

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
April 22, 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, Mark McCleary [arrived at 7:54], Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: None.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the March 25, 2009 Regular Committee Meeting: Hubbard moved the minutes be approved. Hippensteel seconded the motion.

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

Approval of the Minutes of the February 25, 2009 Executive Session Meeting: Speder moved the minutes be approved. Seddon seconded the motion.

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

Approval of the Minutes of the March 28, 2009 Policy Committee Meeting: Hubbard moved the minutes be approved. Seddon seconded the motion.

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

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** Kosek

**MOTION CARRIED**

Report of the Board President: Wagner reported he and Hubbard met with Hill to review her evaluation after the last Board Meeting. Wagner stated he listened to the public participation portion of the March 25, 2009 Regular Meeting, and would be writing a response to the individual who spoke. Wagner indicated he believed it would be a good idea to write congratulatory letters to the new Mayor of Oakbrook Terrace and all the newly elected Village Trustees. Wagner reported he attended the “Rain Barrels and Compost Piles” and participated as the chair of the Environmental Concerns Commission as they gave away one rain barrel and two composts. Wagner apologized for the way he handled the introduction of Deborah Bullwinkel at the previous Board Meeting. Hubbard indicated the Library should consider providing a forum for candidates in future elections. There was further discussion on an “open forum” versus a “closed forum.” Wagner stated he attended Don Stupegia’s visitation at St. Alexander’s church.

Report of the Finance Committee: Kosek reported the Finance Committee met with Diane M. Kent, CPCU, AAI, Accredited Advisor Insurance, from Myers-Briggs and Co., Inc., to discuss “Other Insurance.” Kosek indicated the Committee would be meeting with another insurance broker in the next couple of weeks. It was the consensus of the Board for the Committee to select the insurance broker.

Report of the Treasurer: Kosek reported the fund balance was \$997,458.95 as of March 31. Hubbard questioned the “Interest on Investments” on the Detail Ledger – Library Fund Revenues. Hill indicated she would investigate the details of this report.

Approval of the April Bill Listing in the amount of \$70,938.00: McCleary moved to approve the bill listing in the amount of \$70,938.00. Hippensteel seconded the motion. After some discussion a roll call vote was taken.

**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 LINC Governing Board met on April 1 and conducted Consortium Manager Dawe's evaluation. Hubbard indicated the new officers were elected. Hill indicated the recent software upgrade to the Java Client went well. Hill informed the Board Dawe's husband was diagnosed with cancer. Hubbard suggested the Board send a card.

Report of the DLS Representative: Kosek reported the Executive Director search continues. Kosek stated a motion was made to approve moving monies into other funds to realize a higher interest rate. Kosek indicated there was discussion but no decision made to elect a public library director to the DLS Board.

Report of the Building Committee: None.

Report of the Policy Committee: Hubbard indicated the committee met on March 28 and are asking the Board to approve Policies 710 and 731.

Report of the Friends of the Library Liaison: Speder reported the Friends met on April 8 and membership was up to 120 members. Speder stated the book sale garnered \$2494.96. Speder indicated there were 27 volunteers at the sale. Speder reported leftover children's books were given to the Chicago Schools and the rest to a recycler called Cutting Edge. Speder indicated there was an old atlas in Swedish or Norwegian and it was given to the Swedish American Museum in Chicago. Speder stated the next book sale would be October 2 and 3. There was discussion on the upcoming Movie Matinee, Groundhog Day on May 3, the upcoming Jewel Shop and Share fundraiser, the re-elections of the Friends officers, and the Friends' Financial Report.

Report of Gifts to the Library: The Gift Report was included in each Trustee's place.

Correspondence: There was discussion on correspondence from letter from a patron.

Letters to Departing Staff Members: None.

Assistant Director's Report:

- Birmingham reported the PC reservation system would require users to enter a PIN in order to log on to the Internet stations.
- Birmingham commented on the second email from Ed DeGrenier regarding the restoration the Metamorphosis statue. It was the consensus of the Board not to proceed with restoring the Metamorphosis statue in keeping with the artist's wishes.
- Birmingham indicated he would be meeting with Jerry Hughes before recording the first interview for the Library of Congress' "Veterans History Project."
- Birmingham passed around a sign-up sheet for upcoming programs.

Library Director's Report:

Building:

- Hill updated the Board on the 219 S. Ardmore properties, and the Library Annex.
- Hill reported the penthouse, the supply closet on the second floor were cleaned and organized. Hill indicated the outside storage would also be cleaned and organized.

Staff

- Hill reported Ly Tran gave his notice of resignation with his last day of working being April 30.

Services:

- Friends of the VPL: Hill stated the Meredith Meder and Lynn Hippensteel would be receiving the DLS Friend of the Library award at DLS Day on May 18.
- Hill indicated the theme of this year’s 4<sup>th</sup> of July Parade is “America Works” and there has been talk of building a float.
- Programs: Hill pointed out the additional computer classes and job seekers workshops in the new issue of the *Resource*.
- Long Range Plan Survey: Hill stated the survey remained on the Library’s Web, paper copies were available in the Library, and Grove sent out a press release.

Policies:

- Management Association of Illinois: Hill indicated she sent the personnel policies to the Management Association of Illinois for review.
- Hill reported work has begun on the Illinois Public Library Annual Report (IPLAR) and would be presented to the Board in May.

Other:

- Hill indicated the Night Owl service would cease on June 1 [sic, June 30]

Incident Reports: There was discussion several incident reports.

Unfinished Business:

Long Range Planning: None.

New Business:

Certificate of Status of Exempt Property: The Certificate of Status of Exempt Property was signed and notarized.

Disposal of Furniture and Equipment: McCleary moved to approve the disposal of property. Kosek seconded the motion.

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

Non-Resident Library Card Participation: McCleary moved to approve participation in the non-resident library card program for the July 1, 2009 – June 30, 2010 time period. Hubbard seconded the motion.

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

**NAYS:** None

**ABSENT:** None **ABSTAIN:** None

**MOTION CARRIED**

Policy 710, Circulation: Loan Periods and Limits of Materials: McCleary moved to approve Policy 710, Circulation: Loan Periods and Limits of Materials. Speder seconded the motion.

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

**NAYS:** None

**ABSENT:** None **ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Policy 731, Circulation: Schedule of Fines and Fees: McCleary moved to approve Policy 731, Circulation: Schedule of Fines and Fees as written. Hubbard seconded the motion.

**AYES:** Hippensteel  
Kosek  
McCleary  
Wagner

**NAYS:** Hubbard  
Seddon  
Speder

**ABSENT:** None **ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Executive Session: Business Matters (Property Acquisition)

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None **ABSTAIN:** None

**MOTION CARRIED**

The Board went into Executive Session at 8:38 p.m.

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

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

The Board came out of Executive Session at 9:29 p.m.

Planning for Future Meetings: The Annual Meeting is scheduled for May 27, 2009, at 7:00 p.m. The next regular meeting is scheduled for May 27, 2009, at 7:30 p.m. The next Committee of the Whole Meeting was scheduled for June 6, 2009.

Around the Table: Hubbard indicated she attended and enjoyed the “Cooking with Papi, Part II” program on April 6. Speder praised the Adult Services programs being offered. Birmingham indicated the Lions Club Spaghetti Dinner was scheduled for May 7 at Willowbrook High School. Kosek reported he was in a Green Man Theatre one act play at the end of April and into May. Hill indicated she had Kiwanis Club Onions for sale. Wagner recommended attending the “Wind Energy Basics” program at the Library on April 23.

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

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

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:38 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary