

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 23, 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.

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the April 25, 2007 Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion.

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

ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

Report of the Board President: Wagner stated he would be meeting with Hill every Monday at 4:30 p.m. Wagner reported he and Hill met with the owners of the Villa Medical Arts building on May 21. Wagner stated a building committee would be formed with Hubbard, Wagner, Hill and Birmingham serving on the committee. Wagner reported he attended the web cast, "The Future of Libraries in the Digital Age" at DLS. Wagner passed out a handout from legislative day regarding current legislation.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported the current fund balance was \$1,031,994.85.

Approval of the May Bill Listing, fiscal year 06-07 in the amount of \$16,486.87: Kosek moved to approve the bill listing in the amount of \$16,486.87. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: **Hippensteel**
 Hubbard
 Kosek **NAYS: None**
 McCleary
 Seddon
 Speder
 Wagner

ABSENT: None **ABSTAIN: None**

MOTION CARRIED

Approval of the May Bill Listing, fiscal year 07-08 in the amount of \$35,821.47: Kosek moved to approve the bill listing in the amount of \$35,821.47. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: **Hippensteel**
 Hubbard
 Kosek **NAYS: None**
 McCleary
 Seddon
 Speder
 Wagner

ABSENT: None **ABSTAIN: None**

MOTION CARRIED

Report of LINC Representative: Hubbard reported the next LINC Governing Board meeting is at the Library on June 6, 2007. Hubbard indicated a sample of Consortium Manger Dawe's evaluation instrument was included in each trustee's packet. Hill reported Consortium Manager Dawe indicated the Library may be getting another T-1 line.

Report of the DLS Representative: Kosek reported the Board met on Thursday, May 17 Kosek indicated the annual meeting and program is scheduled for June 5, 2007. Kosek reported DLS Board member, Mesfin Tefera suffered a stroke in April and is recovering nicely. Kosek indicated Mary Downing from the Illinois State Library attended the meeting. Other topics of discussion included open positions at the State Library, LibraryU. Kosek indicated DLS Board President, Halle Mikyska was elected to the Illinois Library Association Board as a director at large. Kosek reported the Library along with the West Chicago Public Library received the 21st Century Award which will be presented at the annual meeting. Kosek stated the June meeting has been moved to June 14 to accommodate those attending the ALA conference.

Report of the Policy Committee: Hubbard stated the committee canceled the May 12, 2007 meeting.

Report of the Friends of the Library Liaison:
Speder reported there was no meeting in May.

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, May 19. Hill indicated Birmingham and Grove provided the group with information on the ACES and Illuminar grants.
- Hill indicated the Library survey was mailed to every household in Villa Park. Hill indicated the survey is getting a good response and all responses were being inputted on surveymonkey.com.
- Hill reported the CAC met on May 10 and came up with the slogan, "Discover the Possibilities @ Your Library." Hill stated the committee would meet again on June 14 at the Elmhurst Public Library.

Administrator's Report:

Staff Update:

- Nothing to report.

Building:

- Hill indicated several roof leaks were identified and need to be repaired.
- Hill reported 19 windows have broken seals. Hill stated Tran received quotes from two vendors with the lower of the two being \$499.92 to replace each window. It was the consensus of the Board to wait on the window repair.
- Information regarding towing services was included in each trustee's packet.
- Hill indicated Villa Park Fire Department's Lieutenant Trotter examined the Library's emergency response plan and found it very thorough. Hill stated John Bradford found a Web site to store the plan.

Friends:

- Hill reported she was unsure of the Friends Summerfest plans.
- Speder indicated the plant sale went well.
- Hill stated she would work with the Friends on getting 501(c)(3) status for the Friends.
- Hill reported Jeff Sand volunteered to take the lead on a float for the Fourth of July parade.

Service Clubs:

- Hill reported the Kiwanis Club would be donating \$250 for the Summer Reading kick-off event.

- Hill indicated Grove is arranging a photo opportunity for the Lions purchase of the ZoomText software.

Programs:

- Hill stated Youth Services would be hosting an after hours Harry Potter event on Thursday, July 19.
- Hill reported the John Wasik author visit has been scheduled for September 12 at 7:00 p.m.

Quick Flicks

- Hill reported fairly positive reviews with 72 DVDs circulating during the last two weeks of April.

Mary Beth Harnden

- Hill updated the Board on the death of former staff member, Mary Beth Harnden's husband.

Post Reading Club Celebration for Staff

- Hill asked the Board for approval to hold a celebration for the staff upon completion the Summer Reading Club. It was the consensus of the Board to hold a staff celebration.

HB 1727

- Hill indicated the progress of this bill would need to be monitored because it would have budget ramifications.

ALA Conference

- Hill informed the Board she would be attending the ALA Conference from June 21 – 26.

Correspondence: Several letters of correspondence were in each trustee's packet.

Incident Reports: There was discussion on the month's past incidents.

Unfinished Business:

Building Site Feasibility Study: Hill reiterated she and Wagner met with the owners of the Villa Medical Arts building. Hill indicated the owners were receptive to the idea of selling the property. Hill reported she, Hippensteel, and Kosek would be meeting with Fr. Tuan and the St. Alexander's Building Committee May 30, 2007. There was some discussion on several of the options for the building site feasibility study.

Library Financial Plan: None.

New Business:

Prevailing Wage Resolution/Ordinance: McCleary moved to approve the Prevailing Wage Resolution/Ordinance. Hubbard seconded the motion.

AYES:	Hippensteel	NAYS:	None
	Hubbard		
	Kosek		

**McCleary
Seddon
Speder
Wagner**

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

LINC Consortium Manager's Evaluation Tool: Hill asked the Board if she should integrate the tool into her next review. It was the consensus of the Board to have the evaluation tool incorporated into the current Library Administrator's evaluation tool.

New Library Card Application Form: It was the consensus of the Board to implement the procedural changes in the form.

Planning of Future Meetings: The next regular meeting is scheduled for June 27, 2007, at 7:30 p.m.

Wagner reiterated he, Hubbard, Hill and Birmingham would form the Building Committee. He stated the report of the Building Committee would be a standing item on the agenda.

The next special meeting is scheduled for May 31, 2007.

Around the Table:

Hubbard reported she, Speder and Birmingham attended the "Defending Access" workshop at Metropolitan Library System on May 17, 2007. Speder and Birmingham also commented on the workshop. McCleary indicated he would be on vacation for three weeks beginning the following week. Birmingham mentioned the "Underwater Adventures Around the World" program would take place on Monday, June 4, 2007. Kosek indicated he, Hubbard, Speder, Hill and Birmingham attended the LACONI dinner on May 18. Kosek asked Hill if she could get more information regarding the Open Meetings Act from the attorney. Hill indicated she would gather more information would see if the Citizen's Center in Elmhurst could also provide information.

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

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:51 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary