

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES**

November 28, 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 October 24, 2007 Regular Meeting of the Library: 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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MOTION CARRIED

Approval of the Minutes of the October 24, 2007 Executive Session Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

Approval of the Minutes of the November 12, 2007 Committee of the Whole: Hubbard moved the minutes be approved as corrected. Hippensteel seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Speder
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED.

Report of the Board President: Wagner stated he continues to correspond with Hill via phone and email. Wagner indicated he, Speder, Hill and Birmingham attended the 5th Annual Legislative Breakfast at DLS on November 19.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek indicated the fund balance as of October 31, 2007, was \$1,854,215.17.

Approval of the November Bill Listing, fiscal year in the amount of \$81,762.03: Kosek moved to approve the bill listing in the amount of \$81,762.03. Hubbard seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
McCleary
Speder
Seddon
Wagner

NAYS: None

ABSENT:

ABSTAIN: None

After some discussion the MOTION CARRIED

Report of LINC Representative: Hubbard indicated FY 2008/2009 LINC Budget was on the agenda under "New Business." Hubbard reported Consortium Manager Dawe would be exploring changing the fee structure for member libraries.

Report of the DLS Representative: Kosek reported the Board met on November 15. Kosek stated as of November 15, the state budget had not been signed and DLS is operating with their reserve funds. Kosek indicated Illinois Library Day would be in April 2008. Kosek reported the

Board voted to raise the Voices of Vision fee immediately. Kosek indicated there would be no Board meeting in December.

Report of the Building Committee: Wagner indicated the committee met on November 6.

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

Report of the Friends of the Library Liaison: Speder reported the Friends met on October 10. Topics of discussion included exploring moving the Friends money into an interest bearing account, and catering the Murder Mystery Event next year. Speder indicated there are now 105 members in the Friends. Speder reported the Friends would decorate a tree and participate in Joyful Traditions on December 1. Speder indicated the giving tree was up in the lobby of the Library. Speder stated Bob Palmer and Bill Nolden were on the cable channel promoting the Friends. Speder indicated Hill would be presenting the Friends with a wish list from the Library at their next meeting on December 12.

Report of Gifts to the Library: The report was in each trustee's packet. Hill indicated adopt-a-magazine letters were sent out to local businesses.

Correspondence: Letter from the Office of the DuPage County Clerk.

Letters to Departing Staff Members: The Board signed a letter for Jim Barton.

Report on Strategic Plan Administrator's Report:

Friends:

- Hill reiterated the Friends are providing the Giving Tree again and would also be sponsoring a tree on the prairie path.

Staff Update:

- Hill reported Reference Librarian, Denise Kuhr would be given additional hours and Reference Assistant Liz DeCoster was hired to replace Jim Barton's hours in Adult Services.

Building:

- Hill informed the Board a representative from Environmental Consulting was out to run tests in order to determine the cause of the elevator room smell. Hill anticipated the cost of the test to run at least \$1000.
- Hill reported the Flue Trubulators were installed.

Services:

- Hill stated MyMediaMall is up and running, and Grove would be writing a press release on this service.
- Hill reported Tumblebooks and TumbleReaders, a new online database, is also available.

Programs:

- Hill reported the Eric Noden concert on November 10 was well received. Hill indicated the Spoon Man program was also very successful.

- Hill stated the Business, Books & Bites Idea Discussion has not garnered much of an audience so a change in time and or format would be explored.

Legislative Breakfast

- Hill indicated she, Birmingham, Wagner, and Speder attended the 5th Annual Legislative Breakfast at DLS on November 19. Hill reported she and Birmingham spoke to Representatives Reboletti and Pihos.
- There was some discussion on Hill's job title. Hill indicated in order to keep current the title should be changed from Administrator to Director.

ILUUG

- Hill reported she, Bradford and Jeff Sand, attended the Illinois Unicorn Users Group meeting at the Schaumburg Public Library District. Hill indicated the SIRSI product is still in development so Consortium Manager Dawe would be talking to third party vendors to act as the catalog interface.

Flickr

- Hill indicated Birmingham has been updating the Library's flickr account with photos from programs. Hill stated a physical scrapbook would be made with these photos to be used and displayed at future open houses.

Budget

- Hill indicated next year's budget would reflect a change with capital items. Hill stated a recommendation would be made to shift dollars from capital items to supplies since many of the items that have been booked to capital items are considered supplies.

Adopt-A-Magazine

Hill reiterated she and Carolyn Turner would be sending donation letters to area businesses in support of this collection.

Insurance

Hill indicated she would be meeting with an insurance broker to discuss other insurance coverage and costs.

Exclusion

Hill reported she had attempted to contact the mother of a child who would be excluded but reported she had not been able to make direct contact.

District Library Information

Hill presented the Board with a fact sheet on district libraries.

Joint Meeting on December 3

Hill indicated she believed all was set for the joint meeting with the Village Board on December 3.

Heart Association

A fax from the American Heart Association regarding a donation of an AED device was included in each trustee's packet.

COD Literacy Classes

Hill indicated the COD Literacy Classes at Willowbrook High School have been displaced by construction and the Library would be looking to host their classes.

Incident Reports: The reports were included in each trustee's packet.

Unfinished Business:

Building Site Feasibility Study: None.

Library Financial Plan: None.

Emergency Response Plan: The Emergency Reponse Plan was included in each trustee's packet.

New Business:

Library Calendar 2008: McCleary moved to accept the Library Calendar 2008. Hubbard? seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Reference Transaction Survey: The Reference Transaction Survey for October 2007 was included in each trustee's packet.

FY 2008/2009 LINC Budget: Hubbard indicated the LINC budget has to be approved in January.

Disposal of Equipment and Furniture: McCleary moved to approve the disposal of equipment and furniture. Hubbard seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Executive Session: Property Acquisition:

McCleary moved the Board go into Executive Session. Speder 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 8:48 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 9:10 p.m.

Planning of Future Meetings: The Joint Meeting with the Village Board is scheduled for December 3, 2007. The next regular meeting is scheduled for December , 19 2007, at 7:30 p.m.

Around the Table: McCleary reported his son Scott began his new job.

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 9:13 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary