

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES**

October 25, 2006

Call to Order: President Bob Wagner called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:32 p.m.

Trustees Present: Dan Hippensteel, Pat Hubbard [arrived at 7:50 p.m.], Stan Kosek, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: None

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the September 27, 2006 Regular Meeting: Mr. McCleary moved the minutes be approved. Mrs. Speder seconded the motion, and the minutes were approved. Mr. Kosek abstained.

Report of the Board President: Mr. Wagner reported he communicated several times during the past month with Ms. Hill.

Report of the Finance Committee: None.

Report of the Treasurer: Mr. Kosek reported the fund balance was \$1,842,364.01.

Approval of the August Bill Listing for \$38,896.64: Mr. Kosek moved to approve the bill listing in the corrected amount of \$38,896.64. Mr. McCleary seconded the motion. Mr. Kosek indicated the BBC Audiotapes invoice was missing from his packet. Ms. Hill indicated both copies of the invoice must be at the Village. A roll call vote was taken: Mr. Hippensteel, aye; Mr. McCleary, aye; Mr. Seddon, aye; Mrs. Speder, aye; Mr. Wagner, aye. The motion carried.

Report of LINC Representative: Ms. Hill stated there would be a Governing Board Meeting on Wednesday, November 1, 2006. Ms. Hill indicated topics for discussion would be the LINC budget, revisions to bylaws, E-Pay, and Web Feat.

Report of the DLS Representative: Mr. Wagner reported the DLS Board met on October 19, 2006. Mr. Wagner indicated items for discussion included the introduction of scholarship winners, introduction of new DLS Board Members, recognition of outgoing DLS Board Members, a report from the Illinois State Library on grants awarded, and the revision of the "Leave of Absence" policy. Mr. Kosek indicated he attended the Legislative Advocacy Breakfast with Mrs. Hubbard, Mrs. Speder, Ms. Hill and Mr. Birmingham, on Monday, October 23.

Report of the Policy Committee: Ms. Hill reported the Committee would need to set a date for its next meeting. Ms. Hill indicated a number of policies would be worked on.

Report of the Friends of the Library Liaison: Mrs. Speder reported the Friends met on October 11, 2006. Topics of discussion were the Book Sale, which garnered approximately \$2000, the Giving Tree, sponsoring a tree on the Prairie Path, and the Nominating Committee. Mrs. Speder indicated the speaker was the docent from the Illinois Michigan Canal.

Report of Gifts to the Library: Ms. Hill stated she is working with Eric Dubrowski, Director of Finance, on procedures for the Library Fund.

Letters to Departing Staff Members: None.

Report on Strategic Plan:

Ms. Hill stated the Citizens' Advisory Committee visited the Batavia Public Library District on October 19, 2006.

Ms. Hill reported there were still tickets available for the Murder Mystery Play on Friday and Saturday.

Ms. Hill indicated the Friends of the Library Book Sale garnered \$1877.

Report of the Library Administrator:

[Mrs. Hubbard arrived at this point in the meeting]

Ms. Hill indicated the part-time Youth Services Assistant position was filled with two new staff members dividing the hours. Ms. Hill reported the Library Monitor position was still open and there would be two page positions open in Youth Services.

Ms. Hill reported Stephanie Gandsey, who works full-time at the Elmhurst Public Library, would be working on a contractual basis on the next issue of the *Resource*.

Ms. Hill indicated the cork strips have been installed in the Technology Center for the display of Willowbrook High School student's artwork.

Ms. Hill stated the Library would proceed with the installation of a new firewall next month. Ms. Hill reiterated the cost would be \$7634.00.

Ms. Hill indicated Village staff has been trained on their new software system and have begun using it. Ms. Hill pointed out the Board would see minor changes in reports from the Village.

Ms. Hill reported she received the Friends Proclamation from the Village on October 23, 2006. It was the consensus of the Board to read the proclamation at the Murder Mystery event on Friday.

Ms. Hill indicated the LINC Administrative Council met at the Library on October 20, 2006. Ms. Hill stated one topic of discussion was the E-Pay quote from SIRSI, which would allow credit card transactions via the Web site and Library catalog.

Ms. Hill reported boiler number one has a solenoid problem and the ignition would need replacing. Ms. Hill indicated the recommendation is to replace two parts, which would cost \$2400. Ms. Hill also indicated there was a roof leak and would be checking with Ly Tran to determine if it was caused by the boiler.

Ms. Hill pointed out the Tribune article at each Trustee's place, which made mention of the Library.

Correspondence:

Letter from the Illinois State Library

Letter from the Geneva Public Library

DLS Board Ballot Memo: It was the consensus of the Board to cast the Library's ballot for DLS Board candidates Stan Kosek, Mesfin Tefera, and Halle Mikyska.

Incident Reports: One incident report was discussed. Ms. Hill indicated Camille Steppan's exclusion from the Library was over.

Unfinished Business:

Library Financial Plan: Ms. indicated the Library Financial Plan would be discussed under "Building Needs Assessment" under "New Business."

New Business:

Library Closings: Mr. McCleary moved to approve the Library Closings. Mrs. Hubbard seconded the motion, and the motion carried.

Building Needs Assessment: Mr. McCleary moved to approve proceeding with the internally focused needs assessment which will involve work with the CAC. Mr. Kosek seconded the motion. After some discussion, a roll call vote was taken: Mr. Hippensteel, aye; Mrs. Hubbard, aye; Mr. McCleary, aye; Mr. Seddon, aye; Mrs. Speder, aye; Mr. Wagner, aye. The motion carried.

Policy 201: Board of Trustees, Board Member Commitment: Mrs. Hubbard moved to approve Policy 201: Board of Trustees, Board Member Commitment. Mr. McCleary seconded the motion. After some discussion, the motion carried.

Policy 302: Administration, Library Administrator Succession Policy: Mr. McCleary moved to approve Policy 302: Administration, Library Administrator Succession Policy. Mr. Hippensteel seconded the motion. After some discussion, the motion carried.

Policy 407: Personnel, Definition of "Immediate Family:" Mr. McCleary moved to approve the revised policy. Mrs. Hubbard seconded the motion, and the motion carried.

Policy 736: Circulation, Charges for Lost Materials: Mr. McCleary moved to rescind Policy 736: Circulation, Charges for Lost Materials. Mrs. Hubbard seconded the motion, and the motion carried.

Executive Session: Employment/Appointment Matters: Mr. McCleary moved the Board go into Executive Session. Mr. Kosek seconded the motion. A roll call vote was taken: Mr.

Hippensteel, aye; Mrs. Hubbard, aye; Mr. Kosek, aye; Mr. McCleary, aye; Mr. Seddon, aye; Mrs. Speder, aye; Mr. Wagner, aye. The Board went into Executive Session at 8:37 p.m.

Mr. McCleary moved the Board come out of Executive Session. Mr. Hippensteel seconded the motion. A roll call vote was taken: Mr. Hippensteel, aye; Mrs. Hubbard, aye; Mr. Kosek, aye; Mr. McCleary, aye; Mr. Seddon, aye; Mrs. Speder, aye; Mr. Wagner, aye. The Board came out of Executive Session at 8:53 p.m.

Planning of Future Meetings: The next regular meeting is scheduled for November 15, 2006 at 7:30 p.m. The Citizens Advisory Committee is scheduled to meet on November 2, November 16, and November 30, 2006.

Around the Table:

Mrs. Hubbard reported she attended a Willowbrook High School tour on October 24, 2006. Mr. Wagner stated the Environmental Concerns Commission's speaker at the October 26, 2006 meeting would be the Public Affairs Officer of the DuPage County Forest Preserve District.

Adjournment: Mr. McCleary moved the meeting be adjourned. Mrs. Hubbard seconded the motion, and the meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary