

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 24, 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, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Stan Kosek.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the August 13, 2008 Policy Committee Meeting of the Library Board: Hippensteel moved the minutes be approved. McCleary seconded the motion.

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

Approval of the Minutes of the August 27, 2008 Regular meeting of the Library Board: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

Approval of the Minutes of the August 27, 2008 Executive Session Committee Meeting:
Hubbard moved the minutes be approved. Hippensteel seconded the motion.

AYES: Hippensteel
Hubbard
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Kosek

ABSTAIN: None

MOTION CARRIED

Approval of the Minutes of the September 13, 2008 Trustee Talk: McCleary moved the minutes be approved. Hubbard seconded the motion.

AYES: Hippensteel
Hubbard
Wagner

NAYS: None

ABSENT: Kosek

ABSTAIN: McCleary
Seddon
Speder

MOTION CARRIED

Report of the Board President: Wagner reported he attended the DLS Scholarship Dinner on September 19.

Report of the Finance Committee: No report.

Report of the Treasurer: Hill reported Kosek had received the fund balance and it was \$1,348,020.83 as of August 31, 2008.

Approval of the June Bill Listing in the amount of \$47,364.91: McCleary moved to approve the bill listing in the amount of \$47,364.91. Speder seconded the motion. After some discussion a roll call vote was taken.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Kosek

ABSTAIN: None

MOTION CARRIED

Report of LINC Representative: Hubbard reported the LINC Governing Board met September 3 at the Geneva Public Library. Hubbard indicated both the abridged and detailed copies of the audit were presented to the Board. Hubbard stated the next meeting would be November 5 at the Batavia Public Library and Seddon would attend in her place.

Report of the DLS Representative: Hill reported Kosek had indicated Executive Director Byrnes resigned and a search committee has been formed.

Report of the Building Committee: None.

Report of the Policy Committee: Hubbard reported the Committee needs to set a date for their next meeting.

Report of the Friends of the Library Liaison: Speder reported the book sale was scheduled for October 2 – 4. Speder stated tickets for the Murder Mystery Event would go on sale on October 1. Speder indicated the next General Meeting was scheduled for October 8. Speder reported the Friends would be conducting a food drive and demonstrating the Wii at the Iowa Community Center on October 25 for Make a Difference Day. Speder indicated the Friends would participate in Joyful Traditions on December 6 by showing a movie for children at the Library before the activities begin on the Prairie Path. Speder stated the “Giving Tree” would be displayed in the lobby again this year. Speder indicated there was an idea to have a theatre night in January. Speder reported the Friends would be participating in the Mardi gras celebration at the Iowa Community Center on January 25. Speder stated the 2009 Book Lover’s calendar was for sale for \$6.00 at the Library.

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 provided the Board with a revised quote for an 8-camera security system from ADT. Birmingham reported the Library was invited to attend “Earth Flag Day” at the DuPage County Board Meeting on October 14. Birmingham indicated he would be attending the annual PADS meeting on October 9 at the Helen Plum Public Library.

Library Director’s Report:

Staff Update:

- Hill reported Heidi Geatros is the new Youth Services page.

Building:

- Annex: Hill stated there were concerns regarding the lighting for the Movie Matinee which was held the Annex in September.
- Smoking Container: Hill reported the top of the smoking container was stolen from in front of the building and would be replaced.
- Parking Lot: Hill stated some patchwork would be done to the parking lot.

- Carpeting: Hill indicated there are a couple of tears in the carpet in the stairway to the second floor. Hill stated a quote for ca. \$1300 was received to replace all carpeting on the stairs.
- Library Building Fund: Hill asked the Board if a New Building Fund should be started. It was the consensus of the Board to table the discussion until a later date.

Services:

- Resource: Hill reported the Referendum issue of the *Resource* should be in the mail at the beginning of October. Hill indicated work had begun on the next regular issue of the *Resource* covering November, December and January.
- Make a Difference Day: Hill reiterated the Lifelong Learning League has begun sending out publicity for Make a Difference Day scheduled for October 25 at Iowa Community Center.
- Patron Bill of Rights: Hill stated the Quality Team would be working on a Patron Bill of Rights.
- DLS Scholarship Dinner: Hill indicated Head of Youth Services, McKean, received donations for a basket for the silent auction portion of the scholarship dinner.

Village Communications:

- Hill reiterated the dates of the next Trustee Talk and Open Houses:
 Open House / September 27, 9:00 – 11:00 a.m.
 Trustee Talk /October 4, 9:00 – 10:30 a.m.
 Open House / October 18, 2:00 – 4:00 p.m.
- Hill indicated an information brochure for inclusion in school students' backpacks has been developed.
- Hill reported Birmingham attended St. Alexander's parent/teacher night on September 18 and she would be attending the upper grade parent teacher night on September 25. Hill indicated she also attended a parents' night at Iowa Community Center and dropped off brochures at the Montessori Academy.
- Hill provided the Board with a list of presentation dates the speakers committee has booked:

Kiwanis: October 1 at 7:00 a.m. / Kopper Kitchen
 Lions Club: October 2 at 12:00 p.m. / Villa Nova
 Rotary Club: October 7 at 12:00 p.m. / Villa Nova
 Junior Women's Club: October 8 at 8:00 p.m. at Iowa Community Center
 (Friends of the Library are also asking us to do an Open House
 type of program that evening—7:00 p.m.)
 Chamber of Commerce: October 9 at 8:00 a.m. at the Hensley's on Park
 Ave.

- Hill presented the Board with a list of commission meeting dates and asked the Board if any of them could attend the following:

Senior Citizens Commission: October 6 at 2:30 p.m./ Wildwood Recreation building – Hubbard, Speder

Summerfest Commission: October 7 at 7:00 p.m. at Iowa Community Center -- Hippensteel

Planning and Zoning Commission Meeting: October 9 at 7:00 p.m. at Village Hall -- None

Cable Commission Interview: October 13 at 6 p.m. – Wagner, Hill, Birmingham

Environmental Concerns Commission: October 23 at 7:00 p.m. at Village Hall -- Wagner

Community Pride Commission: October 28 at 7:00 p.m. at Village Hall – Hubbard, Seddon

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

Unfinished Business:

None.

New Business:

Per Capita Grant Application: McCleary moved to approve the Per Capita Grant application. Hubbard seconded the motion.

AYES:	Hippensteel Hubbard McCleary Seddon Speder Wagner	NAYS:	None
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ABSENT:	Kosek	ABSTAIN:	None
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After some discussion the MOTION CARRIED

Planning for Future Meetings: The next regular meeting was scheduled for October 22, 2008 at 7:30 p.m. Wagner indicated he would be out of town October 27 – 31.

Around the Table: Hubbard stated she attended the “Renew it Now” committee meeting on September 18. McCleary indicated he wrote a letter to the editor. Birmingham commented on the Mark Dvorak concert at the Library the previous Saturday night. Seddon commented on Hill’s email regarding the Illinois Clean Energy Foundation grant for LEED certification. Wagner reported on Monday, September 29, there would be a “Rails-to-Trails” ceremony at the gazebo on the Prairie Path.

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

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

ABSTAIN: None

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:06 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary