

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
July 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, 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, Denise Kuhr, Adult Services Reference Librarian, Eric Penney, Nagle Hartray, Julia DiLiberti, Sandi Dollinger, Catherine Ingram, and Wanda Koeller from the CAC.

Introduction of Visitors: Leah Schoeff, Mortenson Construction.

Public Participation: None.

Presentation by Adult Services Staff Member Denise Kuhr on topic of Teen Second Life: Kuhr presented the Board with an overview of Teen Second Life.

Building Site Feasibility Study: Site Options (Eric Penney, Nagle Hartray / Graham Harwood, Owner Services): Penney answered questions from the Board and CAC relating to the five options presented at the June 27, 2007 special meeting.

Approval of the Minutes of the June 27, 2007 Special Meeting of the Library Board and the Citizens Advisory Committee: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

Approval of the Minutes of the June 27, 2007 Regular Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

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

**ABSENT: None**

**ABSTAIN: Hippensteel**

**MOTION CARRIED**

Approval of the Minutes of the June 27, 2007 Executive Session Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: Hippensteel**

**MOTION CARRIED**

Approval of the Minutes of the July 9, 2007 Special Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

Approval of the Minutes of the July 9, 2007 Executive Session Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

Report of the Board President: Wagner stated he has been meeting with Hill on Monday afternoons and continues to correspond with her via email.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported he had not received the current fund balance.

Approval of the July Bill Listing, fiscal year in the amount of \$74,678.13: Kosek moved to approve the bill listing in the amount of \$74,678.13. McCleary seconded the motion.

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

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

Report of LINC Representative: Hubbard stated there was no meeting in July. Hubbard indicated the next meeting would be the first Wednesday in September at the Geneva Public Library. Hill indicated the second T-1 line was installed and a new email server would be installed soon.

Report of the DLS Representative: Kosek reported the DLS Board did not meet in July. Kosek stated the next meeting would be August 16.

Report of the Building Committee: Wagner reported the committee went through one option of the Expansion Options Study line by line with Graham Harwood. Hubbard stated she had a great deal of confidence in Harwood's detailed list of potential costs. Hill explained to the Board the differences in cost of the Addison Public Library's project and the cost estimates done for the Library by Harwood. The building committee would not meet until more is known about land. It was the consensus of the committee to keep all five options until more is known about land and property acquisition.

Report of the Policy Committee: Hubbard reported the committee met Saturday, July 21 and would bring the Internet Policy to the next regular meeting for approval.

Report of the Friends of the Library Liaison: Speder reported there was no meeting in July. Speder invited everyone to attend the Friends pool party on Sunday, July 29 at Lufkin pool. Speder indicated the Friends had a display in the display case on the first floor of the Library in July.

Report of Gifts to the Library: The report was in each trustee's packet. There was some discussion on two memorial gifts to the Library.

Letters to Departing Staff Members: None.

## Report on Strategic Plan Administrator's Report:

### Staff Update:

- Hill reported there would be a number of page openings at the end of the summer. Hill indicated the positions in Adult and Youth Services have been posted.

### Building:

- Hill stated the HVAC did have a leak from a condenser which was repaired and is in this month's bill listing.

### Friends:

- Information on the Friends' Pool Party was attached to the Administrator's Report.

### Services:

- Hill reported the self checkout has been ordered and should be installed by September.

Hill indicated there has been a snag in the plan to proceed as planned with downloadable audiobooks. Hill stated the Library will proceed with a different vendor.

Hill reported the new Web site is still pending.

### 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 indicated she would have the Quick Flicks totals at next month's meeting.

### ALA Conference

- Hill presented the Board with her report outlining "Top Ten Things I Learned at ALA."

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

Incident Reports: There was discussion on the months past incidents.

### Unfinished Business:

Building Site Feasibility Study: Hill stated she contacted Don McKay at Nagle Hartray who provided a worksheet which would assist in fine tuning needed for collections.

Library Financial Plan: None.

### New Business:

Collection Management Plan 2007: McCleary moved to approve the Collection Management Plan 2007 as revised. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:**

**ABSTAIN:** None

After some discussion the **MOTION CARRIED**

Library Survey: There was some discussion of the Library Survey. Hill indicated the survey would be extended until October.

Staff & Volunteer Recognition Dinner: There was some discussion on where to hold this year's dinner. It was the consensus of the Board to hold the dinner at Angelo's in Elmhurst.

Executive Session: Property Acquisition:  
McCleary moved the Board go into Executive Session. Hubbard 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 9:07 p.m.

McCleary moved the Board come out of Executive Session. Hubbard 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 9:32 p.m.

Planning of Future Meetings: The next regular meeting is scheduled for August 22, 2007, at 7:30 p.m.

Around the Table:

Hubbard stated she heard three positive comments on the Library's expansion options outlined in the *Resource*. Hubbard commented positively on the look of the *Resource*. Hippensteel indicated he heard pro-Library comments while purchasing the new Harry Potter book. Speder mentioned Library Card Sign-Up Month would be highlighted in the Villa Park Historical Museum's newsletter, *The Whistle Stop*. Speder reported she brought passports from the Historical Museum to the Library. Seddon indicated he would not be able to attend the September regular meeting. Kosek indicated he heard the property on the northwest corner of Ardmore and Central received a zoning approval change for a four story building. Kosek informed the Board he received some free tickets to Dury Lane and made them available to staff.

Adjournment: McCleary moved the meeting be adjourned. Hubbard 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 9: p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary