

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 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, Stan Kosek, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: None.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary; John Bradford, Head of Automation and Technical Services.

Introduction of Visitors: None.

Public Participation: None.

Department Reports: Head of Automation and Technical Services: Bradford presented the Board with an overview of the activities performed by the Automation and Technical Services Department.

Approval of the Minutes of the July 16, 2008 Committee of the Whole meeting of the Library Board: Hubbard moved the minutes be approved. Hippensteel seconded the motion.

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

NAYS: **None**

ABSENT: **None**

ABSTAIN: **McCleary**

MOTION CARRIED

Approval of the Minutes of the July 23, 2008 Ad Hoc Presentation Committee Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

AYES: **Hubbard
Kosek
Wagner**

NAYS: **None**

ABSENT: **None**

ABSTAIN: **None**

MOTION CARRIED

Approval of the Minutes of the July 23, 2008 Regular meeting of the Library Board: McCleary moved the minutes be approved. Seddon seconded the motion.

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

NAYS: **None**

ABSENT: **None**

ABSTAIN: **Hippensteel**

MOTION CARRIED

Approval of the Minutes of the July 28, 2008 Ad Hoc Presentation Committee Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

AYES: **Hubbard**
 Kosek
 Wagner

NAYS: **None**

ABSENT: **None**

ABSTAIN: **None**

MOTION CARRIED

Report of the Board President: Wagner reported he met with Hill and Birmingham on August 21. Wagner thanked Hill, Birmingham and the Board of Trustees for their hard work and time spent on the proposed New Library Building Project.

Report of the Finance Committee: No report.

Report of the Treasurer: Kosek reported the fund balance was \$1,595,972.73 as of July 31, 2008.

Approval of the June Bill Listing in the amount of \$91,365.46: Hubbard indicated she was having trouble understanding the balance sheet. Hill stated she would have Carolyn Turner work with Village staff on a better reporting system. Kosek moved to approve the bill listing in the amount of \$91,365.46. McCleary seconded the motion. Kosek moved to amend his motion and approve the bill listing in the amount of \$91,415.46. 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 next meeting of the LINC Governing Board would be September 3 at the Geneva Public Library.

Report of the DLS Representative: Kosek reported the DLS Board met on August 21. Kosek stated DLS hired a Resource Sharing Specialist. Kosek indicated the continuing education fee would increase in September. Kosek reported on the Internet Safety and Education Bill. Kosek stated the next Legislative Breakfast was scheduled for November 17 at the Bloomingdale Public Library.

Report of the Building Committee: None.

Report of the Policy Committee: Hubbard reported the Committee met on August 13 to discuss the two policies on the agenda.

Report of the Friends of the Library Liaison: Speder reported the Friends met on August 13. Speder indicated membership was up to 116. Speder stated the Book Sale was scheduled for the first weekend in October and the Movie Matinees would begin on September 14. Speder reported the House Walk would take place on September 6. Speder indicated auditions for the Murder Mystery Event have taken place. Speder reported the Book Lovers calendar would be available for \$5.00. Speder indicated the Friends were considering doing a Shop and Share Day with Jewel Food Stores as well as holding a 5K race. Speder reported the next meeting was scheduled for September 10.

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 reported all the trustee's bios were added to the Library's Web site. Birmingham stated he created a voter registration schedule for the Library. Birmingham indicated he received a quote on building security from ADT but would ask the representative to adjust the quote.

Library Director's Report:

Staff Update:

- Hill reported Curtis McParland is the new Youth Services page.

Building:

- Annex: Hill stated the Friends of the Library would like to host the Murder Mystery Event in the Annex. Hill asked the Board if the Library should remain open on the Friday of the Murder Mystery Event. It was the consensus of the Board to remain open on Friday, October 31.

Hill indicated the Friends Movie Matinee would be held at the Annex due to COD's ESL class which is scheduled in the Ohrman Room on Sundays.

- Refrigerator: Hill reported the staff refrigerator needed a circuit board replaced which would cost between \$300 and \$400.
- Plumbing: Hill stated Tran would look to replace a valve in the downstairs men's washroom which was leaking.
- T1: Hill indicated the problem with the T1 line had not been resolved.
- Graffiti: Hill reported there was graffiti on the back door which Tran removed by painting the door.
- Recycling/Waste Containers: Hill reported new containers were purchased for the lobby. Hill stated the Green Audit indicated a need for more recycling containers around the building.

Services:

- Resource: Hill reported a special edition of the *Resource* presenting referendum information would be sent to all households in Villa Park at the end of September.

Self Checkout: Hill indicated ITG has extended the warranty for 6 months on the self checkout machine.

Library Card Sign-up Month: Hill reported this year's theme is "Get Smart @ Your Library." Hill stated Bledsoe would create drawing forms for a Staples gift card, the Scrabble Board would read "September is Library Card Sign-up Month," and the statue in front of the building would be dressed in school décor.

Make a Difference Day: Hill reported the Lifelong Learning League has begun sending out publicity for Make a Difference Day. Hill indicated Birmingham had his picture taken for the "Locks of Love" project sponsored by the Junior Women's Club. A copy of the Kiwanis project, "Vitamins for Victor," was included in each trustee's packet.

Village Communications:

- Hill stated she and Birmingham would deliver ordinances for the referendum to the county election commission on Thursday, August 28.

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

Unfinished Business:

Staff Recognition Dinner: The dinner is scheduled for September 11, at 6:00 p.m.

New Business:

Information to the Public Regarding Library Referendum: Hill updated the Board on the Steering Committee and the Organizational Meeting scheduled for September 2. It was the consensus of the Board to hold two "Trustee Talks" on September 13 and October 4, and two open houses on September 27 and October 18.

Disposal of Equipment: McCleary moved to approve the disposal of equipment. Speder seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Illinet Interlibrary Loan Traffic Form FY 2008 (July 1, 2007 - June 30, 2008): The Illinet Interlibrary Loan Traffic Form FY 2008 (July 1, 2007 - June 30, 2008) was included in each Trustee's packet.

Policy: General Policies, Freedom of Information: McCleary moved to approve the new policy. Hubbard seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Speder
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Policy: Trustees, Email Communication: McCleary moved to approve the new policy. Kosek seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Speder
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Policy Discussions: The Board discussed the updating procedures for each trustee's Policy Manual. It was the consensus of the Board to make all Library policies available electronically via the Library's Web site.

Executive Session: Business Matters (Property Acquisition):

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

ROLL CALL VOTE:

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

ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

The Board went into Executive Session at 9:17 p.m.

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

ROLL CALL VOTE:

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

ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

The Board came out of Executive Session at 9:35 p.m.

Planning for Future Meetings: The next regular meeting was scheduled for September 24, 2008 at 7:30 p.m.

Around the Table: Hubbard indicated there was an article of interest for trustees in the August issue of the Illinois Library Association's *Reporter*. Birmingham stated he would check to see if the publication was online. McCleary reported he has been back to school for over a week. Seddon indicated he would be out of town for several weeks in September and would miss the first "Trustee Talk." Kosek reported he has been cast in the Murder Mystery Event. Wagner asked if anyone was attending the DLS Scholarship Dinner on September 19. Hill asked for suggestions for the theme of the basket to be auctioned at the dinner.

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

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

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:40 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary