

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
March 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, Pat Hubbard, Stan Kosek Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: None.

Also Present: Sandra Hill, Library Administrator; Sean Birmingham, Recording Secretary, Graham Harwood, Owner Services Group

Introduction of Visitors: Steve De La Rosa, candidate for Library Board.

Public Participation: None.

Review of the Minutes of the February 28, 2007 Regular Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

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

Approval of the Notes of the February 22, 2007 Special Meeting of the CAC and the Library Board: McCleary moved the notes be approved. Hippensteel seconded the motion.

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

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 current fund balance was \$1,302,170.87.

Approval of the August Bill Listing for \$83,358.48: Kosek moved to approve the bill listing in the amount of \$83,358.48. 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

Report of LINC Representative: Hubbard reported the next meeting of the LINC Governing Board would be April 4, 2007 at the Bloomingdale Public Library. Hubbard indicated the Board would be conducting Consortium Manager Dawe's evaluation.

Report of the DLS Representative: Kosek reported the Board met on Thursday, March 15, 2007. Topics of discussion included Illinois Library Day on April 19, 2007 and Sirsi/Dynix.

Report of the Policy Committee: Hubbard stated the committee had not met since the last regular Board meeting. Hubbard indicated the committee would schedule their next meeting to discuss the Internet Policy.

Report of the Friends of the Library Liaison: Speder reported there was a meeting on March 14, 2007. Speder indicated she had the Friends' financial report for review. Speder reported the the Friends will be electing new officers and would have a presentation on the DuPage County Fair at the next meeting on Wednesday, April 11, 2007. Speder indicated the Friends would like to have a bulb sale in the fall. Speder reported the Movie Matinees have been well attended. Speder stated the book sale is April 4, 5, and 6, 2007.

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 reported the Lifelong Learning League met at the Library on Friday, March 23. Hill indicated it was a very productive meeting and she hopes she can put together a grant with Judy Grove, which would benefit the Library and those who are interested in partnering with the league.
- Hill indicated the CAC and Board met on March 22. Hill stated a survey has been developed which will be placed on the Web site beginning April 15, for National Library Week. Hill brought up a staff member's concern regarding whether to include Oakbrook Terrace in the Library's service goals. Hill informed the Board a banner to stretch across Ardmore Avenue would cost \$800.00. It was the consensus of the Board not to proceed with a banner.

Administrator's Report:

Staff Update:

- Hill reported page, Mary Kay Zawaski is recovering from surgery and appeared to be doing well.
- Hill indicated Karen Marnell's stepfather, Sid Bergh, is also recovering from surgery and is doing well.

Building:

- Hill stated the carpeting in the Ohrman Room would be replaced in April.
- Hill reported the rest of the carpeting would be cleaned over Easter weekend.
- Hill reported the windows would be washed in May and would be washed twice a year.
- Hill indicated there may or may not be a roof leak in a corner in the Technical Services Room.

Friends:

- Hill reiterated the Friends book sale is April 5, 6, and 7.
- Hill indicated she would be contacting the Library's attorney to determine if he could assist the Friends file for 501C3 status.

Staff In-service:

- Hill reported staff in-service day was Friday, March 23. Hill indicated staff visited five libraries and returned to the Library with many ideas and were very enthusiastic about the day.

Penny Severens Grant:

- Hill indicated the Library will receive \$4753 for the Penny Severens Grant which Susan McKean had worked on. Hill stated the monies will be used for the summer reading club outreach program. Hill reported the Library was approached by COD to participate in a grant for literacy outreach due to the fact that EvenStart funding is running out.

21st Century Service Awards:

- Hill stated she would be submitting an application for the award on behalf of the Youth Services Department and their work in the summer reading club outreach program.

Kiwanis:

- Hill reported she gave a presentation on Library programs and services to the Kiwanis Club on March 28, 2007.

ICN Circuits:

- Hill reported LINC's move to the Illinois Century Network is underway. Hill stated she signed off on the contract and AT&T completed the Library's T-1 Circuit connection on March 27, 2007. Hill indicated once the other connection is completed, a router will be brought over from LINC and the Library will be moved to the ICN.

Correspondence: Letter from Secretary of State Re: Per Capita Grant.

Incident Reports: There was discussion on several of the incident reports in each trustee's packet.

Unfinished Business:

Building Needs Assessment: Hill indicated Anders Dahlgren miscalculated the special use space needs and the nonassigned space needs in the Space Needs Assessment. Hill presented the Board with the corrected figures. Hill discussed some areas of the service goals which may need reexamination.

Library Financial Plan: None.

New Business:

Job Description: Head of Custodial Services; Job Description: Information Technology Manager; Job Description: Public Relations: McCleary moved to approve the revised job descriptions. Kosek 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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After some discussion the MOTION CARRIED

Building Site Feasibility Study: Harwood presented the Board with an executive summary outlining the architectural proposals received and a synopsis of the initial review process. The Library received eleven proposals which were analyzed by Hill and Harwood. Harwood recommended interviewing seven of the firms. It was the consensus of the Board to have members of the Finance Committee interview the seven architectural firms with the goal of narrowing the selection to two or three firms for the entire Board to interview.

Executive Session:

Evaluation of the Library Administrator: Kosek moved to go into Executive Session. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The Board went into Executive Session at 8:36 p.m.

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

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The Board came out of Executive Session at 9:24 p.m. McCleary moved the Library Administrator be given a salary of \$73,000 as of May 1, 2007. Hippensteel seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Planning of Future Meetings: Architect interviews will take place on April 9, 10, and 11, beginning at 7:00 p.m. The next regular meeting is scheduled for April 25, 2007 at 7:30 p.m.

Around the Table:

Hippensteel wished everyone a happy Easter. Kosek asked if the Board would meet the week after the architect interviews. It was the consensus of the Board to schedule a Committee of the Whole meeting on Monday, April 16, 2007 at 7:00 p.m. Wagner indicated St. Alexander Church would be showing the movie *Inconvenient Truth*, on Thursday, March 29. Wagner reported the Villa Park Environmental Concerns commission would be discussing the Sierra Club's "Cool Cities" program at their next meeting.

Adjournment: McCleary moved the meeting be adjourned. Kosek 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

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:41 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary