

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
October 28, 2009**

Call to Order: President Wagner called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:33 p.m.

Trustees Present: Dan Hippensteel, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Pat Hubbard, Stan Kosek, Mark McCleary.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the September 23, 2009 Regular meeting: Hippensteel moved the minutes be approved. Seddon seconded the motion.

AYES:	Hippensteel Seddon Speder Wagner	NAYS:	None
--------------	---	--------------	-------------

ABSENT:	Hubbard Kosek McCleary	ABSTAIN:	None
----------------	---------------------------------------	-----------------	-------------

MOTION CARRIED

Approval of the Minutes of the October 5, 2009 Policy Committee Meeting: Hippensteel moved the minutes be approved. Seddon seconded the motion.

AYES:	Hippensteel Seddon Speder Wagner	NAYS:	None
--------------	---	--------------	-------------

ABSENT:	Hubbard Kosek McCleary	ABSTAIN:	None
----------------	---------------------------------------	-----------------	-------------

MOTION CARRIED

Approval of the Minutes of the October 12, 2009 Policy Committee Meeting: Hippensteel moved the minutes be approved. Seddon seconded the motion.

AYES:	Hippensteel Seddon Speder	NAYS:	None
--------------	--	--------------	-------------

Wagner

**ABSENT: Hubbard
Kosek
McCleary**

ABSTAIN: None

MOTION CARRIED

Approval of the Minutes of the September 23, 2009 Executive Session meeting: Hippensteel moved the minutes be approved. Speder seconded the motion.

**AYES: Hippensteel
Seddon
Speder
Wagner**

NAYS: None

**ABSENT: Hubbard
Kosek
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 and Hill attended the meeting with State Senator Carole Pankau, DLS Director Sloan, and DLS administrators from her district.

Report of the Finance Committee: None.

Report of the Treasurer: Wagner indicated the Library's fund balance was \$1,847,253.43 as of September 30, 2009.

Approval of the October Bill Listing FY 2009-2010 in the amount of \$175,696.66: Speder moved to approve the bill listing in the amount of \$175,696.66 Seddon seconded the motion.

ROLL CALL VOTE:

**AYES: Hippensteel
Seddon
Speder
Wagner**

NAYS: None

**ABSENT: Hubbard
Kosek
McCleary**

ABSTAIN: None

After some discussion the MOTION CARRIED

Hippensteel was appointed Treasurer pro tem in Kosek's absence.

Report of LINC Representative: Hill reported the Administrator's Council met electronically and voted to move the LINC budget to the LINC Governing Board.

Report of the DLS Representative: Hill stated Kosek was not re-elected to the DLS Board. Wagner indicated he was unable to attend Fall Legislative Breakfast on October 26.

Report of the Building Committee: Wagner reported the committee met with Eric Penney, Don McKay, and Graham Harwood on October 13 to discuss ongoing building concerns.

Report of the Policy Committee: Hippensteel indicated the Committee met on October 5 and 12 and are asking the Board to approve one policy under New Business.

Report of the Friends of the Library Liaison: Speder reported the Friends met October 14. Topics of discussion were the Book Sale and Housewalk results, the Shop and Share coupons, Murder Mystery Event, Make a Difference Day concert, Wal-Mart donation, and Joyful Traditions. Speder also indicated the Library's wish list was presented to the Friends at the meeting.

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

Letters to Departing Staff Members & Thank You Letters: Wagner commented on the thank you letter from District 45.

Assistant Director's Report:

- Birmingham commented one incident report.
- Birmingham indicated three more Veteran's History Project interviews were completed and would be shown at the Veteran's Day Program and Singalong on November 14.
- Birmingham stated voter registration would be conducted at the Library on some Mondays and Tuesdays in November and December.
- Birmingham passed around the November schedule of programs for adults.

Library Director's Report:

Building:

- Hill reported the Library's attorney has reviewed the lease agreement for the 219 S. Ardmore property and indicated the Library could proceed with listing the house as a rental.
- Hill reiterated the Building Committee met with Eric Penney, Don McKay and Graham Harwood to discuss a building analysis for the Library.
- Hill indicated the rooftop lights have been fixed.
- Hill stated tree trimming around the building should commence soon.
- Hill reported items such as a new digital camera, camcorder, tools, and a new toilet for the Annex had been purchased.
- Hill commented on the recent fire and elevator inspections.

Staff

- Hill stated the Youth Assistant position was filled with two individuals, Jessica Thornton and Rick Villalobos.
- Hill indicated, Anthony LoCoco would remain with the Library as a Library Aide (to Administration).
- Hill provided the Board with two job descriptions which need to be revised. Hill indicated the Office Manager job description also needs to be reviewed.

Services:

- Friends of the VPL: Hill reported the Library received \$2700 from the Friends to purchase DVDs and Playaways for the Adult Services Department and YS furniture and programming.

- There was some discussion on the Friends 501(c)(3) status and the Villa Park Reads program with the Addison Library.
- Computer Classes: Hill indicated a new round of computer classes would begin in November.
- Resource: Hill reported the *Resource* had been mailed.
- Aquabrowser: Hill reiterated AquaBrowser® would be available in November.

Village Communications

- Hill indicated she attended Carrie Karl’s good-bye party on October 15
- Hill reiterated she and Wagner attended the meeting with Senator Pankau, DLS Director Sloan, and DLS administrators in her district.
- Hill provided the Board with a copy of the Library’s portion of the *Village of Villa Park, Illinois comprehensive annual financial report for the year ended April 30, 2009* and commented on the Library’s fund balance.

Long Range Plan

- Hill commented on the draft of the Long Range Plan which was included in each trustee’s packet. There was some discussion on forming an ad hoc Long Range Plan Committee.

Incident Reports: There was discussion on several incident reports.

Unfinished Business:

Long Range Planning: None.

New Business:

Proposal for Building System Analysis (HVAC, Roof, and Fascia Panel): Hippensteel moved to approve the Proposal for Building System Analysis (HVAC, Roof, and Fascia Panel). Seddon seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
McCleary

ABSTAIN: None

After some discussion the MOTION CARRIED

Policy 628: Materials: Disposal of Surplus Library Materials: Speder moved to approve Policy 628: Materials: Disposal of Surplus Library Materials. Seddon seconded the motion.

AYES: Hippensteel
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
McCleary

ABSTAIN: None

After some discussion the MOTION CARRIED

Appointment of FOIA and OMA Officers: It was the consensus of the Board to appoint Birmingham the FOIA Officer and Hill the OMA Officer.

Holiday Party: Hill reiterated the party was scheduled for Thursday, December 10.

Executive Session: Business Matters (Property Acquisition):

Personnel Matters:

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

ROLL CALL VOTE:

AYES: Hippensteel
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
McCleary

ABSTAIN: None

After some discussion the MOTION CARRIED

The Board went into Executive Session at 8:43 p.m.

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

ROLL CALL VOTE:

AYES: Hippensteel
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
McCleary

ABSTAIN: None

After some discussion the MOTION CARRIED

The Board came out of Executive Session at 8:58 p.m.

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

Around the Table: Wagner stated he was running for State Central Committeeman, District 6

Adjournment: Hippensteel moved the meeting be adjourned. Seddon seconded the motion.

AYES: Hippensteel
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
McCleary

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