

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES**

February 25, 2009

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 [arrived at 8:35 p.m.], Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: None.

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

Introduction of Visitors: John Bradford, Head of Automation and Technical Services, Jeff Sand, Automation Services Coordinator.

Public Participation: None.

Approval of the Minutes of the January 13, 2009 Special Committee Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

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

Approval of the Minutes of the January 13, 2009 Executive Session Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

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

Approval of the Minutes of the January 28, 2009 Regular Meeting of the Library Board: McCleary moved the minutes be approved. Seddon seconded the motion.

AYES:	McCleary Seddon Speder	NAYS:	None
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Wagner

ABSENT: Kosek

**ABSTAIN: Hippensteel
Hubbard**

MOTION CARRIED

Approval of the Minutes of the January 28, 2009 Executive Session Meeting: Wagner stated there was no Executive Session Meeting on January 28, 2009.

Approval of the Minutes of the February 10, 2009 Finance Committee Meeting of the Library Board: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

NAYS: None

ABSENT: Kosek

ABSTAIN: None

MOTION CARRIED

Wagner indicated the Semi-Annual Review of Executive Session Minutes would be on the March Regular Meeting's agenda.

Report of the Board President: Wagner reported he corresponded with Hill via email and telephone over the past month. Wagner indicated he was invited to the Mayors and Managers Conference Meeting by President Stuepegia. Wagner stated he and Hill attended the Lions Club Pancake Breakfast on February 21.

Report of the Finance Committee: Wagner reported the Finance Committee reviewed the budget draft on February 10 at the Finance Committee Meeting.

Report of the Treasurer: Hill reported the fund balance was \$978,000.04.

Approval of the February Bill Listing in the amount of \$57,065.84: Hubbard moved to approve the bill listing in the amount of \$57,065.84. McCleary 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 at the Library on February 4. Hubbard stated Hill and Seddon attended the meeting. Hubbard indicated the LINC budget was approved. Hubbard reported there was discussion of the Consortium Manager's evaluation. Hubbard indicated the next meeting would be April 1 at the Bloomingdale Public Library. Hill commented on the Aquabrowser and Director's Station products and the surcharge which would be passed on to the member libraries to maintain the products.

Report of the DLS Representative: Wagner indicated Pam Kramer is the Acting Executive Director of DLS. Wagner reported DLS would be launching a new Web site; the DLS newsletter is available via e-mail, the *Here and Now Blog* is updated daily, and DLS Day is May 18 at Pheasant Run Resort. Wagner stated he believed the Friends of the Villa Park Library should be nominated for the Friend of the Library Award. It was the consensus of the Board to nominate the Friends for the award.

Report of the Building Committee: None.

Report of the Policy Committee: Hubbard indicated there would need to schedule a meeting.

Report of the Friends of the Library Liaison: Speder reported the Friends met on February 11 and membership was up to 110 members. Speder indicated the Book Sale would be April 3 and 4. Speder stated there are currently two Movie Matinees per month. Speder reported the Western Springs Theatre event was held on February 19. Speder indicated several ideas for fundraisers were discussed, including a luau and miniature golf in the Library. Speder stated the Friends joined the Villa Park Chamber of Commerce. Speder reported all the "Book Lovers" calendars were sold.

Report of Gifts to the Library: Wagner commented on the gift from the Woman's Garden Club of Villa Park.

Correspondence: Wagner commented on the 2009 Municipal Library Calendar from the Library's attorney.

Letters to Departing Staff Members: None.

Assistant Director's Report: Birmingham reported the changes to the Adult Services Department were almost complete. Birmingham indicated the Staff In-Service Day was scheduled for Friday, March 13.

Library Director's Report:

Staff Update:

- Hill reported Maintenance Assistant Al Wakat resigned.

Building:

- Hill updated the Board on the 219 S. Ardmore property.

- Hill reported there were four roof leaks at the Library Annex. Hill indicated Jeff Sand and Michael McMahon would be preparing the Annex for the computer classes scheduled to begin on March 2.
- Hill stated she asked Village Manager Niemann for assistance in looking at the storm drain in the parking lot. Hill indicated the drain needs to be adjusted and additional fill to the street needs to be added. Village staff recommended waiting until the spring to get quotes.
- Hill reported there is a roof leak in the Reading Room on the second floor. Hill stated two plumbers would be providing quotes to replace the floor drain in the penthouse.
- Hill indicated the electrical work on the Readers Advisory Desk was completed. Hill stated a few touchups remain before the consolidation of the two service points is complete.
- Hill reported a new snow thrower and lawnmower were purchased for the Library.

Services:

- Friends of the VPL: Hill reiterated the Friends would be installed as a member of the Villa Park Chamber of Commerce. Hill indicated the Library would be recognized for 30 years of membership and would attend the dinner ceremony on February 26.
- Thank You Letters: Hill asked the Board to sign three thank you letters to three individuals who had presented programs at the Library. It was the consensus of the Board to include future thank you letters under “Correspondence” on the agenda.
- Programs: Hill commented on the number of programs scheduled and the need for lighter chairs in the Ohrman Room at the Library. It was the consensus of the Board to explore the purchase of new chairs for the Ohrman Room.
- Long Range Plan Survey: Hill reported the survey is on the Library’s Web site and LTA Intern Jane Keefe would be handing out copies to patrons in the lobby several days next week.

Village Communications:

- Cable Program: Hill indicated the Technology Plan has been completed but the half hour program for the cable commission and the Veterans History project still needed to be started.

Wagner asked if the non-fiction book discussion had begun. Hill indicated the first one was held on February 18.

There was discussion about the trustees attending Library programs. Birmingham would include a list of upcoming programs in his report to the Board each month.

Incident Reports: There was discussion on two incident reports. Hill commented on the “Recovery Programs” letter from State Representative Pihos.

Unfinished Business:

Long Range Planning: Hill reiterated the Long Range Planning survey was on the Library's Web site for the public to complete.

New Business:

Technology Plan (presented by John Bradford, Head of Automation & Technical Services & Jeff Sand, Automation Services Coordinator): Bradford and Sand presented the Technology Plan to the Board.

[Kosek arrived at this point in the meeting]

McCleary moved to approve the Technology Plan. Hubbard seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

FY 2008/2009 Budget Revisions & FY 2009/2010 Budget Approval: McCleary moved to approve FY 2008/2009 Budget Revisions & FY 2009/2010 Budget. Hubbard seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Renewal of Oakbrook Terrace Service Agreement: McCleary moved to approve the Renewal of Oakbrook Terrace Service Agreement. Kosek seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Executive Session: Business Matters (Property Acquisition)

Personnel Matters:

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

ROLL CALL VOTE:

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

ABSENT:		ABSTAIN:	None
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MOTION CARRIED

The Board went into Executive Session at 8:56 p.m.

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

ROLL CALL VOTE:

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

ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

The Board came out of Executive Session at 9:13 p.m.

Planning for Future Meetings: The next regular meeting was scheduled for March 25, 2009 at 7:30 p.m. The next Policy Committee meeting would be scheduled for March.

Around the Table: Speder indicated the Historical Museum's Depression glass collection was on display at the Library. Speder reported the passports would be available at the Historical Museum the Saturday after Easter. McCleary indicated he liked the new location of Library's display case on the first floor.

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

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

ABSENT:

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:17 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary