

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
June 28, 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, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Mark McCleary.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary.

Introduction of Visitors—Chief of Police John Heidelmeier: (Could not attend because meeting was rescheduled).

Public Participation: None.

Approval of the Minutes of the May 26, 2010 Regular Meeting: Hubbard moved the minutes be approved. Wagner seconded the motion.

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

**MOTION CARRIED**

Approval of the Minutes of the May 26, 2010 Executive Session Meeting: Hubbard moved the minutes be approved. Seddon seconded the motion.

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

**MOTION CARRIED**

Approval of the Minutes of the June 5, 2010 Policy Committee Meeting: Hubbard moved the minutes be approved. Hippensteel seconded the motion.

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

**ABSTAIN: None**

**MOTION CARRIED**

Report of the Board President: President Kosek reported he presented the VFW with the resolution passed by the Library Board on cable television prior to the Board meeting. Kosek indicated the groundbreaking for the VFW handicapped ramp would take place on July 31. Kosek stated Lifelong Learning League Members Judy Grove and Alesia Bailey have been working with the VFW on this year's Make a Difference Day.

Report of the Finance Committee: None.

Report of the Treasurer: Wagner reported the Library's fund balance to be \$754,876 as of May 31, 2010.

Approval of the May Bill Listing FY 2009-2010 in the amount of \$53,002.34. Wagner moved to approve the bill listing in the amount of \$53,002.34. Hubbard seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: McCleary**

**ABSTAIN: None**

**MOTION CARRIED**

Approval of the May Bill Listing FY 2010-2011 in the amount of \$79,211.48: Wagner moved to approve the bill listing in the corrected amount of \$79,211.48. Hubbard seconded the motion. There was some discussion on the addendum to the bill listing.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: McCleary**

**ABSTAIN: None**

**After some discussion the MOTION CARRIED**

Report of LINC Representative: Hubbard reported the Governing Board met on June 2, at the Geneva Public Library District. She stated all went well with the introduction of Aquabrowser on May 3. Hubbard indicated LINC was exploring van delivery options for the consortium.

DLS System News: There was discussion on the merger process among the Alliance, Metropolitan, North Suburban, and Prairie Area library systems. Kosek received his thank you plaque for serving on the DLS Board.

Report of the Building Committee: Wagner commented on the Building Committee's tour of the Helen Plum Library on June 7.

Report of the Policy Committee: Hubbard reported the committee had worked on several policies listed under the New Business portion of the agenda.

Report of the Friends of the Library Liaison: Speder reported the Friends met on June 9. She stated Murder Mystery Event auditions would take place on Monday, August 30. Other topics of discussion were the 4<sup>th</sup> of July Parade, the House Walk in September, the pool party, and t-shirts as a volunteer incentive.

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

Correspondence: There was discussion on two items of correspondence.

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

Assistant Director's Report: Birmingham reported the Quality Team has been renamed the Solution Squad. Birmingham indicated work on the next *Resource* which would cover August, September, and October, has begun.

Library Director's Report:

Building:

- Hill indicated those who made donations in memory of Pat Jacobson have been notified of the "book nook" which has been placed on the west side of the first floor of the Library. Hill stated, Ken Jacobson had been in and was pleased with the donations.
- Regarding the 219 Ardmore Avenue property: Hill stated MDL Tree Service removed some of the shrubs and brush in the back of the garage in order to have access to the Library side of the garage.
- Hill reported repair of the fascia panel which had the temporary fix would proceed.
- Hill stated a vendor meet between ADT and SMG was scheduled to resolve the "low battery" calls she has been receiving from DuComm.
- There was discussion on the book return. The fire department was contacted regarding the placement of an alarm near the return. It appears an alarm would not need to be placed there. Hill reported the return has been found to be backed up on Monday mornings when the Library opens. Hill stated she stopped by on the previous Sunday to clear the return and Bledsoe anticipated scheduling two staff members to clear the return over the 4<sup>th</sup> of July weekend.
- Hill reported there were approximately eight emergency lights in need of replacing due to bad circuit boards. Hill stated McMahon would replace them over the next few weeks.
- Hill indicated carpet and upholstery cleaning would take place this year.

Services:

- Hill stated the Patron Bill of Rights draft and a Customer Service Policy would be brought to the next Policy Committee Meeting.
- Hill reported Youth Services Programs have had high attendance this summer.
- Hill indicated a "Bring a Friend" library card promotion and online trivia contest would be highlighted in September for Library Card Sign-up Month.
- Hill stated fifteen new computers and monitors were received and Jeff Sand would be installing them at the Internet locations for the public.
- Hill reported the change to the new domain of vppl.info has been integrated into staff member's email addresses.
- Hill reiterated work on the new issue of the *Resource* has begun.
- Hill indicated the Library was exploring a form on the Web site for patrons to indicate whether they want email notification of upcoming programs.

Other:

- Hill indicated she was the secretary of the LINC Administrative Council this year.
- Hill reported Heidi Geatros from the Youth Services Department would be featuring a weekly craft during the Kiwanis concerts on Wednesdays in July.
- There was some discussion on the FY2011 Per Capita Grant application.

Incident Reports: Incident reports were included in each Trustee's packet

Unfinished Business:

Long Range Planning: There was some discussion on timeframes for objections listed on the Long Range Plan.

New Business:

Library Closings: Wagner moved to approve the Library closings as listed. Hubbard seconded the motion.

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

Disposal of Library Furniture and Equipment: Wagner moved to dispose of the library furniture and equipment as listed. Hippensteel seconded the motion.

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

Policy 568: Building Use, Patron Conduct: Hubbard moved to approve Policy 568: Building Use, Patron Conduct. Wagner seconded the motion.

**AYES:** Hippensteel  
Hubbard  
Kosek  
Seddon  
Speder  
Wagner  
**ABSENT:** McCleary  
**NAYS:** None  
**ABSTAIN:** None  
**After some discussion the MOTION CARRIED**

Policy 710: Circulation, Loan Periods, Renewal Periods, and Limits of Materials; Policy 712: Circulation, Materials Marked "Local Request Only;" Policy 718: Circulation, Homebound Service

Policy 720: Circulation, Holds; Policy 736.5: Circulation, Refunds for Lost Materials; Policy 739: Circulation Claims Returned: Hippensteel moved to accept the above policies as a whole. Hubbard seconded the motion.

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

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

Policy 711: Circulation, Vacation Loans; Policy 716: Circulation, Book Discussion Books: Wagner moved to remove Policy 711: Circulation, Vacation Loans; Policy 716: Circulation, Book Discussion Books. Hubbard seconded the motion.

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

**ABSENT:** McCleary  
**ABSTAIN:** None  
**MOTION CARRIED**

Prevailing Wage Resolution/Ordinance: Wagner moved to approve the Prevailing Wage Resolution/Ordinance. Hippensteel seconded the motion.

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

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

Executive Session: Property Acquisition: Wagner moved the Board go into Executive Session. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

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

**ABSENT:** McCleary  
**ABSTAIN:** None  
**MOTION CARRIED**

The Board went into Executive Session at 8:51 p.m.

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

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

The Board came out of Executive Session at 9:13 p.m.

Planning for Future Meetings: The next regular meeting is scheduled for Wednesday, July 28 at 7:30 p.m.

Around the Table: Hubbard wished everyone a happy 4<sup>th</sup> of July. Hippensteel indicated he made a hole in one at the Sugar Creek Golf Course. Speder stated she dropped off fifty more passports in the Youth Services Department. Wagner mentioned his wife’s cousin’s daughter, Maureen Lipinski, was an author of “chick lit.” Hill indicated she would be taking a few days off around the 4<sup>th</sup> of July. Kosek wished everyone a happy 4<sup>th</sup> of July.

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

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

**MOTION CARRIED**

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:21 p.m.

Approved,

Sean Birmingham  
Recording Secretary