

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
June 25, 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, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Mark McCleary.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary, Candace Smith, Head of Readers Advisory, Steve Larson, Ehlers, INC., Don McKay, Eric Penny and Heather McGuinn, Nagle Hartray, Architects LTD, and Bob Svoboda, Construction Cost Systems, Owner Services Group.

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the May 28, 2008 Regular Meeting of the Library Board: Hubbard moved the minutes be approved as revised. Speder seconded the motion.

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

Approval of the Minutes of the May 28, 2008 Executive Session: Kosek moved the minutes be approved. Hubbard seconded the motion.

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

Approval of the Minutes of the June 7, 2008 Policy Committee Meeting: Hubbard moved the minutes be approved. Hippensteel seconded the motion.

**AYES:** Hippensteel  
Hubbard  
Seddon

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Approval of the June 16, 2008 Committee of the Whole Meeting: Hubbard moved the minutes be approved. Hippensteel seconded the motion.

**AYES:** Hippensteel  
Hubbard  
McCleary  
Speder  
Wagner

**NAYS:** None

**ABSENT:** McCleary

**ABSTAIN:** Seddon

Report of the Board President: Wagner indicated he communicated with Hill via phone and email. Wagner reported he attended the DLS Awards Presentation/Program at the Warrenville Public Library District on June 3.

Report of the Finance Committee: No report.

Report of the Treasurer: Kosek reported the fund balance was \$1,742,531.00 after the June property tax disbursements.

Approval of the June Bill Listing in the amount of \$89,902.16: Kosek moved to approve the bill listing in the amount of \$89,902.16. Hubbard seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** McCleary

**ABSTAIN:** None

**MOTION CARRIED**

Report of LINC Representative: Hubbard reported she did not attend the Governing Board meeting on June 4 at the LINC office. Hubbard stated Linda Szramiak from the Bloomington Public Library was elected President/President elect. Hubbard indicated the LINC audit was underway. Hubbard stated the next Governing Board Meeting would be September 3.

Department Reports: Head of Readers Advisory: Smith presented the Board with an overview of the activities performed by the Readers Advisory Department.

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

Update on Building Program: Penney presented the Board with Nagle Hartray's pricing package for a new library building. The Board asked the architects to reduce the cost of the building to \$25 million. Penney and McKay indicated they would develop a list of alternative/options for the Board to review.

There was some discussion on the bond and operating questions. It was the consensus of the Board to proceed with both questions in the November election.

Report of the DLS Representative: Kosek reported he did not attend the DLS Board meeting on June 19. Kosek stated Executive Director Byrnes did not attend the Board meeting. Kosek reported DLS scheduled a "Candidates Breakfast" on July 14 for the candidates running for the open legislative seats in the DLS area. Kosek reported the Illinois State Library was planning an online statewide continuous education calendar to go live on September 1. Kosek stated Gwen Harrison would be representing the State Library at DLS meetings replacing Mary Downing. Kosek indicated the Per Capita Grant workshops would be taking place over the next few months. Kosek reported the Board was discussing keeping DLS open on holidays. Kosek indicated there was no funding for additional daily van delivery. Kosek reported DLS was looking to bus DLS members to the ILA Conference in September. Kosek stated DLS Day 2009 was scheduled for May 18, 2009.

Report of the Building Committee: Hill indicated the Building Committee would meet once the completed their work.

Report of the Policy Committee: Hubbard reported the committee met on June 7. Hubbard indicated the Meeting Room Policy was discussed but not changed. Hubbard stated the other policies discussed are on the agenda for approval. Hubbard indicated the committee would be meeting to discuss the bid policy

Report of the Friends of the Library Liaison: Speder reported the Friends met on June 11. Topics of discussion were the Fourth of July float, other fundraisers, the Murder Mystery event, 501c3 status, and the house walk with the Historical Museum. Speder indicated there was no General Meeting scheduled. Speder stated the pool party was scheduled for 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: The Board signed letters for Rachel Bornstein and Terry Kraus.

Assistant Director's Report: Birmingham indicated he is the Villa Park Lions Club President. Birmingham commented on the Poetry in the Park adult program series co-sponsored with the Recreation Department.

Library Director's Report:

Staff update

- Hill reported new staff members include Adult Services Page, George Altosino and Maintenance Assistant, Al Wakat.
- Hill indicated the number of hours budgeted for the Community Relations Coordinator position was insufficient. Hill stated she would be working on an Adult Services Outreach Librarian job description since this has become the focus of Judy Grove's work in recent months.

Building

- Annex: Hill reported the first program was held in the Annex on June 13, with 72 attendance.
- Parade: Hill thanked Wagner for donating his trailer for the parade. Hill indicated Jeff Sand has begun working on the Scrabble board.
- Telephones: Hill reported AT&T removed the pay phone from the Library. Hill stated the Library's POTS (plain old telephone service) was moved to Call-One.
- Gas: Hill indicated she asked Carolyn Turner to examine gas costs.
- T1: Hill reported there have been intermittent problems with the Library's T1 line. Hill indicated AT&T installed a new line above ground running from the phone box to the telephone pole in the back of the building. Hill stated she asked Carol Dawe if the Illinois Century Network would help with resolving this problem.
- Collections: Hill reported the Reference collection was weeded, the High School collection has been moved toward the east windows on the first floor, the DVD and Video collection rearranged using the old High School shelving and the CD collection was placed in the browsing bin which had housed the DVDs and videos.

Services:

- Resource: Hill stated the *Resource* is due out in mid-July.
- Summerfest: Hill indicated she, Birmingham, and Bledsoe worked the Summerfest table on June 21.
- Self-Checkout: Hill reported staff is continuing to work with ITG to resolve continuing problems with the self-checkout machine.

Village Communications:

- Hill indicated she spoke to Trustee Bulthius who had questions and concerns with the cost of the building project.

New Space Operating Needs:

Hill indicated she had forgotten a spreadsheet on the new space operating needs in each trustee's packet.

Incident Reports: One incident report was included in each Trustee's packet.

Correspondence: Letters of correspondence were in each trustee's packet.

Unfinished Business:

Board Member Information for VPPL Web site (Photos): Birmingham indicated he would take new photos of the trustees for the Web site.

New Business:

Prevailing Wage Resolution/Ordinance: Hubbard moved to approve the revised Prevailing Wage Resolution/Ordinance. Kosek seconded the motion.

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

**NAYS:** None

**ABSENT:** McCleary

**ABSTAIN:** None

**MOTION CARRIED**

Policy 530.2: Building Use, Study Rooms: Hippensteel moved to approve Policy 530.2: Building Use, Study Rooms. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:** McCleary

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Policy 645: Materials, Web Site Linking Policy: Hubbard moved to approved revised Policy 645: Materials, Web Site Linking Policy. Seddon seconded the motion.

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

**NAYS:** None

**ABSENT:** McCleary

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Policy 710: Ciculation, Loan Periods, Renewal Periods, and Limits of Materials: Hubbard moved to approve revised Policy 710: Circulation, Loan Periods, Renewal Periods, and Limits of Materials. Hippensteel seconded the motion.

**AYES:** Hippensteel  
Hubbard  
Seddon  
Speder  
Wagner

**NAYS:** Kosek

**ABSENT: McCleary** **ABSTAIN: None**  
**After some discussion the MOTION CARRIED**

Resolution Commemorating Oakbrook Terrace 50th Anniversary: Kosek moved to approve the Resolution Commemorating Oakbrook Terrace 50th Anniversary. Speder seconded the motion.

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

**ABSENT: McCleary** **ABSTAIN: None**  
**After some discussion the MOTION CARRIED**

Executive Session: Property Acquisition:

Semi-Annual Review of Executive Session Minutes:

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

**ROLL CALL VOTE:**

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

**ABSENT: McCleary** **ABSTAIN: None**  
**MOTION CARRIED**

The Board went into Executive Session at 9:41 p.m.

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

**ROLL CALL VOTE:**

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

**ABSENT: McCleary** **ABSTAIN: None**  
**MOTION CARRIED**

The Board came out of Executive Session at 9:51 p.m.

Kosek moved to release the Executive Session minutes for October 27, 2004; March 23, 2005; October 25, 2006, November 15, 2006, June 27, 2007; July 9, 2007; July 25, 2007, and September 11, 2007; August 22, 2007; October 17, 2007; January 19, 2008; January 23, 2008; February 2, 2008; February 13, 2008; February 27, 2008; March 19, 2008; April 23, 2008; and May 17, 2008.. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:** McCleary

**ABSTAIN:** None

**MOTION CARRIED**

Planning of Future Meetings: A Building Committee and Special Meeting would be scheduled once the list of alternatives/options from the architects was received. The next regular meeting is scheduled for July 23, at 7:30 p.m.

Around the Table: Hippensteel stated he was going to Disney World and would not be attending the next regular meeting. Speder indicated the Historical Museum’s Ice Cream Social was scheduled for July 3. Kosek mentioned August 2 is Kane County Cougars “Library Appreciation Day.”

Adjournment: Kosek moved the meeting be adjourned. Seddon seconded the motion.

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

**NAYS:** None

**ABSENT:** McCleary

**ABSTAIN:** None

**MOTION CARRIED**

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 10:07 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary