

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 28, 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: Stan Kosek, Matt Matkowski, Mark McCleary, Steve Seddon, Bob Wagner.

Trustees Absent: Dan Hippensteel, Pat Hubbard.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the November 21, 2011 Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion.

AYES:	Kosek Matkowski McCleary Seddon Wagner	NAYS:	None
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ABSENT:	Hippensteel Hubbard	ABSTAIN:	None
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MOTION CARRIED

Approval of the Minutes of the November 19, 2011 Policy Committee Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion.

AYES:	Kosek Matkowski McCleary Seddon Wagner	NAYS:	None
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ABSENT:	Hippensteel Hubbard	ABSTAIN:	None
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MOTION CARRIED

Approval of the Minutes of the December 6, 2011 Finance Committee Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion.

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

ABSTAIN: None

MOTION CARRIED

Report of the Board President: Kosek indicated he met with Hill prior to the December 6 Finance Committee meeting.

Committee Reports:

- Policy Committee: Hill reported the committee would meet on January 28, 2012 to review the Customer Service Standards, Internet Policy, and the non-disclosure statement.
- Building Committee: Wagner indicated the committee met on December 3. Topics of discussion included the 219 S. Ardmore and vacant lot property, construction grants, and the Library building.
- Finance Committee: Kosek reported the committee met on December 6 to review the FY 2011/2012 Budget and the 2012/2013 Budget draft.

Report of the Treasurer: Wagner stated he reviewed the bills and all was in order. Wagner indicated the fund balance was \$1,834,183.25.

Approval of the December Bill Listing FY 2011-2012 in the amount of \$69,141.96: Wagner moved to approve the bill listing in the amount of \$69,141.96. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED

Report of LINC Representative: Hill stated the LINC budget was on the agenda under New Business.

RAILS News: Wagner reported there was a new Delivery Committee.

Report of the Friends of the Library Liaison: Seddon reported topics of discussion at the December Friends meeting included the By-Laws, and the Scrabble game at the January general meeting.

Report of Gifts and Program Sponsorships: The Report of Gifts and Programs Sponsorships was included in each trustee's packet.

Correspondence: There was discussion on one item of correspondence.

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

Assistant Director's Report:

Birmingham reported the patron count for the month of November was 18,038. Birmingham stated the draft of the next *Resource* would be produced shortly. Birmingham passed around the list of January adult programs and commented on the change to the Eric Noden concert on January 21.

Library Director's Report/Long Range Plan Report:

Budget:

- Hill reported the Library's Village's Comprehensive Annual Report was included in each Trustee's packet.
- Hill indicated Maureen O'Brochta assisted in finding the information on a golfing Library event included on the agenda under New Business.

Building:

- Hill reiterated the Building Committee met and discussed several issues.

Staff:

- Hill reported Reference Librarian Dave Pugl found a full-time position at the ELA Area Public Library. Hill indicated the part-time position has been filled.
- Hill indicated she attended a webinar on the Open Meetings Act Amendment requiring an employer who participates in the Illinois Municipal Retirement Fund ("IMRF") to post on its website employees whose total compensation is in excess of \$75,000.
- Hill stated the Library's attorney would like to attend a Board meeting to meet the Library Board.

Services:

- There was discussion on the draft of a survey in the each Trustee's packet. Hill indicated the survey would be included in the *Resource* next fiscal year.
- Hill reported the next issue of the *Resource* will include four months of content to get back into a seasonal rotation of months. Hill stated an extra page would be added to include the additional content.
- Hill indicated Bradford and Sand attended a webinar at the village on software by PSN (Payment Services Network). Hill stated the Library would not be able to use the software since it does not integrate with Sirsi.

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: Hill presented the Board with an update on the Youth Services Floor Plan.

New Business:

ALA & ILA Memberships: Kosek, Matkowski, and Wagner indicated they were interested in ILA memberships.

Board Meeting Schedule 2012: Wagner moved to approve the Board Meeting Schedule 2012. Matkowski seconded the motion.

AYES:

**Kosek
Matkowski
McCleary
Seddon**

NAYS:

None

Wagner

ABSENT: **Hippensteel** **ABSTAIN: None**
Hubbard
After some discussion the MOTION CARRIED as revised.

Library Board Calender 2012: The Library Board calendar was presented to the Board for their information.

Library Closings 2012: McCleary moved to approve the Library Closings 2012. Matkowski seconded the motion.

AYES: **Kosek** **NAYS: None**
Matkowski
McCleary
Seddon
Wagner

ABSENT: **Hippensteel** **ABSTAIN: None**
Hubbard
After some discussion the MOTION CARRIED

LINC Budget FY 2012/2013: The LINC Budget FY 2012/2013 was presented to the Board for their information.

Tee Time @ the Library: Wagner moved to approve Tee Time @ the Library on April 22. McCleary seconded the motion.

AYES: **Kosek** **NAYS: None**
Matkowski
McCleary
Seddon
Wagner

ABSENT: **Hippensteel** **ABSTAIN: None**
Hubbard
After some discussion the MOTION CARRIED

Executive Session: Semi-Annual Review of Executive Session Minutes: McCleary moved the Board go into Executive Session. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES: **Kosek** **NAYS: None**
Matkowski
McCleary
Seddon
Wagner

ABSENT: **Hippensteel** **ABSTAIN: None**
Hubbard
MOTION CARRIED The Board went into Executive Session at 8:40 p.m.

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

ROLL CALL VOTE:

AYES: Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED

The Board came out of Executive Session at 9:05 p.m.

Wagner moved to release the Executive Session minutes for February 23, 2011 and March 23, 2011. Matkowski seconded the motion.

AYES: Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED

McCleary moved to destroy the verbatim record of the September 23, 2009; October 28, 2009; November 23, 2009, and December 23, 2009 Executive Sessions. Matkowski seconded the motion.

AYES: Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED

Around the Table: None.

Planning for Future Meetings: The next regular meeting was rescheduled for January 25, 2012 at 7:30 p.m. The next Coffee with the Board is scheduled for January 21, 2012 at 9:30 a.m.

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

AYES: Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: **Hippensteel**
 Hubbard
 MOTION CARRIED

ABSTAIN: None

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:13 p.m.

Approved,

Sean Birmingham
Recording Secretary