

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 19, 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: Eric Penney, Nagle Hartray, Graham Harwood, Owner Services Group, INC.

Public Participation: None.

Approval of the Minutes of the November 28, 2007 Regular Meeting of the Library: Hubbard moved the minutes be approved as revised. McCleary seconded the motion.

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

MOTION CARRIED

Approval of the Minutes of the November 28, 2007 Executive Session Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion.

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

MOTION CARRIED

Approval of the Minutes of the December 3, 2007 Joint Meeting of the Village and Library Boards: Hubbard moved the minutes be approved. 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 email. Wagner indicated he walked through the Medical Arts building and reported on the progress of the build-out.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek indicated he will forward the fund balance to Hill when he receives it from Finance Director Dubrowski.

Approval of the November Bill Listing, fiscal year in the amount of \$34,527.74: Kosek moved to approve the bill listing in the amount of \$34,527.74. 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."

Report of the DLS Representative: Kosek reported the Board did not meet in December and would be meeting the third Thursday in January.

Report of the Building Committee: None.

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 December 12. Speder indicated the Friends would be meeting on January 9 and Pat Hubbard would attend in her place. Speder stated Hill provided the Friends with a wish list from the Library.

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

Correspondence: Hill indicated she sent a letter to Representative Dennis M. Reboletti.

Letters to Departing Staff Members: None.

Report on Strategic Plan Administrator's Report:

Friends:

- Hill stated the Friends are providing the Giving Tree again and would also be sponsoring a tree on the prairie path. Hill reiterated she provided the Friends with a wish list from the Library. Hill indicated the Library and the Friends would be working together to facilitate booking programs.

Staff Update:

- Hill reported Julie Gill's brother-in-law passed away and Pat Meder had knee surgery. Hill indicated Candy Smith coordinated the adopt-a-family of two needy families this year.

Building:

- Hill informed the Board the odor in the elevator is still present.
- Hill reported Northern Weathermakers is recommending another repair which will cost approximately \$3000.

Services:

- Hill reported there are problems with the self-checkout scanner.

Programs:

- Hill reported there are a number of programs for adults in the January, February, and March *Resource*. Hill stated the Library received the check for the LSTA grant, *Illuminar*.

Referenda Question:

Hill indicated if the design is completed by March, another round of public input with an open house and focus groups in April and May, another survey is conducted, and one more presentation to the Village Board, the adoption of the question or questions would be no later than August 2008.

Budget

- Hill stated she sent a draft of the projected FY Budget 2008/2009 to the village Finance Department. Hill indicated the Finance Committee should meet to review the projected FY Budget 2008/2009.

Technology Plan:

Hill reported John Bradford and Jeff Sand have been working on the Technology Plan and would attend the January Board Meeting.

Staff In-Service:

Hill indicated the Quality Team is planning this year’s staff in-service day.

Other Insurance:

Hill reported she met with an insurance broker to discuss the Library’s other insurance.

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

219 S. Ardmore Avenue Property:

Hill updated the Board on the property at 219 S. Ardmore Avenue and indicated, the locks have been changed and the former owner is out of the home.

Unfinished Business:

Building Site Feasibility Study: Penney and Harwood provided the Board with examples of design methods. It was the consensus of the Board for Hill to meet with Penny and Harwood to discuss a timeframe and costs for the project and report back to the Board.

Library Financial Plan: None.

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
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ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

FY 2008/2009 LINC Budget: Hubbard moved to accept the FY 2008/2009 LINC Budget. Kosek 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

FY 2008/2009 Library Budget: Hill presented the Board with the projected FY Budget 2008/2009 with the committee.

Library Administrator's Job Description: McCleary moved to approve the revised Library Administrators Job Description. Speder seconded the motion.

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Executive Session: Semi-Annual Review of Executive Session Minutes
Property Acquisition

It was the consensus of the Board to allow Harwood to attend the Executive Session. 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 8:48 p.m.

McCleary moved the Board come out of Executive Session. Kosek 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 9:46 p.m.

McCleary moved to release the Executive Session minutes for October 25, 2006, November 15, 2006, July 25, 2007, and September 11, 2007. Hubbard seconded the motion, and the motion carried.

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Planning of Future Meetings: The next Building Committee is scheduled for January 5, 2008 at 9:30 a.m. The next Finance Committee Meeting is January 7, 2008 at 7:00 p.m. The next Special Meeting is scheduled for January 14, 2008 at 7:00 p.m. The next regular meeting is scheduled for January 23, 2008, at 7:30 p.m.

Around the Table: Hubbard indicated she is a voter's registrar. Hippensteel wished everyone "Happy Holidays." Speder indicated the *DLS Holiday Giving Guide* included very useful information. McCleary wished everyone "Merry Christmas" and "Happy New Year." Birmingham wished everyone "Happy Holidays." Kosek stated he has been cast in the play, *A Murder from Hell* at Angelo's restaurant in Elmhurst. Hill indicated she would be on vacation the week after Christmas. Wagner reported on property that was de-annexed from Oakbrook Terrace whose and owner is in negotiations to have the property annexed by Villa Park.

Adjournment: McCleary moved the meeting be adjourned. Seddon 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 9:55 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary