC may also be able to be a possible host for job postings. The discontinuation of the Voices of Vision program was lamented.

Wagner stated the lack of Legislation Day was a mistake. Library systems and libraries should have sent their staff to see their representatives in the state legislature regarding the lack of state funding.

Report of the Building Committee: None.

Report of the Policy Committee: Hubbard reported the committee will meet on June 5.

Report of the Friends of the Library Liaison: Speder reported the Friends met on May 12. She stated membership in the Friends is up including five “Best Friends” memberships. The book sale had 20 volunteers plus additional help from Boy Scout Troop 234. Unsold children’s books were donated to Chicago schools. The Friends are considering having a book sale for mystery books in January and movies on Friday evenings in August. The Friends are considering donating tickets for this year’s Murder Mystery Event as prizes for the Summer Reading Club. The Friends accepted the Library’s entire wish list which amounted to \$3,350.00. Also discussed were possible volunteer incentives. Speder indicated the next meeting would be June 9.

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

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: The Board signed a letter for Carole Maltese and George Altosino.

Assistant Director’s Report: In the absence of Sean Birmingham, Hill reported Birmingham had contacted an engineer about the repair of the statue, but had not heard back. Wagner asked about progress on the Patron’s Bill of Rights. Hill stated she would bring this back to Birmingham and this would be a possible project for the Quality Team, which is undergoing a change in mission and may be called the Solution Squad.

Library Director’s Report:

Building:

- Hill indicated the chairs and lamp purchased in memory of Pat Jacobson are in her office
- Regarding the 219 Ardmore Avenue property: Hill stated the garage pad was fixed and in order to divide the garage in half, McMahan moved some shelving instead of building a wall. The Library has begun service for a cell phone which will allow the renters to telephone for maintenance problems at any time. Hill indicated her desire for a long range plan for the 219 Ardmore Avenue property.
- Wagner questioned the need for seal-coating the parking lot on a yearly basis. It was decided that a patch job and re-painting would be all that was needed this year.
- Hill suggested getting several HVAC companies to inspect and provide opinions on the boilers.
- Hill stated the security gates will be removed after the purchase and installation of a new patron counter (\$400.00) and new security cameras.
- The Technology Center computers may move out into the main area of the Library in order to be in closer proximity to the AS staff. The Technology Center may then become a quiet room once again.

Staff:

- Joyce Bolda was rehired to fill the Carole Maltese’s position.

Services:

- Hill asked permission to proceed with the circulation of family-oriented video games in YS. It was the consensus of the Board to proceed with the new collection.

- Hill indicated YS will be asking several vendors to assist planning a pre-school literacy area.
- The reference collection is being reviewed. Additional electronic references may replace print materials and another stack may be removed.

Other:

- Birmingham recycled some computer equipment.
- Hill requested permission to purchase a new opaque projector. The Library's current projector is over 30 years old and is very large and heavy. Permission was granted.

Incident Reports: A request was made to move the field identifying the author of the Incident Reports to the top of the report. There was some discussion of the renovation of the Helen Plum Memorial Library. Wagner suggested the Building Committee plan a tour to visit Helen Plum.

Unfinished Business:

Long Range Planning: Hill indicated no report at this time.

New Business:

Reference Transaction Survey: Hill reported the result of the survey was 1.7. This is up from 2007, 2006, and 2005. Kosek asked for the definition of a "reference transaction".

Resolution Honoring VFW's Anniversary: Kosek read the resolution for the VFW's anniversary. Wagner moved the resolution be passed. McCleary seconded the motion.

AYES:	Hippensteel Hubbard Kosek McCleary Seddon Speder Wagner	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

Executive Session: Property Acquisition: McCleary moved the Board go into Executive Session. Hubbard seconded the motion.

ROLL CALL VOTE:

AYES:	Hippensteel Hubbard Kosek McCleary Seddon Speder Wagner	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

The Board went into Executive Session at 9:03 p.m.

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

ROLL CALL VOTE:

AYES:	Hippensteel	NAYS:	None
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**Hubbard
Kosek
McCleary
Seddon
Speder
Wagner**

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The Board came out of Executive Session at 9:34 p.m.

Planning for Future Meetings: The next regular meeting is scheduled for Wednesday, June 23 at 7:30 p.m.

Around the Table: Speder stated the Passports would be ready after June 1st. McCleary stated he had just finished 50 years of teaching. Wagner mentioned the annual “Bike to Work” day. Hill indicated she would be taking vacation from July 5 through July 8. Kosek mentioned he was playing an Italian grandfather in “Over the River and Through the Woods” in Glen Ellyn through June 12.

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

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:37 p.m.

Respectfully submitted,

Approved,

Martha Bledsoe
Recording Secretary Pro Tem

Sean Birmingham
Recording Secretary