

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 21, 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, 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 October 26, 2011 Regular Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

AYES:	Hippensteel	NAYS:	None
	Kosek		
	Matkowski		
	McCleary		
	Seddon		
	Wagner		

ABSENT:	None	ABSTAIN:	Hubbard
	MOTION CARRIED		

Approval of the Minutes of the October 26, 2011 Executive Session Meeting: Wagner moved the minutes be approved. McCleary seconded the motion.

AYES:	Hippensteel	NAYS:	None
	Kosek		
	Matkowski		
	McCleary		
	Seddon		
	Wagner		

ABSENT:	None	ABSTAIN:	Hubbard
	MOTION CARRIED		

Report of the Board President: Kosek indicated he spoke to Hill regarding the reconfiguration of both floors and one patron issue.

Committee Reports:

- Finance Committee: The next meeting of the Finance Committee was scheduled for December 6 at 7:00 p.m.

- Building Committee: The next meeting of the Building Committee was scheduled for December 3 at 9:00 a.m.
- Policy Committee: The Policy Committee met on November 11 to discuss the Customer Service Standards and the Internet Policy. The next meeting of the Policy Committee was scheduled for January 28, 2012 at 9:30 a.m.

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

Approval of the November Bill Listing FY 2011-2012 in the amount of \$\$61,058.23: Wagner moved to approve the bill listing in the amount of \$61,058.23. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Report of LINC Representative: Hubbard reported the Governing Board met in November to discuss the LINC Budget. Hubbard indicated the Board would vote to approve the budget at the January regular meeting.

RAILS News: There was discussion on the RAILS buildings.

Report of the Friends of the Library Liaison: Matkowski reported topics of discussion at the November Friends meeting included the Murder Mystery Event attendance, the By-Laws, the Giving Tree, Joyful Traditions, and the Library's wish list.

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

Correspondence: There was discussion on three items of correspondence.

Letters to Departing Staff Members & Thank You Letters: The Board signed a letter for Gail Davis.

Assistant Director's Report:

Birmingham reported the patron count for the month of September was 21,723. Birmingham indicated he attended two LACONI programs and the ILUUG Annual Meeting in November

Library Director's Report/Long Range Plan Report:

Budget:

- Hill reported the Finance Committee was scheduled to meet on December. Hill indicated she would include the Library's Village's Comprehensive Annual Report in December's board packet.
- Hill reported the FY2010 Per Capita Grant was received in the amount of \$23,078.14.
- Hill reported she had found some notes from a previous library budget which included the following budget trimming ideas:

- Reducing ILA & ALA memberships
- Closing extra holidays such as Martin Luther King Day; Presidents Day; Columbus Day; and Veterans Day (with full time staff making up the time on the previous Saturday to make up the time).
- Closing Thanksgiving Eve all day
- Closing Friday evenings at 5 p.m.
- Closing Saturdays and Sundays in July and August.
- Hill indicated she discussed a “Mini-Golf” fundraiser for the Library and the Recreation Department with the Village Manager and with the Head of Parks & Recreation.

Building:

- Hill stated the YS graphics storage room is being re-organized using existing shelving leftover from AS Reference.
- Hill reported an emergency call for elevator service was made on November 18.
- Hill indicated Northern Weathermakers was contacted for a visit to the Annex due to a power outage.
- Hill reported Bledsoe’s office would be insulated/dry walled in the next couple of weeks.

Staff:

- Hill reported Nancy Gergets has been hired as our part-time Youth Services School Liaison. Ms. Gergets has her Masters in Library Sciences and a MBA in Organizational Behavior and Marketing and has completed 400 practicum hours in student teaching.

Services:

- Hill indicated she would include a draft of a survey which could be distributed to the community via the Library’s newsletter in December’s board packet.
- E-Pay: Hill reported she had a discussion with the Finance Director, and later on, with the Village Manager regarding whether the village would be implementing E-Pay. Hill stated the Village is looking at another product, PSN (Payment Service Network), which would complement their accounting software.
- Hill reported Library Anywhere the mobile phone application for the Library website Library Anywhere has been implemented.

Hill indicated five staff members participated in the Tri-Town YMCA’s focus group on wellness/fitness for Villa Park and Oakbrook Terrace resident.

Unfinished Business:

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

Update on Youth Services Floor Plan: There was discussion on the quotes for the for the shelving units/book bins.

New Business: None.

Executive Session: Business Matters: None.

Around the Table: Hubbard stated she the program on the Cahokia Mounds on November 12 was well attended. Hubbard indicated she would be on a Caribbean cruise and would not be attending the December regular meeting. Hippensteel, McCleary, Seddon, and Matkowski wished everyone a

Happy Thanksgiving. Wagner reported the last electronics recycling event for the year was scheduled for Saturday, November 26. Wagner indicated there was a need for a plan for the recycling of electronics which will be banned from landfills beginning in 2012. Wagner commented on the IT presentation at the Village Board Meeting on November 14. Wagner reported he heard the First Lady speak. Wagner also commented on ALA/ILA memberships of the trustees.

Planning for Future Meetings: The next regular meeting was rescheduled for December 28, 2011 at 7:30 p.m. Hill indicated she would bring the list of tentative 2012 meetings to the December regular meeting.

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

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

ABSENT: **ABSTAIN: None**

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:03 p.m.

Approved,

Sean Birmingham
Recording Secretary