

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 25, 2010**

Call to Order: President Kosek 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: None.

Public Participation: None.

Approval of the Minutes of the July 28, 2010 Regular Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

MOTION CARRIED

Approval of the Minutes of the July 28, 2010 Executive Session Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion.

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

MOTION CARRIED and the minutes were approved as corrected.

Approval of the Minutes of the August 9, 2010 Policy Committee Meeting: Hubbard moved the minutes be approved. McCleary seconded the motion.

AYES:	Hippensteel Hubbard Kosek	NAYS:	None
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Assistant Director's Report: Birmingham reported the geocache placed in the Library had been approved and was published on www.geocaching.com. Birmingham indicated the first "Tech Alert" demonstrating Aquabrowser was completed and uploaded to the Library's YouTube channel. Birmingham stated he was working with Thomas Somora an Illinois Department of Employment Security Employment employee to schedule resume review sessions for Library users.

Library Director's Report:

Building:

- Hill reported the range hood was installed at the 219 S. Ardmore property.
- Hill indicated the carpet cleaning was completed on August 7.
- Hill stated the quote from Jacob's Boilers was received and came in at approximately \$2000 less than the quote from Northern Weathermakers.
- Hill reiterated installing a light fixture in the stairwell was still being explored.

Staff:

- Hill reported the part-time Circulation position had been posted and applications were being accepted.
- Hill stated Web Content Assistant, Matt Vivona tendered his resignation.
- Hill indicated Amy Slagter would be working additional hours and would be taking on additional responsibilities in Youth Services.

Services:

- Hill stated an enhanced "Jobs and Careers" page was available on the Web site.
- Hill reported the "Bring a Friend" Library Card promotion would be highlighted in September with a "lions" theme.
- Hill indicated she would have the final report for the 2010 LSTA/Per Capita Grant completed by August 23. Hill announced the Gale reference database products such as the *Health & Wellness Center* and the *General Reference Center* usage had increased.

Other:

- Hill commented on the Friends of the Library's 'Last Laughs of Summer' Friday night movie discussions, the Murder Mystery Event casting call on August 30, and Murder Mystery Event rehearsals had moved to Monday and Wednesday evenings starting in September.
- Hill reported the people counter had been installed.
- Hill indicated Maintenance Assistant McMahon completed his first HVAC course and had signed up for a sheet metal class at COD.
- Hill stated new coat hooks had been installed outside of the Ohrman Room.
- Hill reported she sent the Long Range Plan options to Graham Harwood.
- There was some discussion on the Oakbrook Terrace Manager position.

Incident Reports: There was some discussion on two incident reports.

Unfinished Business:

Long Range Planning: Hill reported she continued to work on the Long Range Plan.

Staff/Volunteer Recognition Event: There was some discussion on the staff/volunteer recognition event.

New Business:

Policy 210.6: Board of Trustees, Public Participation at Board Meetings: Wagner moved to approve Policy 210: Board of Trustees, By-Laws. Hubbard seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

ABSENT: None

NAYS: None

ABSTAIN: None

MOTION CARRIED

Policy 525: Building Use, Use of Library Telephone by Patrons: McCleary moved to approve Policy 525: Building Use, Use of Library Telephone by Patrons. Hubbard seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

ABSENT: None

NAYS: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Policy 530.3: Building Use, Exam Proctoring: McCleary to approve Policy 530.3: Building Use, Exam Proctoring. Hubbard seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

ABSENT: None

NAYS: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Policy 756 Circulation, Non-Resident Library Cards: McCleary to approve Policy 756 Circulation, Non-Resident Library Cards. Wagner seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Policy 758 Circulation, Non-Resident Library Cards: McCleary to approve Policy 758 Circulation, Non-Resident Library Cards. Wagner seconded the motion.

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

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Sustainability Plan: Wagner moved to approve the Sustainability Plan. McCleary seconded the motion.

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

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Disposal of Library Equipment and Furniture: McCleary moved to dispose of Library equipment and furniture. Hubbard seconded the motion.

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

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

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

Around the Table: Speder reported her grandson, a recent University of Illinois graduate, had accepted a consultant position in Washington DC. McCleary stated he began his 51st year of teaching. Wagner commented on Sandi Dollinger's presentation to the Village Board on the history of Villa Park. Wagner also indicated one of his neighbor's houses was included on this year's House Walk.

Adjournment: McCleary moved the meeting be adjourned. Wagner 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 8:40 p.m.

Approved,

Sean Birmingham
Recording Secretary