

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 22, 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, Steve Larson, Ehlers, Associates Inc., Sandi Dollinger, and Wanda Koeller from the CAC.

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the July 25, 2007 Regular Meeting of the Library: McCleary moved the minutes be approved. Speder seconded the motion.

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

Approval of the Minutes of the July 25, 2007 Executive Session Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

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

Approval of the Minutes of the August 8, 2007 Special Meeting: Speder moved the minutes be approved as corrected. Kosek seconded the motion.

AYES: Hippensteel
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard

ABSTAIN: McCleary

MOTION CARRIED

Approval of the Minutes of the August 8, 2007 Executive Session Meeting: Speder moved the minutes be approved. Seddon seconded the motion.

AYES: Hippensteel
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard

ABSTAIN: McCleary

MOTION CARRIED

Report of the Board President: Wagner stated he had met with Hill on Monday afternoons but continues to correspond with her via email.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported the Library had \$618,914.48 invested in CDs with PMA. Kosek indicated the fund balance was \$1,004,259.19 and the unreserved fund balance was \$1,511,173.86.

Approval of the July Bill Listing, fiscal year in the amount of \$41,410.45: Kosek moved to approve the bill listing in the amount of \$41,410.45. McCleary seconded the motion.

AYES: Hippensteel
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard

ABSTAIN: None

MOTION CARRIED

Report of LINC Representative: Hill reported the next meeting of LINC Governing Board would be September 5 at the Glen Ellyn Public Library.

Report of the DLS Representative: Kosek reported the DLS Board met on August 16. Kosek indicated Sue Erickson of Robert Morris College would complete Bernie Fradkin's term. Kosek stated there was discussion on the State's budget and the impact on DLS, the State Library and the Per Capita Grant. Kosek reported a scholarship fundraiser is scheduled for September 28 at the Carlisle in Lombard. Kosek passed out a flyer for an Open Meetings Act seminar presented by the office of the Kane County State's Attorney. Kosek stated the Sirsi-Dynix contract was approved by the Board. Kosek indicated the Board approved the DLS Strategic Plan RFB. Kosek reported there would be Bylaw change regarding the Annual Meeting. Kosek stated the revised Continuous Learning Policy to charge for workshops was approved Kosek stated the next meeting would be the third Thursday in September

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: Hill indicated the Committee would need to set a date for their next meeting.

Report of the Friends of the Library Liaison: Speder reported the Friends met on August 8. Speder indicated the next meeting was scheduled for September 12, but the Friends are being encouraged to attend the John Wasik author visit at the Recreation Department. Speder stated the Book Sale is scheduled for the first weekend in October.

Report of Gifts to the Library: The report was in each trustee's packet.

Letters to Departing Staff Members: None.

Report on Strategic Plan Administrator's Report:

Friends:

- Hill reported the title of the Murder Mystery Play this year is *To Wake the Dead*. Hill indicated auditions would take place on August 23. Hill reiterated the book sale is October 5 and 6.

Staff Update:

- Hill reported Adult and Youth Services filled the page positions. Hill indicated page hours would be reduced by 25 hours per pay period in each department to save dollars.

Building:

- Hill indicated decorating the statue in front of the Library is being planned for Library Card Sign-Up Month. Hill stated she would like to explore having the Friends sell coffee

in the Lobby. It was the consensus of the Board to proceed with this as a possible fundraiser.

- Hill reported the fire alarm was out of service on August 21 and it appeared to be an AT&T problem.

Services:

- Hill stated the self-checkout unit has been ordered and should be installed within a few weeks. Hill indicated staff is working on placing barcodes on the front of books with a barcode duplicator from LINC.
- Hill reported the new Library Web site is up and running.

Programs:

- 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. Hill indicated Grove has gotten the word out to local history museums and personal invitations were sent to village trustees.
- Hill reported Adult Services is planning an after hours program on October 20, at 7:00 p.m., for Teen Read Week. Hill indicated on October 27, the Library is co-sponsoring a program with the Recreation Department and the Historical Society on Cemetery Art.

Resource:

- Hill reported the next issue of the *Resource* is being drafted and will include October, November and December. Hill stated more specifics on downloadable audio books and self-checkout would be included.

Quick Flicks

- June 201 (39 free reading incentive)
- July 211 (22 free reading incentive)

Open Houses:

Hill encouraged the trustees to attend the two open houses scheduled for September 9 and 16.

Per Capita Grant:

Hill reported she began working on the Per Capita Grant which includes a question on the Library's role in the community after a disaster. Hill stated she would attend the Disaster Preparedness Roundtable at DLS on August 29.

Incident Reports Two incident reports were in each trustee's packet.

Unfinished Business:

Building Site Feasibility Study: None.

Library Financial Plan: Larson presented and discussed with the Board several handouts pertaining to operating expenses in the larger building, financing cost estimates for various bond

issue sizes, cost impact estimates, a timetable of events, and the upcoming open houses in September.

New Business:

Policy 646: Use of the Internet Computers: McCleary moved to approve Policy 646: Use of the Internet Computers as revised. Kosek seconded the motion.

AYES: Hippensteel
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard **ABSTAIN:** None
After some discussion the **MOTION CARRIED**

Job Description: Assistant Administrator: McCleary moved to approve the revised Assistant Administrator's job description. Kosek seconded the motion.

AYES: Hippensteel
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard **ABSTAIN:** None
After some discussion the **MOTION CARRIED**

Staff & Volunteer Recognition Dinner: Hill reported reservations for Angelo's on September 13 had been made.

Executive Session: Property Acquisition:

McCleary moved the Board go into Executive Session. Hippensteel seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard **ABSTAIN:** None
MOTION CARRIED

The Board went into Executive Session at 9:13 p.m.

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

ROLL CALL VOTE:

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

ABSENT: **Hubbard** **ABSTAIN:** **None**

MOTION CARRIED

The Board came out of Executive Session at 9:31 p.m.

Planning of Future Meetings: The next regular meeting is scheduled for September 26, 2007, at 7:30 p.m.

Around the Table:

McCleary indicated he may be running late on September 26, but he would be attending the meeting. Seddon stated he would not be attending the September 26 meeting, but would be available for a special meeting at an earlier date. Kosek reported DLS would be leasing parking spaces to the Geneva Public Library District.

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

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

ABSENT: **Hubbard** **ABSTAIN:** **None**

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:33 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary