

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
October 24, 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 September 26, 2007 Regular Meeting of the Library: McCleary moved the minutes be approved. Hippensteel seconded the motion.

AYES:	Hippensteel Hubbard Kosek McCleary Speder Wagner	NAYS:	None
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ABSENT:	None	ABSTAIN:	Seddon
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After some discussion, the minutes were approved as corrected. MOTION CARRIED

Approval of the Minutes of the September 26, 2007 Executive Session Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

AYES:	Hippensteel Hubbard Kosek McCleary Speder Wagner	NAYS:	None
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ABSENT:	None	ABSTAIN:	Seddon
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**The minutes were approved as corrected
MOTION CARRIED**

Approval of the Minutes of the October 8, 2007 Finance Committee Meeting: Kosek moved the minutes be approved as corrected. Wagner seconded the motion.

AYES: Kosek
McCleary
Wagner
NAYS: None

ABSENT: None
ABSTAIN: None

MOTION CARRIED

Approval of the Minutes of the October 17, 2007 Special Meeting: McCleary moved the minutes be approved as corrected. Hubbard seconded the motion.

AYES: Hippensteel
Hubbard
McCleary
Speder
Seddon
Wagner
NAYS: None

ABSENT: None
ABSTAIN: Kosek

MOTION CARRIED.

Approval of the Minutes of the October 17, 2007 Executive Session Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

AYES: Hippensteel
Hubbard
McCleary
Speder
Seddon
Wagner
NAYS: None

ABSENT:
ABSTAIN: Kosek

The minutes were approved as corrected.
MOTION CARRIED

Report of the Board President: Wagner stated he continues to correspond with Hill via email. Wagner indicated he attended the DLS Board President's Roundtable on October 1. Wagner reported he attended the Village Board Meeting on Monday, October 22. There was discussion on Trustee Bulthuis' comments regarding the accounting fees the village charges the Library and the joint meeting on December 3 with the Village Board.

Report of the Finance Committee: Kosek reiterated the committee met on October 8. Kosek indicated the committee discussed the accounting fees the village charges the Library, the proposed revisions to the FY Budget 2007/2008, and the projected Budget 2008/2009.

Report of the Treasurer: Kosek indicated the fund balance was \$2,011,828.56.

Approval of the October Bill Listing, fiscal year in the amount of \$149,100.66: Kosek moved to approve the bill listing in the amount of \$149,100.66. McCleary seconded the motion.

ROLL CALL VOTE:

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

After some discussion the MOTION CARRIED

Report of LINC Representative: None.

Report of the DLS Representative: Kosek reported the DLS Board met on Thursday, October 18. Kosek indicated new officers to the board were elected. Kosek stated the Strategic Planning Consultant Selection Committee's recommendation of Miriam Pollack to assist in developing DLS' strategic plan was approved

Report of the Building Committee: None.

Report of the Policy Committee: Hill stated the committee would meet in January.

Report of the Friends of the Library Liaison: Speder reported the Friends met on October 10. Speder indicated there are now 104 members in the Friends. Speder reported the book sale was very successful. Speder indicated there is a Friends bulletin board in the Library lobby. Speder stated Joyful Traditions is scheduled for December 1. Speder reported the "Giving Tree" would be in the Library lobby again this year. Speder indicated the Friends have been invited to appear on the village cable television show on Monday evenings. Speder reported the Friends presented the Library with a check for \$4,215.00 at the October 10 meeting.

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

Correspondence: Klein Thorpe Jenkins Letter, July 30, 2007.

Letters to Departing Staff Members: None.

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 stated ticket sales are down this year but Judy Grove would be sending another press release publicizing the event.

- Hill reiterated the Friends presented the Library with a check for \$4,215.00 at their October 10 meeting. Hill also passed around the list of items the Library asked to have funded by the Friends.

Staff Update:

- Hill reported Reference Librarian Jim Barton would be leaving the Library for the Glenside Public Library District.

Building:

- Hill informed the Board the elevator room has smelled for several weeks Hill indicated Nicor, ACM Elevator, the plumber, and the Fire Department have been out to investigate but the cause of the smell cannot be determined.

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 MyMediaMall would start in November after staff is trained in October.

Audit:

- Hill provided the Board with a copy of the Library's portion of the village's financial report (audit).

Accounting Fees:

Hill provided the Board with a copy of the memo she sent to Finance Director Dubrowski regarding the accounting fees the village is charging the Library.

Programs:

- Hill reported 23 attended the Improv Commandos program on October 20 and 28 attended Old Time Radios performance on October 21.

Resource:

- Hill reported the next issue of the *Resource*, which covers October, November, and December events, has been mailed.

Quick Flicks

- August - 98

Incident Reports: It was the consensus of the Board to exclude one individual from the Library for seven months after discussing the problem and report involving this person.

Unfinished Business:

Building Site Feasibility Study: None.

Library Financial Plan: None.

Emergency Response Plan: Hill indicated trustees would be provided with the Emergency Response Plan packet next month.

New Business:

HVAC: Flue Turbulator Quote: It was the consensus of the Board to proceed with the installation of the flue turbulator for boiler number 2.

Executive Session: Property Acquisition:

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

ROLL CALL VOTE:

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

The Board went into Executive Session at 8:55 p.m.

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

ROLL CALL VOTE:

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

The Board came out of Executive Session at 9:13 p.m.

Planning of Future Meetings: The next regular meeting is scheduled for November 28, 2007, at 7:30 p.m.

Around the Table: McCleary reported his son Scott will be beginning a new job and his new boss lives in Villa Park. Kosek reminded everyone to purchase their Murder Mystery Event tickets.

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

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT:

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:16 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary