

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 28, 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, Stan Kosek, Mark McCleary [arrived at 8:24 p.m.], Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: None.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary, Susan McKean, Head of Youth Services, Steve Larson, Ehlers, INC.

Introduction of Visitors: Bill Nolden, Bob Palmer.

Public Participation: None.

Department Reports: Head of Youth Services: McKean presented the Board with an overview of the activities performed by the Youth Service Department.

It was the consensus of the Board to move the Update on Building Program led by Steve Larson from Unfinished Business to this point in the meeting.

Update on Building Program: Larson discussed his “Financial Planning Information” packet provided to the Board.

Approval of the Minutes of the April 7, 2008 Special Meeting of the Library Board: McCleary moved the minutes be approved as revised. Speder seconded the motion.

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

Approval of the Minutes of the April 23, 2008 Regular Meeting: Hubbard moved the minutes be approved. McCleary seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Approval of the Minutes of the April 23, 2008 Executive Session Meeting: Hubbard moved the minutes be approved. McCleary seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Approval of the April 28, 2008 Finance Committee Meeting: Kosek moved the minutes be approved. McCleary seconded the motion.

AYES: Kosek
McCleary
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Approval of the Minutes of the May 14, 2008 Special Committee Meeting: Hubbard moved the minutes be approved. Hippensteel seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: Hubbard
Kosek

MOTION CARRIED

ABSENT: None ABSTAIN: None

MOTION CARRIED

Approval of the May Bill Listing, fiscal year 08-09 in the amount of \$62,078.88: Kosek moved to approve the bill listing in the amended amount of \$62,078.88. McCleary seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None ABSTAIN: None

MOTION CARRIED

Report of LINC Representative: Hubbard reported the Governing Board would meet on June 4 at the LINC office. Hubbard indicated, Weldon Johnson of the Glen Ellyn Library could no longer hold the position of Vice President due to term limits for Glen Ellyn trustees. Hubbard stated a new President and President elect would be nominated at the June 4 meeting.

Report of the DLS Representative: Kosek reported the DLS Board met on May 15. Kosek indicated an Illinois State Library representative attended the meeting to report the Per Capita Grant requirements have been modified. Kosek stated a new filtering bill currently in committee, may be pushed out of committee. Kosek indicated the Board approved DLS'FY 2008 – 2009 budget. Kosek reported the DLS Awards/Presentation Program was scheduled for June 3. Kosek indicated two libraries were removed from DLS membership. Kosek stated the DLS Board would next meet on June 19.

Report of the Building Committee: Hubbard reported the committee met with Mr. Scavone to discuss the Phase II Environmental Assessment report.

Report of the Policy Committee: Hubbard reported the May 17 meeting was canceled. Hill indicated the committee would reschedule the meeting and she would bring the Study Room and Web Linking policies for the committee to review..

Report of the Friends of the Library Liaison: Speder reported the Friends met on May 14. Speder stated the Friends would again be involved in the Fourth of July Parade this year. Speder indicated the Murder Mystery information would be in the next issue of the *Resource*. Speder reported the Friends would be rethinking continuing the plant sale next year. Speder stated the Junior Women's club would be including the Friends of the Library in their calendar. Speder reported the Villa Park Historical Society planned a house walk with the Friends for September 6. Speder indicated the Friends are considering creating a book lovers calendar. Speder stated the next general meeting/pool party would be either July 13 or July 20.

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

Correspondence: Assorted correspondence was included in each trustee's packet.

Letters to Departing Staff Members: None.

Assistant Director's Report: Birmingham commented on the Reference Transaction Survey which was included in each trustee's packet.

Library Director's Report:

Staff update

- Hill reported Nancy Davis, a Villa Park resident and former College of DuPage LTA student, joined the staff as a Circulation Assistant.
- Hill indicated Rachel Anne Mencke joined the staff as the new Youth Services Librarian.
- Hill stated the Maintenance Assistant position was posted in the June/July issue of the *Resource*.

Building

- Annex: Hill reported the permanent certificate of occupancy was received last week. Hill indicated there were several small roof leaks which Mr. Scavone indicated he would have addressed. Hill indicated Greg from Northern Weathermakers was asked to inspect the HVAC system.
- Parade: Hill indicated a float would be built again for the parade. Hill stated a scrabble board would be built to coincide with the Summer Reading Theme, "Get in the Game – Read!"

Services:

- Hill stated the *Resource* was mailed this past weekend. Hill indicated Mini Golf @ the Library was scheduled for after hours on Saturday, July 26 from 6:00 -7:30 p.m.

Summerfest:

- Hill indicated Jean Taylor, of the Summerfest Commission, asked if they could place a 5' x 3' sign/banner for the fest on library property. The Board indicated their approval.

Per Capita Requirements:

- Hill provided the Board with this year's requirements for the Per Capita Grant. Hill recommended asking an attorney from Klein, Thorpe and Jenkins, LTD to attend July's Board Meeting to assist in the review of the Freedom of Information Act and the Open Meetings Act as well as the Ethics Statement. It was the consensus of the Board to ask an attorney from the Citizens Advocacy Center to a Board Meeting to assist in this review.

Steering Committee: Hill indicated the Board should let her know of any individuals they believe should be invited to an informational referendum meeting.

Village Communications:

- Hill provided the Board with the last memo sent to the Village Trustees. Hill reiterated the timeframe Village Manager Niemann outlined the previous week.
- Hill reported she needed Village President Stupegia’s signature on the _____ grant because the Library is included under the Village’s FEIN. Hill stated she contacted the Library attorney who indicated the Library should have its own FEIN.

Incident Reports: One incident report with the Library attorney’s response was included in each Trustee’s packet.

Unfinished Business:

Update on Building Program: Hill reported the architects would have the schematic design cost estimate completed by May 30 in order for Harwood to cost out the project.

New Business:

Board Member Information for VPPL Web site (Photos): Hill indicated Jeff Sand created a page on the Library’s Web site to highlight the Trustees. Birmingham indicated Sand needed several of the trustee’s information sheets in order to complete the page.

Executive Session: Property Acquisition:

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

ROLL CALL VOTE:

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

The Board went into Executive Session at 9:18 p.m.

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

ROLL CALL VOTE:

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

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The Board came out of Executive Session at 9:55 p.m.

Planning of Future Meetings: The next Committee of the Whole Meeting is scheduled for June 16, at 7:00 p.m. The next regular meeting is scheduled for June 25 at 7:30 p.m.

Around the Table: Speder indicated the Historical Museum's passports were available at the Library.

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

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

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 10:10 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary