

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 23, 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 7:38 p.m.], 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 August 26, 2009 Regular meeting: Speder moved the minutes be approved. Hippensteel seconded the motion.

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

MOTION CARRIED

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

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

MOTION CARRIED

Report of the Board President: Wagner stated he corresponded with Hill via email and telephone over the past month. Wagner reported he attended the Village's Road Referendum Workshop. Wagner indicated he met the candidates running to fill Representative Biggins seat.

[McCleary arrived at this point of the meeting]

Report of the Finance Committee: None.

Report of the Treasurer: Kosek indicated the Library's fund balance was \$1,258,078.63.

Approval of the September Bill Listing FY 2009-2010 in the amount of \$48,633.74: Kosek moved to approve the bill listing in the amount of \$48,633.74. McCleary 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

Report of LINC Representative: Hubbard reported the Board approved LINC's Long Range Plan. Hubbard indicated she had a copy of LINC's audit. Hill stated Consortium Manager demonstrated AquaBrowser® to the LINC administrators and the Technical Services Task Force and would be demonstrating it to the Public Services Task Force.

Report of the DLS Representative: Kosek reported the annual audit was accepted by the Governing Board. Kosek stated ILA was October 6 – 9 in Peoria. Kosek indicated the 7th Annual Legislative Breakfast was at DLS on Monday, October 26. Kosek stated the Illinois Legislative Advocacy Committee was changing its name to the Library Advocacy Committee. Kosek indicated the Governing Board reviewed the budget. Wagner asked if there was discussion on merging library systems. Kosek stated there had not.

Report of the Building Committee: Hubbard reported the committee reviewed a list of ongoing building concerns which are listed in the document entitled Maintenance Replacement and Repairs which was included in each Trustee's packet.

Report of the Policy Committee: Hippensteel indicated the Committee met on September 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 there was no meeting in September. Speder stated the Historical Housewalk on September 12 was very successful. Speder indicated the Book Sale would be the first weekend in October.

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

Correspondence: 2009 DLS Board Elections: The Board voted online in the 2009 DLS Board Elections.

Letters to Departing Staff Members & Thank You Letters: None.

Assistant Director's Report:

- Birmingham reported the College of DuPage LTA intern, Laura Morgan began in September.
- Birmingham stated one new interview had been scheduled for the Library's Veterans History Project.
- Birmingham passed around the October schedule of programs for adults.

Library Director's Report:

Building:

- Hill reported the Library's attorney was reviewing the lease agreement for the 219 S. Ardmore property.
- Hill indicated she contacted Eric Penney and Don McKay of Nagle Hartray Architects Ltd. about conducting a building analysis for the Library.
- Hill stated the parking lot repairs turned out well.
- Hill reported the final vinyl tile piece had been installed at the top of the stairs.
- Hill indicated the DVD collection on the first floor was moved out of the AV Center to the main floor on the west side of the building.

Staff

- Hill stated the Youth Assistant position has been posted.
- Hill reiterated Matt Vivona was hired as the new Web Content Assistant.
- Hill indicated several staff members were ill or on vacation affecting coverage of hours.
- Hill informed the Board she spoke to Finance Director Dubrowski regarding missing reimbursement checks made out to several Library staff members.

Services:

- Friends of the VPL: Hill reported the Murder Mystery Event is entitled *Bloodhounds* and Lynn Hippensteel is investigating holding a blood drive in conjunction with the play. Hill reiterated the Historical Housewalk did well.
- Museum Adventure Pass: Hill reported passes became available September 1.
- Computer Classes: Hill stated Birmingham would be scheduling more classes in November.
- Resource: Hill indicated the next issue of the *Resource* would be out in October.
- Aquabrowser: Hill reiterated Consortium Manager demonstrated AquaBrowser® and hoped to have it available in November.

Village Communications

- Hill indicated she spoke to Trustee Bulthuis prior to the Village Workshop on Monday, September 28.

Villa Park Reads:

- Hill reported the group was scheduled to meet on Tuesday, October 6 at the Addison Public Library.

Library Card Signup Month:

- Hill stated the statue was used again to generate interest in Library Card Signup Month and the coupons given away at the Check Out Desk appeared to have been well received.

Other:

- Hill commented on the article about the Oak Brook Public Library in the *Daily Herald*.
- Hill indicated the new LCD projector funded by the Friends had been purchased.
- Hill stated she continued to work on the Long Range Plan and would report to the Board next month on her progress.
- There was further discussion on “Villa Park Reads.”
- There was discussion on the funding of the Make a Difference Day concert.
- There was some discussion about the Library’s involvement in Oktoberfest.

Incident Reports: There was discussion on several incident reports.

Unfinished Business:

Long Range Planning: None.

New Business:

Policy 166: General Policies, Ethics Act: McCleary moved to approve 166: General Policies, Ethics Acts. Hubbard seconded the motion.

AYES:	Hippensteel Hubbard Kosek McCleary Seddon Speder Wagner	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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After some discussion the MOTION CARRIED

Policy 167, General Policies, Gift Ban: McCleary moved to approve Policy 167, General Policies, Gift Ban. Seddon seconded the motion.

AYES:	Hippensteel Hubbard Kosek McCleary Seddon Speder Wagner	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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After some discussion the MOTION CARRIED

Policy 213: General Policies, Electronic Attendance: Meetings and Conferencing via Electronic Means: McCleary moved to approve Policy 213: General Policies, Electronic Attendance: Meetings and Conferencing via Electronic Means. Speder seconded the motion.

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

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Policy 318: Administration: Routine Banking Procedures: McCleary moved to approve
Policy 318: Administration: Routine Banking Procedure. Kosek seconded the motion.

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

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Policy 628: Materials: Disposal of Surplus Library Materials: McCleary moved to approve
Policy 628: Materials: Disposal of Surplus Library Materials. Hippensteel seconded the
motion. After some discussion it was the consensus of the Board to table Policy 628:
Materials: Disposal of Surplus Library Materials until the October meeting.

Per Capita Grant Application: McCleary moved to approve the Per Capita Grant Application.
Kosek seconded the motion.

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

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Ongoing building Maintenance Replacement and Repairs: There was some discussion on the
Ongoing building Maintenance Replacement and Repairs document.

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
Hubbard
Kosek
McCleary**

NAYS: None

**Seddon
Speder
Wagner**

ABSENT:

ABSTAIN: None

MOTION CARRIED

The Board went into Executive Session at 9:00 p.m.

McCleary moved the Board come out of Executive Session. Speder 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 9:07 p.m.

Planning for Future Meetings: The next regular meeting is scheduled for October 28, 2009, at 7:30 p.m.

Around the Table: Kosek indicated he would be in Tucson the following week.

Adjournment: Wagner moved the meeting be adjourned. McCleary 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 9:10 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary

