

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 27, 2011

Call to Order: President Kosek called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:31 p.m.

Trustees Present: Ghada Fahmy, Dan Hippensteel, Pat Hubbard, Stan Kosek, Mark McCleary, Steve Seddon, Bob Wagner.

Trustees Absent: None.

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

Introduction of Visitors: Matt Matkowski, resident.

Public Participation: None.

Approval of the Minutes of the March 23, 2011 Regular Meeting: Wagner moved the minutes be approved. McCleary seconded the motion.

AYES:	Fahmy	NAYS:	None
	Hippensteel		
	Hubbard		
	Kosek		
	McCleary		
	Seddon		
	Wagner		

ABSENT:	None	ABSTAIN:	None
	MOTION CARRIED		

Approval of the Minutes of the March 23, 2011 Executive Session Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

AYES:	Fahmy	NAYS:	None
	Hippensteel		
	Hubbard		
	Kosek		
	McCleary		
	Seddon		
	Wagner		

ABSENT:	None	ABSTAIN:	None
	MOTION CARRIED		

Report of the Board President: Kosek indicated he met with Hill several times during the past month. Kosek stated he and Hubbard met with Hill to review her evaluation.

Committee Reports:

- Finance Committee: None.
- Policy Committee: Hubbard indicated the committee met on April 25 to review several policies which would be listed under the New Business portion of next month’s agenda.
- Building Committee: Wagner reported the committee met on April 18 to discuss the first floor reconfiguration and space issues revolving around the Friends of the Library’s book sale.

Report of the Treasurer: Wagner stated he reviewed the bills and all was in order.

Approval of the April Bill Listing FY 2010-2011 in the amended amount of \$66,796.20: Wagner moved to approve the bill listing in the amended amount of \$66,796.20. Hubbard seconded the motion.

ROLL CALL VOTE:

AYES:	Fahmy	NAYS:	None
	Hippensteel		
	Hubbard		
	Kosek		
	McCleary		
	Seddon		
	Wagner		

ABSENT:	None	ABSTAIN:	None
	After some discussion the MOTION CARRIED		

Report of LINC Representative: Hubbard reported the Governing Board met on April 6 to elect new officers and complete Consortium Manager Dawe’s evaluation. Hubbard indicated LINC was preparing for its audit.

DLS System News: After some discussion it was the consensus of the Board to rename DLS System News, “RAILS News” on the monthly agenda.

Report of the Friends of the Library Liaison: Seddon supplied the Board with the Book Sale report. There was some discussion on the Friends election which precipitated a discussion on their nominating committee. Seddon stated Friends membership increased from 139 to 149 members. Seddon indicated the Friends had \$4898.30 in the bank. Other topics of discussion included the Kiwanis Concerts in July, the Murder Mystery auditions in August, and the House Walk in September.

Report of Gifts and Program Sponsorships: The Gift and Program Sponsorship Report was included in each Trustee’s packet.

Correspondence: There was discussion on one item of correspondence.

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

Assistant Director’s Report: Birmingham stated he received a request from Villa Park VFW Post 2801 asking to use the Library’s parking lot as a staging area for the Fourth of July parade. Birmingham indicated he would have more information at next month’s meeting.

Library Director's Report/Long Range Plan Report:

Building:

- Hill reported the self-checkout machine was running 4% of all checkouts on the second floor, the same percentage as it did on the first floor.
- Hill indicated four quotes were received for dry walling the 1st floor small office on the east side of the building. Hill stated the lowest quote for \$1800 from Affordable Carpentry would be accepted.

Endowment Fund:

Hill informed the Board she asked the Library's attorney to work on a policy for the Library's endowment fund.

Staff:

- Hill reported Michelle Hoffman is the new Circulation Assistant, and Youth Services Assistant Jessica Thornton is taking leave with Steve Marshall being hired to fill her hours.
- Hill stated former Circulation Assistant Maureen O'Brochta would stay in the employ in the Library as newsletter editor/creator, and Readers Advisory Assistant Marna Rundgren would be working an additional three hours a week doing publicity and press releases.

Services:

- Hill presented the Board with the results of the "Food for Fines" promotion during National Library Week.
- Hill stated the Library participated in the Illinois Library Association's Snapshot Day on April 13.
- Hill indicated the *Resource* should have arrived in homes.

Long Range Plan:

- Topics of discussion included the Early Literacy Area & YS Department project, the first floor reconfiguration, building landscaping, and several purchases of items on the Technology Plan.
- There was some discussion on a quarterly "Coffee with the Trustees."

Unfinished Business:

Resolution Adopting a Policy With Regard to the Collection, Use, Disclosure and Protection of Individual's Social Security Numbers (Policy 305, Administration): Wagner moved to approve Resolution Adopting a Policy With Regard to the Collection, Use, Disclosure and Protection of Individual's Social Security Numbers (Policy 305, Administration). Hubbard seconded the motion.

AYES: Fahmy
Hippensteel
Hubbard
Kosek
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Update on First Floor Reconfiguration: Hill presented the Board with the floor plan from OEC Business Interiors.

[Fahmy left the meeting at this point of the meeting]

New Business:

FOIA Training: Hill indicated FOIA Training would be added to the Annual Meeting agenda.

Staff In-service Day: Wagner moved to approve closing May 20 for Staff In-service Day. McCleary seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Wagner
NAYS: None

ABSENT: Fahmy
ABSTAIN: None
MOTION CARRIED

Executive Session: Personnel Matters:

Wagner moved the Board go into Executive Session. Hubbard seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Wagner
NAYS: None

ABSENT: Fahmy
ABSTAIN: None
MOTION CARRIED The Board went into Executive Session at 9:03 p.m.

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

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Wagner
NAYS: None

ABSENT: Fahmy
ABSTAIN: None
MOTION CARRIED The Board came out of Executive Session at 9:21 p.m.

Around the Table: Hubbard commented on the “Sheldon Peck and the Underground Railroad” program on April 3. Hubbard stated she would not be attending the May meeting due to the fact that she would be in Spain. Hill commented on the passing of long time Library supporter Lorraine

