

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

Trustees Absent: None.

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

Introduction of Visitors: Brian Beecher, resident.

Public Participation: Beecher expressed concern over the Internet computer's 90 minute limit per day time limit.

Approval of the Minutes of the May 27, 2009 Regular meeting: Hubbard moved the minutes be approved. Speder seconded the motion.

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

MOTION CARRIED

Approval of the Minutes of the May 27, 2009 Executive Session Meeting: Speder moved the minutes be approved. Kosek seconded the motion.

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

MOTION CARRIED

Report of the Board President: Wagner stated he corresponded with Hill via email and telephone over the past month. Wagner reported he sent a photo of himself and staff members to DLS for “Bike to Work Week.”

Report of the Finance Committee: None.

Report of the Treasurer: Kosek indicated the Library's fund balance was \$729,756.22.

Approval of the June Bill Listing FY 2009-2010 in the amount of \$80,880.94: Kosek moved to approve the bill listing in the amount of \$80,880.94. Hubbard seconded the motion. 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 June 3. Hubbard indicated there were four new Board members. Other topics of discussion were LINC’s Long Range Plan, LINC’s new Web site, LINC’s audit, and possible cost savings.

Report of the DLS Representative: Kosek reported the Board met on June 18. Kosek indicated Per Capita Grant checks would be issued soon. Kosek stated DLS was on Facebook and Twitter. Kosek updated the Board on the State budget and the DLS Executive Director search. Kosek reported the Air Classics Museum library became a member of DLS.

Report of the Building Committee: Hubbard reported the Committee met on June 6 to review the list of building concerns to be addressed. It was the consensus of the Committee to prioritize safety concerns.

Report of the Policy Committee: None.

Report of the Friends of the Library Liaison: Speder reported the Friends met on June 10. Speder stated the Friends would like to purchase an easel to display items during Friends programs. Speder indicated Bill Nolden contacted teachers at Willowbrook High regarding students attending the matinee for extra credit. Speder reported the Friends display was up in the Library’s display case for the month of June. Speder stated the Friends would be participating in the Fourth of July Parade. Speder updated the Board on the Housewalk which was scheduled for September 12. Speder indicated the Friends were considering offering a game day for children. Speder reported the Jewel Shop and Share fundraiser would take place after Thanksgiving. Speder indicated the DLS Friends of the Library Roundtable would be at the Library in March 2010. Speder indicated

the next meeting was the Pool Party on July 19 from 7:00 p.m. – 9:15 p.m. Speder reiterated the Friends would be purchasing a new LCD projector and camcorder for the Library.

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

Correspondence: There was discussion on the memo from Klein, Thorpe & Jenkins, LTD.

Letters to Departing Staff Members: None.

Assistant Director's Report:

- Birmingham indicated due to the change in the Illinois Notary Law, Library staff determined it would be too complicated to notarize real estate transactions.
- Birmingham stated the content for the August, September, and October *Resource* was due on Monday, June 29.
- Birmingham reported a National Honor Society volunteer would be working with Maintenance Assistant Michael McMahon.
- Birmingham reported one of the two interviews for the Veterans History Project had been transferred to DVD.

Library Director's Report:

Building:

- Hill recommended proceeding with carpet replacement on the stairs in early August.
- Hill indicated quotes for the parking lot improvements were still being sought.
- Hill stated McMahon capped one of the pendant lights in the lobby.
- There was discussion on the Building Committee meeting notes from June 6.
- Hill updated the Board on two roof leaks at the main building and one at the Library Annex.
- Hill reported the PC Reservation system has cut paper usage in half.

Staff

- Hill reported Birmingham and McMahon were interviewing for the Maintenance Assistant I position.
- There was discussion on holding a pizza party for the staff recognition event this year. Hill indicated she would bring several options to the Board next month.

Services:

- Friends of the VPL: The Housewalk invitation was included in each trustee's packet. Hill stated she helped Diane Mielke with the tickets for the walk.
- Programs: Hill updated the Board on programs for the fall.

Village Communications

- DCEO Grant: Hill updated the Board on the DCEO grant paperwork.
- Parking Lot: Hill indicated she asked Manager Niemann about village assistance for changing a lamp on the 40 foot pole in the parking lot.

Policies:

- Meeting Room Policy: Hill stated she would like the Policy Committee to review the Meeting Room Policy.

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

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Other Insurance Expenditures: It was the consensus of the Board to stay with the Village for “Other Insurance.”

Disposal of Furniture and Equipment: Hubbard moved to approve the disposal of property. Speder seconded the motion.

AYES: Hippensteel
Hubbard
McCleary
Kosek
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Executive Session: Business Matters (Property Acquisition): McCleary moved the Board go into Executive Session. Kosek seconded the motion. 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

The Board went into Executive Session at 9:04 p.m.

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

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek

NAYS: None

**McCleary
Seddon
Speder
Wagner**

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The Board came out of Executive Session at 9:07 p.m.

Planning for Future Meetings: The next regular meeting is scheduled for July 22, 2009, at 7:30 p.m.

Around the Table: Speder indicated the Villa Park Historical Museum's "Ice Cream Social" would be on July 3. McCleary reported he was going on vacation for three weeks. Hill stated the Fourth of July float would be worked on over the next week and reminded everyone of the Friends Pool Party on July 19. There was discussion about the Fourth of July Parade. Wagner indicated he attended Summerfest on June 20.

Adjournment: McCleary moved the meeting be adjourned. Kosek 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 9:09 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary