

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
August 26, 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, Stan Kosek, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: 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 July 22, 2009 Regular meeting: McCleary moved the minutes be approved. Speder seconded the motion.

<b>AYES:</b>	<b>Hippensteel</b>	<b>NAYS:</b>	<b>None</b>
	<b>Kosek</b>		
	<b>McCleary</b>		
	<b>Seddon</b>		
	<b>Speder</b>		
	<b>Wagner</b>		

<b>ABSENT:</b>	<b>Hubbard</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

Approval of the Minutes of the August 8, 2009 Policy Committee Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

<b>AYES:</b>	<b>Hippensteel</b>	<b>NAYS:</b>	<b>None</b>
	<b>Kosek</b>		
	<b>McCleary</b>		
	<b>Seddon</b>		
	<b>Speder</b>		
	<b>Wagner</b>		

<b>ABSENT:</b>	<b>Hubbard</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

Report of the Board President: Wagner stated he corresponded with Hill via email and telephone over the past month.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek indicated the Library's fund balance was \$833,326.33.

Approval of the August Bill Listing FY 2009-2010 in the amount of \$62,161.58: Kosek moved to approve the bill listing in the corrected amount of \$68,036.58. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Hippensteel</b>	<b>NAYS:</b>	<b>None</b>
	<b>Kosek</b>		
	<b>McCleary</b>		
	<b>Seddon</b>		
	<b>Speder</b>		
	<b>Wagner</b>		

<b>ABSENT:</b>	<b>Hubbard</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

Report of LINC Representative: Hill indicated Hubbard would be attending the Governing Board Meeting on September 2. Hill stated Consortium Manager Dawe would bring the draft of LINC's Long Range Plan to the Governing Board on September 2.

Report of the DLS Representative: Kosek reported the Board hired Thomas Sloan as Executive Director. Kosek pointed out the nominating sheet for the DLS Board elections was in each Trustee's packet. Wagner indicated the DLS Scholarship Dinner was upcoming.

Report of the Building Committee: Hill reported the committee agreed to proceed with the parking repair beginning on August 31.

Report of the Policy Committee: Hippensteel indicated the Committee met on August 8 and are asking the Board to approve a number of policies under New Business.

Report of the Friends of the Library Liaison: Speder reported the Book Sale was scheduled for October 1 through 3. Speder indicated the Historical Museum donated left over books from their book sale to the Friends of the Library. Speder stated the Historical House walk was scheduled for September 12. Speder reported the auditions for the Murder Mystery Event were held on August 24. Speder stated the Movie Matinees would begin again in September. Speder indicated the "Stop and Shop" would be in November. Speder stated the next meeting would be September 9.

Report of Gifts to the Library: The Gift Report was included in each Trustee's packet. There was some discussion of gifts to the Library.

Correspondence: DLS Board Elections: Wagner indicated the Board would vote on the DLS Board Elections at the September meeting. Hill stated she would include the elections as an agenda item in September.

Letters to Departing Staff Members: The Board signed a letter for Jessica York. The Board signed two thank you letters.

Assistant Director's Report:

- Birmingham reported the Library would be hosting a College of DuPage LTA intern in September.
- Birmingham indicated the Eagle Scout conducting his Veterans History Project was completed in August.
- Birmingham stated no new interviews had been scheduled for the Library's Veterans History Project.

Library Director's Report:

The Board reviewed two "How Are We Doing" letters responding to patron concerns.

Building:

- There was discussion on renting the 219 S. Ardmore Avenue property. Hill indicated there were still a few more repairs to be made before the property could be rented. Hill reported the garage was painted. Hill stated the cabinet installation passed the inspection by the Community Development Department.
- Hill reiterated the parking lot repairs would begin on August 31.
- Hill indicated improvements were made to the entrance and exit to the maintenance room on the first floor.
- Hill reported the new carpeting on the stairs had been installed.

Staff

- Hill reported Steve Latall was hired as the new Maintenance Assistant I.
- Hill indicated Matt Vivona was hired as the new Web Content Assistant.
- Hill stated Youth Assistant position has been posted.
- Hill reiterated the *Resource* indicates the Staff Recognition Dinner will be Wednesday, September 16.
- Hill reported the Head of Automation and Technical Services was looking at the workflow in the Technical Services Department.

Services:

- Friends of the VPL: Hill reported auditions for the Murder Mystery Event would be held on Monday August 24. Hill indicated she and Birmingham volunteered to be docents at the Historical House walk.
- Museum Adventure Pass: Hill reported the Library would be participating in the Museum Adventure Pass program presented by Macy's. Hill stated the passes would be available beginning September 1.

Village Communications

- Veterans History Project: Hill reiterated two interviews had been completed.
- Villa Park Reads: The Board reviewed a copy of an email Hill sent to Village Manager Niemann regarding the cooperative effort with the Addison Library.

Other:

- Hill informed the Board DVDs were being stolen from the Library's collection.

- It was the consensus of the Board to post signs in the parking lot indicating unauthorized vehicles would be towed.
- Hill stated McMahon cleaned several Library chairs in the staff room and would be cleaning the meeting room chairs.
- Hill reported locking toilet paper dispensers had been installed in the public washrooms.
- There was discussion on Make a Difference Day which is scheduled for October 24.

Incident Reports: There was no discussion on the incident reports.

Unfinished Business:

Long Range Planning: None.

New Business:

Revised Emergency Response Plan: McCleary moved to approve the Revised Emergency Response Plan. Speder seconded the motion.

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

**NAYS:** None

**ABSENT:** Hubbard

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Revised Collection Management Plan: McCleary moved to approve the Revised Collection Management Plan. Hippensteel seconded the motion.

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

**NAYS:** None

**ABSENT:** Hubbard

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Policy 151: General Policies, Readers Advisory Services: McCleary moved to approve Policy 151: General Policies, Readers Advisory Services. Kosek seconded the motion.

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

**NAYS:** None

**ABSENT:** Hubbard

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Policy 161: General Policies, Bloodborne Pathogens Policy: McCleary moved to approve Policy 161: General Policies, Bloodborne Pathogens Policy. Kosek seconded the motion.

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

**NAYS:** None

**ABSENT:** Hubbard

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Policy 166: General Policies, Ethics Act: McCleary moved to approve Policy 166: General Policies, Ethics Act. Seddon seconded the motion. McCleary withdrew his motion and the and the Board determined the Policy should return to the Committee for further review.

Policy 210.5, Board of Trustees: Illinois Open Meetings Act Policy: McCleary moved to approve Policy 210.5, Board of Trustees: Illinois Open Meetings Act Policy. Seddon seconded the motion.

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

**NAYS:** None

**ABSENT:** Hubbard

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Policy 610, Materials: Materials Selection Policy: McCleary moved to approve Policy 610, Materials: Materials Selection Policy. Speder seconded the motion.

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

**NAYS:** None

**ABSENT:** Hubbard

**ABSTAIN:** None

**MOTION CARRIED**

Future Policy Review: Hill indicated the Gift Ban Policy would be reviewed by the Policy Committee on September 3.

Ongoing building Maintenance Replacement and Repairs: Hill provided the Board with a draft of the document.

Staff Recognition Dinner: Hill reminded the Board to sign-up for the dinner on September 16 at Villa Nova Restaurant. It was the consensus of the Board to include dessert.

Executive Session: Business Matters (Property Acquisition): None.

Planning for Future Meetings: The next regular meeting is scheduled for September 23, 2009, at 7:30 p.m.

Around the Table: None.

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

<b>AYES:</b>	<b>Hippensteel</b>	<b>NAYS:</b>	<b>None</b>
	<b>Kosek</b>		
	<b>McCleary</b>		
	<b>Seddon</b>		
	<b>Speder</b>		
	<b>Wagner</b>		

<b>ABSENT:</b>	<b>Hubbard</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:38 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary