

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 27, 2007

Call to Order: President Wagner called the regular meeting of the Villa Park Public Library Board of Trustees to order at 8:15 p.m.

Trustees Present: Pat Hubbard, Stan Kosek, Mark McCleary [arrived at 8:16 p.m.], Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Dan Hippensteel.

Also Present: Sandra Hill, Library Administrator; Sean Birmingham, Recording Secretary, Graham Harwood, Owner Services Group, Steve Larson, Ehlers INC, Michael Wamble, *Daily Herald*, Lynn Hippensteel, Friends of the Library.

Introduction of Visitors: None.

Public Participation: Hippensteel reported the dates of the Murder Mystery play have been changed to a later date. Hippensteel updated the Board on the Fourth of July Parade and invited all to march. Hippensteel indicated the Friends are coordinating a pool party for members, staff, and the Board, on Sunday, July 29.

[McCleary arrived at 8:16 p.m.]

Approval of the Minutes of the May 15, 2007 Special Meeting: Hubbard moved the minutes be approved. McCleary seconded the motion.

AYES:	Hubbard	NAYS:	None
	Kosek		
	McCleary		
	Seddon		
	Speder		
	Wagner		

ABSENT:	Hippensteel	ABSTAIN:	None
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MOTION CARRIED

Approval of the Minutes of the May 23, 2007 Regular Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

AYES:	Hubbard	NAYS:	None
	Kosek		
	McCleary		
	Seddon		
	Speder		
	Wagner		

ABSENT:	Hippensteel	ABSTAIN:	None
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MOTION CARRIED

Approval of the Minutes of the May 31, 2007 Special Meeting: Hubbard moved the minutes be approved. Seddon seconded the motion.

AYES: **Hubbard**
 Kosek
 Seddon
 Wagner

NAYS: **None**

ABSENT: **Hippensteel**

ABSTAIN: **McCleary**
 Speder

Report of the Board President: Wagner stated he had been and would continue to meet with Hill on Monday afternoons.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported the current unreserved fund balance was \$923,042.01.

Approval of the May Bill Listing, fiscal year 06-07 in the amount of \$475.00: Kosek moved to approve the bill listing in the amount of \$475.00. Hubbard seconded the motion.

ROLL CALL VOTE:

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

NAYS: **None**

ABSENT: **Hippensteel**

ABSTAIN: **None**

MOTION CARRIED

Approval of the May Bill Listing, fiscal year 07-08 in the amount of \$76,067.84: Kosek moved to approve the bill listing in the amount of \$76,067.84. Hubbard seconded the motion.

ROLL CALL VOTE:

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

NAYS: **None**

ABSENT: **Hippensteel**

ABSTAIN: **None**

MOTION CARRIED

Report of LINC Representative: Hubbard reported the LINC Governing Board met at the Library on June 6, 2007. Hubbard indicated several LINC libraries had installed second T-1 lines. Hill stated the Library would be getting another T-1 line shortly. Hubbard reported Consortium Manager Dawe is developing LINC membership criteria. Hubbard reported LINC celebrated its 15 year anniversary. Hubbard indicated the next meeting of the LINC Governing Board would be the first Wednesday in September at the Geneva Public Library.

Report of the DLS Representative: Kosek reported the Board met on June 14. Kosek indicated the annual meeting and program was June 5, 2007. Kosek indicated the Library along with the West Chicago Public Library was presented with the 21st Century Award at the annual meeting. Kosek stated Bernie Fradkin, and Richard Henders have left the Board and Carolyn Roys has been named Secretary and Sue Erickson of Robert Morris College has been asked to complete Fradkin's term.

Report of the Building Committee: None.

Report of the Policy Committee: Hubbard stated the committee would need to meet to discuss the Internet Policy

Report of the Friends of the Library Liaison:
Speder reported she was unable to attend the Friends last meeting.

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 content for the *Resource* was due earlier in the week. Hill reminded the Board the *Resource* would be issued six times per year. Hill indicated she received a complaint from an individual in an unincorporated area who did not wish to receive the *Resource* in her post office box. Hill presented with information on separating businesses and post office boxes and related costs of doing so. It was the consensus of the Board to continue to send the *Resource* to postal customers which would include those individuals and/or businesses with post office boxes.

Administrator's Report:

Staff Update:

- Nothing to report.

Building:

- Hill indicated several roof leaks were repaired for \$761.50 which was taken from Contingency -- Building.
- Hill reported the video/dvd drop leading into the building from the parking lot has been closed. Hill stated the slope of the return was not steep enough and could allow patrons to reach in and grab items which had not fallen to the ground.
- Hill indicated she contacted the owner of the building which housed Lion video. Hill stated there may be an opportunity to acquire old video shelving from the building.

Friends:

- Hill reported rain hampered the attendance at Summerfest.
- Hill reiterated the Friends would be walking in the parade and the Board and staff are invited to march alongside.
- Hill asked for approval to close on Friday, November 2, 2007 for the Murder Mystery event and indicated this was a change in the Friends' plans
- Hill reported Library Card Sign-Up Month is September and all Villa Park cardholders would have the opportunity to enter a free drawing for a \$25 gift certificate sponsored by the Friends. Hill indicated she asked Teri Wood at District 45 and Carrie Karl at the Villa Park Recreation Department to publicize Library Card Sign-Up Month.

Services:

- Hill recommended proceeding with the purchase of one self-checkout machine for approximately \$17,000 from the fund balance with \$2000 for additional software coming from the capital line.
- Hill reported downloadable audiobooks would be coming in September. Hill indicated \$5000 has been budgeted in Adult Services Audio Visual for this purchase.
- Hill indicated Summer Reading Club registrations were 191 in Adult and 844 in Youth Services.
- Hill indicated the Book News service which lists award winning books, bestsellers and book newsletters is available on the Web site. Hill reported Adult Service Reference Librarian would be participating in Teen Second Life. Hill stated the new Web site was set to be launched on July 9.

Programs:

- Hill reported Adult Services has scheduled a post-Summer Reading program – “Shattered Sense of Innocence: the Chicago Child Murders of 1955” by Richard Lindberg. Hill stated the program is scheduled for Monday, August 6 at 7:00 p.m.
- Hill reiterated the John Wasik author visit is scheduled for Wednesday, September 12 at 7:00 p.m. Hill stated Judy Grove has worked with Carrie Karl to offer the program at the Recreation Department to accommodate a larger crowd.

Quick Flicks

- Hill reported 182 Quick Flick DVDs were checked out in May.

ALA Conference

- Hill indicated she enjoyed the conference in Washington DC immensely and would bring a formal report to next month's Board meeting.

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: Larson presented the Board with a timetable and several options for purchasing property. It was the consensus of the Board to focus on defining the costs of the project and build community consensus with future plans.

Library Financial Plan: None.

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

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

NAYS: **None**

ABSENT: **Hippensteel**

ABSTAIN: **None**

MOTION CARRIED

New Business:

Collection Management Plan 2007: Hill indicated the plan would be brought to the Board for approval in July.

Executive Session: McCleary moved the Board go into Executive Session. Hubbard seconded the motion to discuss the following.

Business Matters: Property Acquisition:

Semi-Annual Review of Executive Session Minutes:

ROLL CALL VOTE:

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

NAYS: **None**

ABSENT: **Hippensteel**

ABSTAIN: **None**

MOTION CARRIED

The Board went into Executive Session at 9:38 p.m.

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

ROLL CALL VOTE:

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

NAYS: **None**

ABSENT: **Hippensteel**

ABSTAIN: **None**

MOTION CARRIED

