

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
September 26, 2007**

Call to Order: Vice President Hippensteel 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, Ruth Speder, Bob Wagner (via telephone).

Trustees Absent: Steve Seddon.

Also Present: Sandra Hill, Library Administrator; Sean Birmingham, Recording Secretary.  
Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the August 22, 2007 Regular Meeting of the Library: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

**MOTION CARRIED**

Approval of the Minutes of the August 22, 2007 Executive Session Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

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

**MOTION CARRIED**

Approval of the Minutes of the September 9, 2007 Special Meeting: Speder moved the minutes be approved as corrected. Kosek seconded the motion.

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

**ABSENT: Seddon**

**ABSTAIN: None**

**MOTION CARRIED**

Approval of the Minutes of the September 11, 2007 Special Meeting: McCleary moved the minutes be approved as corrected. Speder seconded the motion.

**AYES: Hippensteel  
Hubbard  
McCleary  
Speder  
Wagner**

**NAYS: None**

**ABSENT: Seddon**

**ABSTAIN: Kosek**

**MOTION CARRIED**

Approval of the Minutes of the September 11, 2007 Executive Session Meeting: Speder moved the minutes be approved. Seddon seconded the motion.

**AYES: Hippensteel  
Hubbard  
McCleary  
Speder  
Wagner**

**NAYS: None**

**ABSENT: Seddon**

**ABSTAIN: Kosek**

**MOTION CARRIED**

Approval of the Minutes of the September 16, 2007 Special Meeting: McCleary moved the minutes be approved as corrected. Speder seconded the motion.

**AYES: Hippensteel  
Speder  
Wagner**

**NAYS: None**

**ABSENT: Seddon**

**ABSTAIN: Hubbard  
Kosek  
McCleary**

**MOTION CARRIED**

Report of the Board President: Wagner stated he continues to correspond with her via email. Wagner indicated he and Birmingham attended the "Second Life: Game or Brave New Virtual World" at DLS on September 11. Wagner reported he spoke to several Village Trustees at the

Village Staff Recognition Event regarding a joint meeting with the Village and Library Boards. Wagner indicated Trustee Tom Cullerton and Cable Commission member, Tammy Hensley would like to record and air the Open House presentation on the local cable television station.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek indicated the fund balance was \$1,386,964.19.

Approval of the September Bill Listing, fiscal year in the amount of \$48,416.95: Kosek moved to approve the bill listing in the amount of \$48,416.95. McCleary seconded the motion.

#### **ROLL CALL VOTE:**

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

Report of LINC Representative: Hubbard reported the LINC Governing Board met on September 5 at the Glen Ellyn Public Library. Hubbard indicated there are two new members on the Governing Board. Hubbard indicated the Bartlett Public Library District had made inquiries regarding LINC membership. Mrs. Hubbard stated LINC was in good financial standing and she had both the abridged and detailed copies of the audit. Hubbard indicated the next meeting would be in November when the Governing Board would receive the first budget.

Report of the DLS Representative: Kosek reported the DLS Board is in the process of developing a five year strategic plan. Kosek indicated he is on the subcommittee to select the consulting firm which will assist in developing the plan. Kosek stated DLS Board openings information was included in each trustee's packet.

Report of the Building Committee: None.

Report of the Policy Committee: None.

Report of the Friends of the Library Liaison: Speder reported the Friends met on September 20. Speder stated the Book Sale is scheduled for the first weekend in October. Speder indicated 17 attended the September Sunday Movie Matinee. Speder reported the tickets for the Murder Mystery event go on sale on October 6. Speder indicated the Friends would like to purchase a banner to be used in a parade. Speder reported the Villa Park Parks and Recreation Department is conducting focus groups on October 9 and 11. Speder also indicated the "Joyful Traditions" date has been changed. Speder stated the next general meeting is October 10.

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

Letters to Departing Staff Members: The Board signed letters for Anthony LoCoco.

Report on Strategic Plan Administrator's Report:

Friends:

- Hill reported the Murder Mystery Play rehearsals are Tuesday and Thursday evenings. Hill indicated the Friends decided to increase ticket prices to \$15 for non-members and tickets will be priced at \$12 for members of the Friends.
- Hill reiterated the book sale is scheduled for October 5 & 6 with the members' sale on October 4.

Staff Update:

- Hill reported Anthony LoCoco's hours are being filled currently but will not be replaced once the self-checkout machine is in place.

Building:

- Hill indicated Library Card Sign-Up Month was highlighted by decorating the statue in front of the Library.
- Hill reported Tran is receiving quotes for replacement ballasts for five in-grade lights.

Services:

- Hill stated the self-checkout unit has been shipped.
- Hill indicated the new Web site and Book News was highlighted in a recent *Argus* article.
- Hill reported Bledsoe is taking a proactive approach with library card renewals. With the help of a LINC report she is able to mail reminders to those individuals whose cards area about to expire.
- Hill stated MyMediaMall will start in November after staff is trained in October.

Programs:

- Hill reported the John Wasik author visit had 52 people attend.
- Hill reminded the Board that Adult Services is planning an after hours program on October 20, at 7:00 p.m., for Teen Read Week and 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*, which will cover October, November, and December, has been mailed.

Quick Flicks

- August - 178

Hill stated she would explore replacing the pay-phone outside the Library when AT & T no longer offers the service.

Hill indicated she would be attending the DLS Scholarship Dinner on Friday, September 28.

Correspondence: DLS 5<sup>th</sup> Annual Legislative Breakfast.

Incident Reports Several incident reports were discussed.

Unfinished Business:

Building Site Feasibility Study: None.

Library Financial Plan: None.

New Business:

Per Capita Grant Application: McCleary moved to approve the Per Capita Grant application. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:** Seddon

**ABSTAIN:** None

After some discussion the **MOTION CARRIED**

Emergency Response Plan: Kosek moved to approve the revised Emergency Response Plan. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:** Seddon

**ABSTAIN:** None

After some discussion the **MOTION CARRIED**

Special Closings for December 2007: McCleary moved to approve the Special Closings for December 2007. Speder seconded the motion.

**AYES:** Hippensteel  
Hubbard  
Kosek

**NAYS:** None

**McCleary  
Speder  
Wagner**

**ABSENT: Seddon**

**ABSTAIN: None**

**MOTION CARRIED**

DLS 2007 Board Bylaw Ballots: It was the consensus of the Board to cast its Special Library Representative vote for Joyce L. Fedeczko, BP Information Resources. It was the consensus of the Board to cast its votes to approve all three bylaw changes.

PMA Financial Statement: CDs: Hill noted two cds would be maturing in October. It was the consensus of the Board not to reinvest one of the cds, but to move the monies into the fund balance.

Executive Session: Property Acquisition:

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

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Seddon**

**ABSTAIN: None**

**MOTION CARRIED**

The Board went into Executive Session at 8:51 p.m.

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

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: Seddon**

**ABSTAIN: None**

**MOTION CARRIED**

The Board came out of Executive Session at 9:14 p.m.

Planning of Future Meetings: The next regular meeting is scheduled for October 24, 2007, at 7:30 p.m.

Around the Table:

Hubbard reported she would be taking a trip to Maine in the next week. Speder suggested local artists and entertainers be highlighted by the Library. Kosek indicated he would be in Hawaii from October 10 – 16.

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

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

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:17 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary