

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

February 28, 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, Stan Kosek, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Pat Hubbard.

Also Present: Sandra Hill, Library Administrator; Sean Birmingham, Recording Secretary, Steve Humphrey Ed.D., Superintendent of Schools, District 88, Matt Kerr, Step-it-up For Students representative.

Introduction of Visitors: None

Public Participation: None.

District 88, Step-it-up For Students Presentation: Matt Kerr and Dr. Humphrey presented the Board with an overview of District 88's proposition

Approval of the Minutes of the January 24, 2007 Regular Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

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

Approval of the Minutes of the February 12, 2007 Committee of the Whole: McCleary moved the minutes be approved. Seddon seconded the motion.

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

**ABSTAIN: Kosek**

**MOTION CARRIED**

Approval of the Minutes of the February 22, 2007 Special Meeting: Wagner indicated the minutes would be revised for presentation at the next Board meeting.

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

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported the Director of Finance had sent him the current fund balance, but he did not have the exact figure with him.

Approval of the August Bill Listing for \$58,608.06: McCleary moved to approve the bill listing in the amount of \$58,608.06. Hippensteel seconded the motion. Kosek indicated the Best Quality Cleaning voucher was missing. Hill indicated she remembered she had signed off on it. McCleary asked about the lock and handle replacements on the washroom doors. Hill indicated the parts replaced made it easier for patrons to access the washrooms.

**ROLL CALL VOTE:**

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

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

Report of LINC Representative: Hill reported the Governing Board reviewed and approved revisions to Consortium Manager Dawe's evaluation tool at the last meeting. Hill indicated Dawe attended the Sirsi Unicorn Software User Group's meeting in Nashville in February. Hill stated the Governing Board will next meet in April

Report of the DLS Representative: None.

Report of the Policy Committee: Seddon indicated the committee would be meeting Saturday, March 3, 2007 to discuss reorganizing the personnel policies. Seddon reported there are a number of policies on the agenda for approval.

Report of the Friends of the Library Liaison: Speder reported there was a meeting on February 14, 2007. Speder reported the Friends have raised \$3,900. Speder pointed out there is a lot of Friends information in the current copy of the *Resource*, the Friends will soon have a bookmark, and there will be plant sale at their next meeting with delivery of the plants in May. Speder

indicated the book sale is coming up the first weekend of April. Speder reported the next meeting is Wednesday, April 11, 2007 and will be electing new officers and have a speaker giving a presentation on the Dosage County Fair. Speder indicated the Friends have contributed funds, along with the Library, to the Rosalind Wiseman presentation and book signing on Wednesday, March 21, 2007. Speder stated the Friends will have a display in the Library's display case in April.

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 presented the Board with Community Relations Coordinator Grove's most recent activity report. Hill indicated Grove has planned a cooperative meeting on Friday, March 23, 2007 with other community leaders to discuss a "Lifelong Learning League" for adults.

Administrator's Report:

Hill indicated interviews will begin on Thursday, March 1, 2007 for the Automation Services Assistant position.

Hill stated Head of Youth Services McKean has been attending Rotary Club meetings and it appears they will again be sponsoring the Summer Reading Club outreach program. Hill indicated she was not sure of the exact dollar amount but McKean has also applied for a Penny Severns grant to help fund the effort.

Hill reported she, Birmingham and McKean worked on an Amazon.com Wish Lit contest which may contain much of the same narrative for the Target community grant this year.

Hill indicated Birmingham has asked the Lions Club for dollars to purchase Zoom Text software for an Adult Services word processing workstation.

Hill reported a new water treatment is being tried for second boiler which has not been retubed.

Hill stated the carpeting will be replaced in the Ohrman Room in March/April.

Hill indicated painting will be done this March/April. Hill pointed out the white walls have not been painted since the renovation in 1997.

Hill reported Staff Development Day is Friday, March 23, 2007. Hill indicated staff will be visiting six area libraries with questionnaires which were developed by the departments and Quality Team.

Hill indicated Sid Bergh has expressed an interest in the Library providing some type of programming for the local cable station. Hill stated some possibilities include taping story times or book discussions. There was some discussion on taping Board Meetings.

Correspondence: Several letters were in each trustee's packet. Hill reported she would be sending a letter to St. Alexander School requesting the construction crew not park in the Library's parking lot.

Incident Reports: The reports were in each trustee's packet.

Unfinished Business:

Building Needs Assessment: Hill indicated she checked with the attorney and the recommendation was to place a public notice for letters of interest for a building site feasibility study. Hill indicated the deadline for the letters of interest would be Friday, March 16, 2007. It was the consensus of the Board to schedule a special meeting on Monday, March 26, 2007.

Library Financial Plan: None.

DVD Rental Collection: McCleary moved to approve the six month trial of a DVD Rental Collection. Kosek seconded the motion.

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

**NAYS:**        **None**

**ABSENT:**     **Hubbard**                                **ABSTAIN:**   **None**

**After some discussion the MOTION CARRIED**

FY 2006/2007 Revised Library Budget: Kosek moved to approve the FY 2006/2007 Revised Library Budget. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS:**        **None**

**ABSENT:**     **Hubbard**                                **ABSTAIN:**   **None**

**After some discussion the MOTION CARRIED**

FY 2007/2008 Library Budget: McCleary moved to approve the FY 2007/2008 Library Budget. Kosek seconded the motion.

**ROLL CALL VOTE:**

**AYES:**        **McCleary**  
                  **Hippensteel**  
                  **Kosek**  
                  **Seddon**

**NAYS:**        **None**

**Speder  
Wagner**

**ABSENT: Hubbard**

**ABSTAIN: None**

**After some discussion the MOTION CARRIED**

New Business:

Policy 230: Board of Trustees, Waiving Fines and Fees for Trustee: McCleary moved to approve the revision of Policy 230: Board of Trustees, Waiving Fines and Fees for Trustee. Speder seconded the motion.

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

**NAYS: None**

**ABSENT: Hubbard**

**ABSTAIN: None**

**After some discussion the MOTION CARRIED**

Policy 405: Personnel, Job Descriptions: McCleary moved to approve the revision of Policy 405: Personnel, Job Descriptions. Hippensteel seconded the motion.

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

**NAYS: None**

**ABSENT: Hubbard**

**ABSTAIN: None**

**After some discussion the MOTION CARRIED**

Policy 418: Personnel, Terminations: McCleary moved to approve the revision of Policy 418: Personnel, Terminations. Kosek seconded the motion.

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

**NAYS: None**

**ABSENT: Hubbard**

**ABSTAIN: None**

**After some discussion the MOTION CARRIED**

Policy 436: Personnel, Parking: McCleary moved to approve the deletion of Policy 436: Personnel, Parking. Speder seconded the motion.

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

**NAYS:** None

**ABSENT:** Hubbard                      **ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Policy 437: Personnel: Waiver of Fines: McCleary moved to approve the revision of Policy 437: Personnel: Waiver of Fines. Speder seconded the motion.

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

**NAYS:** None

**ABSENT:** Hubbard                      **ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Policy 439: Personnel: Reporting Incidents: McCleary moved to approve the revision of Policy 439: Personnel: Reporting Incidents. Hippensteel seconded the motion.

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

**NAYS:** None

**ABSENT:** Hubbard                      **ABSTAIN:** None

**MOTION CARRIED**

Policy 570: Building Use: Photographs or Recordings in the Library: McCleary moved to approve the revision of Policy 570: Building Use: Photographs or Recordings in the Library.

**AYES:** McCleary  
Hippensteel

**NAYS:** None

**Kosek  
Seddon  
Speder  
Wagner**

**ABSENT: Hubbard**

**ABSTAIN: None**

**After some discussion the MOTION CARRIED**

Renewal of Oakbrook Terrace Service Agreement: Wagner appointed Speder as Secretary Pro Tem. Kosek moved to approve the renewal of the Oakbrook Terrace Service Agreement. McCleary seconded the motion.

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

**NAYS: None**

**ABSENT: Hubbard**

**ABSTAIN: None**

**MOTION CARRIED**

Planning of Future Meetings: The next CAC and Board will be meeting on March 22, 2007 at 7:30 p.m. The next special meeting is scheduled for Monday, March 26, 2007 at 7:00 p.m. The next regular meeting is scheduled for March 28, 2007 at 7:30 p.m.

Around the Table:

Kosek indicated he would have to step down from the DLS Legislative Committee due to the new position he has accepted. Kosek reported his daughter gave birth to a baby girl.

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

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

**NAYS: None**

**ABSENT: Hubbard**

**ABSTAIN: None**

**MOTION CARRIED**

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:20 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary