VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
January 28, 2009

Call to Order: President Wagner called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:31 p.m.

Trustees Present: Stan Kosek, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Dan Hippensteel, Pat Hubbard.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the December 13, 2008 Policy Committee Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

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

MOTION CARRIED

Approval of the Minutes of the December 17, 2008 Regular Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

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

MOTION CARRIED

Approval of the Minutes of the December 17, 2008 Executive Session Meeting of the Library Board: McCleary moved the minutes be approved. Speder seconded the motion.

AYES:	**Kosek**	**NAYS:**	**None**
	McCleary		
	Speder		
	Wagner		

ABSENT:	**Hippensteel** **Hubbard**	**ABSTAIN:**	**Seddon**

MOTION CARRIED

Approval of the Minutes of the January 5, 2009 Special Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

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

MOTION CARRIED

Approval of the Minutes of the January 5, 2009 Executive Session Meeting of the Library Board: McCleary moved the minutes be approved. Speder seconded the motion.

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

MOTION CARRIED

Report of the Board President: Wagner reported he corresponded with Hill via email and telephone over the past month. Wagner indicated he attended a Friends of the Helen Plum Memorial Library and spoke to Helen Plum Memorial Library Trustee Linnea Warda

Report of the Finance Committee: No report.

Report of the Treasurer: Kosek reported the fund balance was $1,565,642.67.

Approval of the January Bill Listing in the amount of $66,673.33: Kosek moved to approve the bill listing in the amount of $66,673.33. McCleary seconded the motion. After some discussion a roll call vote was taken.

ROLL CALL VOTE:

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

MOTION CARRIED

Report of LINC Representative:

Hill reported the Governing Board would be meeting at the Annex on February 4. Hill indicated the Aquabrowser product. She stated LINC was considering purchasing 2 – 3 added content features.

Report of the DLS Representative:
Kosek reported the DLS Boardissued an RFP to hire an executive search firm to hire a new Executive Director. Kosek indicated there is still a vacancy on the DLS Board. Wagner commented on the DLS newsletter going "green." Kosek stated DLS Day would be in May. Wagner indicated nominations are open for the Friend of the Library Award.

Report of the Building Committee: None.

Report of the Policy Committee: Hill indicated the January 17 meeting was postponed but there were still several policies the committee needed to review.

Report of the Friends of the Library Liaison: Speder reported the Friends met on January 14 and held its Scrabble Challenge. Speder indicated the Book Sale would be April 3. Speder stated a film would be shown at the April 4 meeting, Bill Nolden continues with the Movie Matinees, and a movie was shown at the Mardi Gras celebration on January 25. Speder reported the Giving Tree was not as successful this year. Speder reported a bus would leave the Iowa Community Center at 6:30 on February 19 for the Western Springs Theatre event. Speder indicated February 11 was the next scheduled meeting.

Report of Gifts to the Library: There was some discussion on the Gift Report to the Library.

Correspondence: Wagner commented on the letter from the Library's attorney indicating legal fees would not be increased this year.

Letters to Departing Staff Members: None.

Assistant Director's Report: Birmingham updated the Board on the changes to the Adult Services Department. Birmingham indicated an intern from the COD LTA program began at the Library on January 26. Birmingham reported the *Resource* had been mailed.

Library Director's Report:
Staff Update:

- Hill reported electrical quotes were still needed for work in the Annex and the Adult Services Information Desk
- Hill stated a list of needed improvements for the 219 S. Ardmore property was being completed.

Long Range Planning:

- Hill provided the Board with a copy of the 2007 Public Library Service Responses for planning of the next Long Range Plan. After some discussion, Hill indicated Long Range Planning would be an agenda item at January's meeting.

Services:

- Friends of the VPL: Hill reiterated the Friends held their Scrabble tournament on January 14

- Senior Computer Classes: Hill stated the last class was held that morning. Hill indicated the participants were enthusiastic.
- Mardi Gras: Hill indicated the community's first Mardi Gras celebration was held on Sunday, January 25 at the Iowa Community Center.
- Programs: Hill pointed out there are a number of programs scheduled for the next three months.

Village Communications:

- Hill reported the Library would be providing a half hour program for the cable commission in the upcoming year. Hill indicated the Technology Plan also needed to be completed and hoped both would be accomplished in February. Wagner asked if Hill had received any feedback from Manager Niemann. Hill indicated she had not, but would be meeting with him the following Friday.

Incident Reports: There was discussion on one incident report.

Unfinished Business:
None.

New Business:
Long Range Planning: Hill stated the Long Range Planning survey would be put on the Library's Web site for the public to complete.

Revision of Wage and Salary Chart Draft: McCleary moved to approve the Revision of Wage and Salary Chart. Kosek seconded the motion.

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

After some discussion the MOTION CARRIED

Staff In-Service Day: Kosek moved to approve March 13, 2009 as Staff In-Service Day. McCleary seconded the motion.

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

MOTION CARRIED

FY 2009/2010 LINC Budget: McCleary moved to approve FY 2009/2010 LINC Budget. Speder seconded the motion.

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

After some discussion the MOTION CARRIED

Policy 210: Board of Trustees, By-Laws: McCleary moved to approve Policy 210: Board of Trustees, By-Laws. Speder seconded the motion.

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

After some discussion the MOTION CARRIED

Policy 315, 315.1, 315.2, 315.3: Administration, Information for Bidders: McCleary moved to consolidate Policies 315, 315.1, 315.2, 315.3: Administration, Information for Bidders. Kosek seconded the motion.

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

After some discussion the MOTION CARRIED

FY 2009/2010 Library Budget – Draft: The Board reviewed the FY 2009/2010 Library Budget – Draft.

Planning for Future Meetings: The next regular meeting was scheduled for February 25, 2009 at 7:30 p.m. The next Finance Committee meeting was scheduled for February 10 at 7:00 p.m.

Around the Table: McCleary reported Villa Park resident Thomas V. Bednar was named as new President of The St. Francis High School Board of Directors. Birmingham invited everyone to attend the Lions Club Pancake Breakfast on Saturday, February 21. Kosek reported he would be taking part in the Green Man Theatre Troupes Murder Mystery in February. Hill indicated she would be bowling for the Kiwanis Club on Saturday, January 31.

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

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

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:03 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary