

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

January 24, 2007

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 Administrator; Sean Birmingham, Recording Secretary, John Bradford, Head of Automation and Technical Services.

Introduction of Visitors: Rick McCarthy, Burnidge Cassell Associates.

Public Participation: None.

Building Feasibility Study: Presentation by Rick McCarthy of Burnidge Cassell Associates: Rick McCarthy presented the Board with a PowerPoint presentation on Burnidge Cassell Associates' information on building feasibility studies.

Approval of the Minutes of the December 27, 2006 Regular Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

**AYES:**       **McCleary**  
                  **Seddon**  
                  **Speder**  
                  **Wagner**

**NAYS:**       **None**

**ABSENT:**     **Kosek**

**ABSTAIN:**   **Hippensteel**  
                  **Hubbard**

**MOTION CARRIED**

Approval of the Minutes of the December 27, 2006 Executive Session Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

**AYES:**       **McCleary**  
                  **Seddon**  
                  **Speder**  
                  **Wagner**

**NAYS:**       **None**

**ABSENT:**     **Kosek**

**ABSTAIN:**   **Hippensteel**  
                  **Hubbard**

## MOTION CARRIED

Approval of the Minutes of the January 8, 2007 Committee of the Whole Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

Report of the Board President: Wagner reported he communicated several times during the past month with Hill. Wagner indicated he attended the CAC Meeting January 18, 2007.

Report of the Finance Committee: None.

Report of the Treasurer: None.

Approval of the August Bill Listing for \$43,978.56: McCleary moved to approve the bill listing in the amount of \$43,978.56. Hippensteel seconded the motion. Wagner questioned the Willowbrook High School bill listing. Hill indicated it was for two Willowbrook High School yearbooks.

## ROLL CALL VOTE:

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

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

## MOTION CARRIED

Report of LINC Representative: Hubbard reported the next LINC Governing Board meeting would be at the Library on February 7, 2007.

Report of the DLS Representative: None.

Report of the Policy Committee: Hubbard indicated the Committee would be meeting on Saturday, January 27, 2007 to discuss a number of policies.

Report of the Friends of the Library Liaison: Speder reported there was a General Meeting on January 10, 2007. Speder stated the Friends currently have eighty-two members. Speder indicated seventeen items were chosen from the Giving Tree. Speder reported officers will be nominated in March and elections will follow in April. Speder indicated the Friends presented the Library with a check for \$3,600.00 which will go for various items on the Library's wish list. Speder stated the Murder Mystery event dates are October 25 – 28, 2007, and the book sales will take place the first weekend in April and October. Speder reported the director of the Western Springs Community Theatre gave a very good presentation at the General Meeting in January.

Report of Gifts to the Library: The report was in each trustee's packet.

Letters to Departing Staff Members: None.

Report on Strategic Plan:

Hill indicated the Financial Plan and the Space Needs Assessment is proceeding. Hill reported staff met with Anders Dahlgren on January 11, 2007. Anders will present a draft of his recommendations on his next visit on February 22, 2007.

Hill stated the CAC met on January 11 and 18, 2007.

Hill provided the Board with information regarding the essential resource inventory which Department Heads developed with their meeting with Anders. Hill indicated some of the numbers may be adjusted.

Administrator's Report:

Hill indicated there is one page opening in Youth Services.

Hill reported Ly Tran would be changing the door handles for the public restrooms as well as several door alarms.

Hill reported on the March 21, 2007 event the Library is co-sponsoring with District 45 featuring author Rosalind Wiseman.

Hill indicated Judy Grove will be working on shared programming with staff and other community groups and organizations. Hill stated the Library would be looking to do a "One Book, One Community" program in the next year.

Hill indicated Birmingham would be developing a "Digital Camera Basics" program to be offered this spring.

Hill asked the Board if the Library could to explore entering contractual agreements with a school or school district to offer teacher courtesy cards. It was the consensus of the Board to proceed with the idea after contacting the Library's attorney.

Hill reported Staff Development Day is March 23, 2007. Hill indicated staff will split up and tour six different libraries this year.

Hill indicated there are a number of events scheduled for National Library week, April 15 – 21 2007, and will be highlighted on the front page of the next *Resource*.

Hill stated a representative from District 88 would give the Board a presentation on their referendum at the next regular meeting.

Correspondence: Several letters were in each trustee's packet. Hill indicated Candy Smith has been co-coordinating the Adopt-a-Family program with the DuPage Department of Community Services for the last several years.

Incident Reports: None.

Unfinished Business:

Building Needs Assessment: None.

Library Financial Plan: None.

LINC By-Laws Revision: McCleary moved to approve the LINC By-Laws Revision. Hippensteel 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**

FY 2007/2008 LINC Budget: Hubbard moved to approve the FY 2007/2008 LINC Budget. 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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After some discussion the **MOTION CARRIED**

New Business:

Technology Plan: Bradford presented the 2007-2010 Technology Plan. McCleary moved to approve the Technology Plan. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

**MOTION CARRIED**

Disposal of Equipment and Furniture: McCleary moved to approve the disposal of equipment and furniture. Speder seconded the motion.

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

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

**MOTION CARRIED**

FY 2007/2008 Library Budget: Hill presented the Board with a draft of the FY 2007/2008 Library Budget for their review.

Revision of Wage and Salary Chart: McCleary moved to approve the Revision of the Wage and Salary Chart. Hubbard seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

**MOTION CARRIED**

Planning of Future Meetings: The next Committee of the Whole meeting is scheduled for Monday, February 12, 2007 at 7:00 p.m. The next regular meeting is scheduled for February 28, 2007 at 7:30 p.m. The CAC will be meeting on February 22, 2007.

Around the Table:

Hubbard stated the District 88 Board of Education voted to proceed with a \$104.7 million building bond referendum. Birmingham invited everyone to the “50 Minute Romeo and Juliet” at the Library on February 10, 2007 at 2 p.m. Wagner reported he attended an environmental summit at Benedictine University where Kay McKeen, Executive Director of SCARCE, was the speaker. Wagner indicated he attended a press conference by Lt. Governor Pat Quinn and State Senator Susan Garrett introducing a Green Government.

Adjournment: McCleary moved the meeting be adjourned. Hippensteel 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>

**MOTION CARRIED**

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:18 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary