

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 24, 2011

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, Matt Matkowski [arrived at 7:33 p.m.], Mark McCleary, Steve Seddon, 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 27 2011 Regular Meeting: Hubbard moved the minutes be approved. McCleary seconded the motion.

AYES:	Hippensteel	NAYS:	None
	Hubbard		
	Kosek		
	Matkowski		
	Seddon		
	Wagner		

ABSENT:	None	ABSTAIN:	McCleary
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After some discussion the MOTION CARRIED and the minutes were approved as revised.

Report of the Board President: Kosek indicated he met with Hill several times during the past month.

[Matkowski arrived at this point in the meeting]

Committee Reports:

- Finance Committee: None.
- Policy Committee: The next meeting of the Policy Committee was scheduled for August 30 at 6:30 p.m.
- Building Committee: Wagner reported the committee met with Village Manager Keehner on August 17.

Report of the Treasurer: Wagner stated he reviewed the bills and all was in order. Wagner reported the Library's fund balance was \$1,682,438.03. There was some discussion on the Penny Severns Grant, the Library's gas bill, and grant monies from the state.

Approval of the August Bill Listing FY 2011-2012 in the amount of \$73,326.33: Wagner moved to approve the bill listing in the amount of \$73,326.33. Hippensteel seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Report of LINC Representative: Hubbard reported the next meeting of the Governing Board was scheduled for September 7 at the St. Charles Public Library and would include the LINC audit.

RAILS News: Hill indicated Head of Automation and Technical Services attended a RAILS meeting in August. Hill reported the DLS Directors were looking to meet. Hill stated Birmingham would attend a FY2012 Illinois Public Library Per Capita and Equalization Aid Grants video conference in Burr Ridge on August 25.

Report of the Friends of the Library Liaison: Seddon reported the Friends met on August 10. Topics of discussion included the \$250 matching gift from McDonalds, the By-Laws, the Village's "Adopt a Fire Hydrant" program, the House Walk and docent meeting, and the 2008-2009 audit.

Report of Gifts and Program Sponsorships: There were three gifts reported in the Gift and Program Sponsorship Report.

Correspondence: There was discussion on one item of correspondence.

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

Assistant Director's Report:

Birmingham informed the Board the patron count for the month of July was 24,382. Birmingham reported the call for content for the next issue of the *Resource* would go out on August 29. Birmingham passed around the September adult program calendar and sign-up sheet.

Library Director's Report/Long Range Plan Report:

Budget:

- Hill indicated Village Manager Keehner asked his staff to work on a five year budget and if time permitted she would work on this type of projection.
- Hill stated the legal services expenditure line would need adjusting.
- Hill reported revenues appeared to be on track.

Building:

- Hill stated storage space on the first floor was being converted to shelving for the oversize collection.
- Hill reported the tenant renting the 219 S. Ardmore property would be moving out in September.
- Hill indicated the floor waxing went fairly well.

- Hill reported a representative from NEDSRA would be touring the village’s recreation buildings in order to determine ADA compliance. Hill indicated interest in this although there is the possibility of a cost involved.

Department Report Highlights:

- Adult: Hill reported there were over 900 withdrawals and a major shifting of books in the department in July.
- Circulation: Hill stated checkouts for July have dropped over the past two years from an all-time high in 2009.
- Automation: Hill noted the upgrades to the antenna for the annex due to the drop-offs and slowdowns to the Internet connection.

Services:

- Hill indicated Readers Advisory Assistant Marna Rundgren has worked on developing training for downloading ebooks and eaudiobooks from MyMediaMall.
- Hill reported Adult Services staff has worked on developing computer training for patrons beginning in September.
- Hill reminded the Board the Housewalk was scheduled for Saturday, September 10.
- Hill stated Marna Rundgren has gotten six businesses to participate in the “show your library card” initiative for “Library Card Sign-up Month.”
- Hill indicated a “drop in knitting” class would begin in September.
- Hill commented on the “Library Card Sign-up Month” proclamation read at the Village Board Meeting on August 22.

Unfinished Business:

Update on First Floor Reconfiguration: Birmingham and Hill presented the Board with an update on the first floor reconfiguration.

Update on Youth Services Floor Plan: Hill updated the Board on the Youth Services Floor Plan.

New Business:

Staff and Volunteer Event: The event was scheduled for September 15 at LaTosca Ristorante Italiano and Pizzeria.

Collection Management Plan 2011: McCleary moved to approve the Collection Management Plan 2011. Hubbard seconded the motion.

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

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

Memo and Emergency Response Plan 2011: Wagner moved to approve the Emergency Response Plan. McCleary seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the **MOTION CARRIED** and the **Memo and Emergency Response Plan** was approved as revised.

Disposal of Equipment and Furniture: Wagner moved to approve the Disposal of Equipment and Furniture. McCleary seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the **MOTION CARRIED**

Executive Session: Property Acquisition:

Personnel Matters:

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

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED The Board went into Executive Session at 8:44 p.m.

Wagner moved the Board come out of Executive Session. Seddon seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon

NAYS: None

Wagner

ABSENT:

None

ABSTAIN: None

MOTION CARRIED The Board came out of Executive Session at 9:15 p.m.

Around the Table: Hippensteel indicated he would be making his baseball trip to Milwaukee and Minnesota this year. McCleary stated he was going woodworking in Indiana. Matkowski reported he had a good time in Rhode Island. Wagner indicated the next Electronics Recycling Event was scheduled for August 27 from 9 a.m. – 12 p.m. Birmingham reported he was going on vacation to Philadelphia and Cape May, New Jersey, and he attended the Chamber’s Steak Fry with Wagner on August 17.

Planning for Future Meetings: The next regular meeting was rescheduled for September 28, 2011 at 7:30 p.m. The next Policy Meeting was scheduled for August 30. The next Committee of the Whole was scheduled for September 10.

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

AYES:

**Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner**

NAYS:

None

ABSENT:

None

ABSTAIN: None

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:21 p.m.

Approved,

Sean Birmingham
Recording Secretary