

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
February 27, 2008**

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, Mark McCleary [arrived at 7:47 p.m.], Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Stan Kosek.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary.

Public Participation: None.

Approval of the Minutes of the January 19, 2008 Regular Meeting of the Library Board: Hippensteel moved the minutes be approved as revised. Seddon seconded the motion.

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

**After some discussion the minutes were approved as corrected.**

Approval of the Minutes of the January 19, 2008 Executive Session Meeting: Speder moved the minutes be approved. Hippensteel seconded the motion.

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

**After some discussion the minutes were approved as corrected.**

Approval of the Minutes of the January 23, 2008 Regular Meeting of the Library: Hippensteel moved the minutes be approved. Speder seconded the motion.

<b>AYES:</b>	<b>Hippensteel</b>	<b>NAYS:</b>	<b>None</b>
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**Hubbard  
Seddon  
Wagner**

**ABSENT: Kosek  
McCleary**

**ABSTAIN: Speder**

**MOTION CARRIED**

Approval of the minutes the February 13, 2008 Executive Session Meeting: Hippensteel moved the minutes be approved. Hubbard seconded the motion.

**AYES: Hippensteel  
Hubbard  
Seddon  
Wagner**

**NAYS: None**

**ABSENT: Kosek  
McCleary**

**ABSTAIN: Speder**

**MOTION CARRIED**

Report of the Board President: Wagner stated he continued to correspond with Hill via phone and email.

Report of the Finance Committee: None.

Report of the Treasurer: Wagner appointed Seddon Treasurer Pro Tem.

Approval of the December Bill Listing, fiscal year in the amount of \$54,042.96: Seddon moved to approve the bill listing in the amount of \$54,042.96. Hubbard seconded the motion.

ROLL CALL VOTE:

**AYES: Hippensteel  
Hubbard  
Speder  
Seddon  
Wagner**

**NAYS: None**

**ABSENT: Kosek  
McCleary**

**ABSTAIN: None**

**MOTION CARRIED**

Report of LINC Representative: Hubbard reported the February 6 meeting was canceled. Hubbard indicated the LINC budget would be voted on at the March 5 meeting. Hubbard also indicated Consortium Manager Dawe's evaluation would begin at the March Meeting. Hill reported Dawe was at the Library the week of February 3 to ensure a smooth transition to the new Java WorkFlows client.

Report of the DLS Representative: Wagner reported ILA Legislative Day is scheduled for April 10, 2008.

Report of the Building Committee: None.

Report of the Policy Committee: None.

Report of the Friends of the Library Liaison: Speder reported she was unable to attend the February meeting. Hill indicated the Lincoln program scheduled for February 13 was canceled due to bad weather. Hill stated staff would work on rescheduling. Hill indicated the Library would be supplying the Friends with a wish list at their March Meeting.

[McCleary arrived at this point in the meeting]

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

Correspondence: Hill indicated she would provide the Board with the corrected 2008 Municipal Library calendar from Klein, Thorpe and Jenkins, LTD. at the March Regular Meeting. Other correspondence included a Notice of Boundary Change of City of Oakbrook Terrace, IL by Disconnection Judgment, and letters from Don McKay of Nagle Hartray, the Oakbrook Terrace Park District, District 45, and two letters to Library patrons.

Letters to Departing Staff Members: None.

Assistant Director's Report: Birmingham updated the Board on the March 7th, staff in-service day. Birmingham reported the "Illuminar: Spanish for the Business Minded" would begin at the Library on March 4. Birmingham indicated he was visited by Villa Park resident George Guzik who was seeking permission to metal detect on the 219 South Ardmore property. Birmingham reported the Library would be moving to the wireless fire alarm system the Villa Park Fire Department recommended.

Library Director's Report:

Friends:

Hill reported Friends President, Meredith Meder is trying to get the 501C3 forms from the treasurer. Hill reiterated she would be providing the Friends with a wish list at their March Meeting.

Staff Update:

Hill indicated the YS page position has been filled, Sylvia Jarecki had a baby boy (Nathan John) on February 23, and Carol Maltese is back to work and doing well.

Building:

Hill reported the Technical Services Department move to the Annex is progressing. Hill outlined for the Board some ideas for reallocating space in the Library once the Technical Services Department has moved to the Annex.

Services:

Hill indicated CPS is reviewing the cabling problems with the self-checkout machine.

Hill stated the Lifelong Learning League is working on “Make a Difference Day” which is slated for October 25, 2008. Hill indicated Judy Grove is contacting different local organizations to determine interest and how to highlight the services provided by the organizations. In addition, the League contacted Loretta Larouche who may be interested in doing a televised program some time in the fall.

Building Committee:

Hill reported department heads are reviewing the building program summary. Hill stated the Building Committee would need to meet with the architects to begin reviewing design aspects.

Finance Committee:

Hill indicated the Finance Committee needs to meet with Steve Larson to go over the financial ramifications of a new building and or an operating increase. Hill provided several possible dates for the meeting. It was the consensus to meet on March 24.

Hill reported there is a dumpster at the 219 S. Ardmore property and Ly Tran would be cleaning the garage at that location as well as things left behind at the 317 S. Ardmore location.

Hill indicated Ly Tran would be adding two rows of lights in the Technology Center in an attempt to find a solution to a patron complaint.

Hill reported AT & T is going out of the pay phone business. Hill indicated the Library would not be replacing the pay phone, but has come up with a solution where patrons would be able to use a Library phone if they were in need of making a call.

Incident Reports: There was discussion of one incident. Hill would consult with the attorney on whether the behavior involved would warrant exclusion from the Library.

Unfinished Business:

FY 2007/2008 Budget Revisions & 2008/2009 Library Budget Approval: McCleary moved to approve the FY 2007/2008 Budget Revisions & 2008/2009 Library Budget. Hippensteel seconded the motion. After some discussion a call to question was made by McCleary.

ROLL CALL VOTE:

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

New Business:

Library Board Timetable 2008: The Library Board Timetable was provided for the Board's information.

Renewal of Oakbrook Terrace Service Agreement: McCleary moved to approve the Renewal of the Oakbrook Terrace Service Agreement. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

**MOTION CARRIED**

Job Description: Head of Maintenance Services: McCleary moved to approve the revised Job Description: Head of Maintenance. Hippensteel seconded the motion.

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

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

**MOTION CARRIED**

Job Description: Maintenance Assistant: McCleary moved to approve the Job Description: Maintenance Assistant. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:** Kosek

**ABSTAIN:** None

**MOTION CARRIED**

Library Director's Performance Review: A copy of the Library Director's Performance Review was provided to the Board.

Nagle Hartray Services Proposal: McCleary moved to approve Nagle Hartray Services Proposal. Hubbard seconded the motion.

ROLL CALL VOTE:

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

**NAYS:**        **None**

**ABSENT:**    **Kosek**

**ABSTAIN:**   **None**

**After some discussion the MOTION CARRIED**

Executive Session: Property Acquisition:

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

ROLL CALL VOTE:

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

**NAYS:**        **None**

**ABSENT:**    **Kosek**

**ABSTAIN:**   **None**

**MOTION CARRIED**

The Board went into Executive Session at 8:53 p.m.

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

ROLL CALL VOTE:

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

**NAYS:**        **None**

**ABSENT:**    **Kosek**

**ABSTAIN:**   **None**

**MOTION CARRIED**

The Board came out of Executive Session at 9:00 p.m.

Planning of Future Meetings: The next regular meeting is scheduled for March 19, 2008, at 7:30 p.m. Hubbard asked for a timetable up to November 2008 for the Board.

Around the Table: Hubbard indicated she would be receiving her last chemotherapy treatment. McCleary reported he would be acting in the play *Parade* on March 6, 7, 8, and 9. Birmingham updated the Board on several recent Adult Services programs. Seddon indicated he would be performing at Lunar Brewing Company's open mic night on the first Tuesday in March.

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

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

<b>ABSENT:</b>	<b>Kosek</b>	<b>ABSTAIN:</b>	<b>None</b>
<b>MOTION CARRIED</b>			

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