

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 25, 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.

Introduction of Visitors: None.

Public Participation: None.

Review of the Notes of the March 22, 2007 Meeting of the CAC and the Library Board: The notes of the March 22 meeting of the CAC and the Library Board were reviewed by the Board. Hill indicated the notes would be included in the public record.

Approval of the Minutes of the March 28, 2007 Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion.

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

MOTION CARRIED

Approval of the Minutes of the March 28, 2007 Executive Session Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion.

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

MOTION CARRIED

Review of the Notes of the April 9, 2007 Advisory Committee Meeting:

Review of the Notes of the April 10, 2007 Advisory Committee Meeting:

Review of the Notes of the April 11, 2007 Advisory Committee Meeting: McCleary moved the notes of the April 9, 10, and 11, 2007 Advisory Committee Meetings be approved. Kosek seconded the motion.

**AYES: Kosek
McCleary
Wagner**

NAYS: None

ABSENT: Hubbard

**ABSTAIN: Hippensteel
Seddon
Speder**

MOTION CARRIED

Review of the Notes of the April 12, 2007 Meeting of the CAC: The notes of the April 12 meeting of the CAC were reviewed by the Board.

Review of the Minutes of the April 16 2007, Special Meeting of the Library Board: McCleary moved the Minutes be approved. Speder seconded the motion.

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

NAYS: None

ABSENT: Hubbard

ABSTAIN: None

MOTION CARRIED

Report of the Board President: Wagner reported he met with Hill on April 3 to discuss her review. Wagner indicated he met Hill at the Wheaton Public Library Grand Opening on April 15. Wagner stated he discussed the building program with Hill on April 23.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported the current fund balance was \$1,108,729.68.

Approval of the August Bill Listing for \$48,811.16: Kosek moved to approve the bill listing in the amount of \$48,811.16. Hippensteel seconded the motion.

ROLL CALL VOTE:

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

NAYS: **None**

ABSENT: **Hubbard**

ABSTAIN: **None**

MOTION CARRIED

Report of LINC Representative: Hill reported Hubbard would be the president of the Governing Board next year. Hill indicated the Governing Board reviewed Consortium Manager Dawe at the last meeting using the new evaluation instrument. McCleary asked Hill to bring the evaluation instrument to the next Board Meeting. Hill indicated she would bring it to the next meeting. Hill indicated the next LINC Governing Board meeting is on June 6, 2007.

Report of the DLS Representative: Kosek reported the Board did not meet. Wagner indicated two trustee workshops were canceled. Wagner stated he signed up for the “Relevance of Libraries in the Digital Age,” on May 11, 2007.

Report of the Policy Committee: Hill stated the committee would meet on May 12, 2007 to discuss the Internet Policy.

Report of the Friends of the Library Liaison:

Speder reported there was a meeting on April 11, 2007. Speder indicated the book sale garnered approximately \$2295. Speder stated the film discussions continue to have good turn outs and she also had a list of upcoming movies. Speder reported the Friends would be taking part in the Lifelong Learning League. Speder indicated the nominative slate of officers became the elected slate. Speder stated the officers were presented with a book purchased by the Library in their honor. Speder indicated the Friends would be allocating money to be used for Youth Services summer programs. Speder indicated Carol Stockley gave a presentation on the DuPage County fair at the last meeting. Speder stated the Friends would be involved in Summerfest this year.

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, April 20. Hill indicated it was a very productive meeting and she continues to work on the grant for adult learning opportunities with Judy Grove. Hill stated a May meeting has been scheduled but the June meeting has been canceled.
- Hill indicated the Library survey has been placed on the Web site and the computer catalog. Hill reported CAC members, Jacky Fagin and Sandy Dollinger handed out surveys to patrons entering the Library on Monday, April 23. Hill stated volunteers

would be asked to hand out surveys over the next couple of weeks. Wagner indicated he believed it would be a good idea for trustees to hand out surveys to the public as well.

Administrator's Report:

Staff Update:

- Hill reported Tom Jacks would be returning to the Library as a page to work Mary Kay Zawaski's hours. Hill stated Mary Kay is recovering from surgery and appeared to be doing well but is not expected back at the Library any time soon.

Building:

- Hill stated the carpeting in the Ohrman Room was replaced in April.
- Hill reported the windows would be washed in May and would be scheduled for washing twice a year.
- Hill indicated the Library is still receiving complaints regarding the construction crew parking in the Library's parking lot. The Board directed Hill to explore towing services.
- Hill stated Deputy Fire Chief Tauchen asked if the Library was interested in converting to a radio alarm system as opposed to the current phone line alarm system. Hill indicated there would be a cost savings and that she informed Tauchen the Library is interested.

Friends:

- Hill reiterated the Friends book sale raised over \$2000.

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.

Service Clubs:

- Hill reported she participated in Kiwanis' One. The club's project had been to clean the fence line at Iowa Community Center on April 7.
- Hill indicated the Lions Club donated \$795 for the reading/magnifying software, ZoomText. The software will be installed at one of the Library's word processing/Internet stations in the Adult Services Technology Center.

Programs:

- Hill indicated after discussing fall program possibilities with Birmingham and Grove, she would like to offer several programs after the Library is closed on a Saturday night. It was the consensus of the Board to try after hours programming on Saturday evenings.
- Hill reported for Library Card Signup Month in September the Library is attempting to book the author of the book, *The Merchant of Power* to speak at the Library.

Correspondence: Klein, Thorpe and Jenkins / April 4, 2007. The Board directed Hill to check with attorney on the Library's library card application as well as the procedures for issuing library cards.

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

Unfinished Business:

Building Site Feasibility Study: Architect Interviews: Hill provided the Board with the proposed questions for the Director of a similar project suggested by Architect being considered for feasibility study. Hill will coordinate visits to the three sites.

Building Needs Assessment: Hill presented the Board with her revisions to the space needs analysis. Hill asked the Board for a recommended timeframe for the building planning process. It was determined the timeframe would depend on the states action regarding the April to February primary. Defining the project is a necessary part of the process.

Library Financial Plan: Hill provided the Board with Steve Larson's report to the CAC on future Library finances.

New Business:

Non-Resident Library Card Participation: McCleary moved to approve the Speder seconded the motion.

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

NAYS: **None**

ABSENT: **Hubbard**

ABSTAIN: **None**

After some discussion the MOTION CARRIED

Planning of Future Meetings: The next Committee of the Whole Meeting is scheduled for Monday, May 14, at 6:30 p.m. The next Special Meeting is scheduled for Tuesday, May 15, 2007, at 7:00 p.m. The Annual Meeting is scheduled for May 23, 2007 at 7:00 p.m. The next regular meeting is scheduled for May 23, 2007, at 7:30 p.m. The Finance Committee would meet as needed. Hill indicated she would add a standing executive session to the agenda.

Around the Table:

Hippensteel congratulated the re-elected trustees. Kosek inquired about reserving a place at the Laconi Annual Trustee Dinner. Wagner reported he would be participating in St. Alexander's 5K run on Sunday, April 29.

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

AYES: **Hippensteel**
 Kosek
 McCleary
 Seddon
 Speder

NAYS: **None**

Wagner

ABSENT: Hubbard

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:06 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary