#### VILLA PARK PUBLIC LIBRARY **BOARD OF TRUSTEES MINUTES** February 22, 2012

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: Attorney James Fessler, Klein, Thorpe, and Jenkins LTD., Jeff Sand, Automation Services Coordinator.

Public Participation: Fessler introduced himself to the Board and discussed several Library Law Blasts with the trustees.

Approval of the Min	utes of the January 21, 2012 Coffee	with the Librar	y Board Meeting: Wagner			
moved the minutes b	moved the minutes be approved. Hubbard seconded the motion.					
AYES:	Hippensteel	NAYS:	None			
	Hubbard					
	Kosek					
	Matkowski					
	McCleary					
	Seddon					
	Wagner					
<b>ABSENT:</b>	None	<b>ABSTAIN:</b>	None			
	MOTION CARRIED					
Approval of the Min	utes of the January 25, 2012 Regula	Approval of the Minutes of the January 25, 2012 Regular Meeting: McCleary moved the minutes				
			t lear v moved the minines			
		<u>r wieding</u> . wie	Cleary moved the minutes			
	d seconded the motion.	NAYS:	None			
be approved. Hubbar		-				
be approved. Hubbar	d seconded the motion. <b>Hippensteel</b>	-				
be approved. Hubbar	rd seconded the motion. Hippensteel Hubbard Kosek	-				
be approved. Hubbar	rd seconded the motion. Hippensteel Hubbard Kosek Matkowski	-				
be approved. Hubbar	rd seconded the motion. Hippensteel Hubbard Kosek Matkowski McCleary	-				
be approved. Hubbar	rd seconded the motion. Hippensteel Hubbard Kosek Matkowski McCleary Seddon	-				
be approved. Hubbar	rd seconded the motion. Hippensteel Hubbard Kosek Matkowski McCleary	-				
be approved. Hubbar	rd seconded the motion. Hippensteel Hubbard Kosek Matkowski McCleary Seddon	-				
be approved. Hubbar AYES:	rd seconded the motion. Hippensteel Hubbard Kosek Matkowski McCleary Seddon Wagner	NAYS:	None			

Approval of the Minutes of the January 25, 2012 Executive Session Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

AYES:	Hippensteel Hubbard Kosek Matkowski McCleary Seddon Wagner	NAYS:	None
ABSENT:	None MOTION CARRIED	ABSTAIN:	None
	<u>Linutes of the January 28, 2012 Policy</u> ed. Matkowski seconded the motion		ting: McCleary moved the
AYES:	Hippensteel Hubbard Kosek Matkowski McCleary Seddon Wagner	NAYS:	None
ABSENT:	None MOTION CARRIED	ABSTAIN:	None

<u>Report of the Board President</u>: Kosek reported he met with Hill several times in February.

Committee Reports:

- <u>Policy Committee</u>: Hubbard indicated there were several policies on the agenda under New Business. The next Policy Committee Meeting is scheduled for Saturday, March 10.
- <u>Finance Committee</u>: None.
- <u>Building Committee</u>: Met on February 15 for a walk through of the first and second floor.

<u>Report of the Treasurer</u>: Wagner reported the fund balance was \$1,523,776.01.

<u>Approval of the February Bill Listing FY 2011-2012 in the amount of \$73,212.96</u>: Wagner moved to approve the bill listing in the amount of \$73,212.96. McCleary seconded the motion. **ROLL CALL VOTE:** 

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

### ABSENT: None ABSTAIN: None MOTION CARRIED contingent on the treasurer's review.

<u>Report of LINC Representative</u>: Hubbard reported the Governing Board met on February 1. Hubbard indicated the LINC budget passed at the February meeting. <u>RAILS News</u>: Hill stated she was forwarding RAILS emails to trustees and would also forward the Klein, Thorpe, and Jenkins LTD newsletter to the Board.

<u>Report of the Friends of the Library Liaison</u>: Seddon reported the Friends would be working the Tee Time at the Library Mini Golf event on April 22. Seddon indicated the National Poetry Month Poetry Reading would take place after the Friends' meeting on April 11.

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

Correspondence: None.

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

### Assistant Director's Report:

Birmingham reported the patron count for the month of January was 20,170. Birmingham indicated as part of the second round of the "Business and Libraries Working Together Grant" the Library would be awarded books and a tablet computer. Birmingham passed around the list of March adult programs.

### Library Director's Report/Long Range Plan Report:

Budget:

- There was some discussion on Village accounting and electronic purchase orders.
- Hill reported she received a letter indicating the Library would receive the per capita grant in the amount of \$22,462.55.
- Hill stated she phoned Senator Sandack's office to express opposition to SB2073.
- Hill reported follow up with the Village in regards to transferring dollars to the Library Fund from the book sale was necessary.
- Hill indicated staff would like to explore sending unsold book sale books to Better World Books. It was the consensus of the Board to proceed with using Better World Books for donated and withdrawn books.

### <u>Building(s)</u>:

- Hill reported the computer catalog move on the west end of the first floor was completed. Hill indicated the alcove where the atlases had been would be used for storage of building supplies for Martha Bledsoe's office.
- Hill stated the camera installation would be complete by the end of the week.
- Hill indicated she asked Tiffany Nash to come to the Library to plot out the exact location of the new shelving in Youth Services.
- There was some discussion on using the Conference Room as a multi-purpose room. It was the consensus of the Board to explore using the Conference Room as a multi-purpose room.
- Hill reported Nicor never began the work they had scheduled on Library grounds.

### <u>Staff</u>:

- Hill indicated Martha Bledsoe was cleared to work without any restrictions.
- Hill reported part-time Youth Services staff member Elise Miller found a full-time position and her last day would be March 1.

• Hill indicated fitness equipment was received from the Tri-Town YMCA for participating in the grant survey.

<u>Services</u>:

- Hill reported she attended the Oakbrook Terrace City Council meeting on February 14 to give a brief presentation of library services.
- Hill indicated the Kiwanis Club of Villa Park would be meeting at the Library Annex on Saturday, February 25.
- Hill stated the preschool fair co-hosted with Addison Public Library on February 4 was well attended.
- Hill reported the Library hosted ICES training for the Village on February 8, and a webinar providing legislative updates on February 15. Hill indicated the Village manager asked to use the Annex to provide OMA training for commission members.
- Hill provided the Board with an update on Tee Time at the Library.

### Unfinished Business:

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

<u>Update on Youth Services Floor Plan</u>: Hill presented the Board with an update on the Youth Services Floor Plan.

<u>Technology Plan 2012-2015</u>: Sand presented the Board with the Technology Plan 2012-2015. McCleary moved to approve the Technology Plan 2012-2015. Matkowski seconded the motion.

Hu	Hippensteel	NAYS:	None	
	Hubbard			
	Kosek			
	Matkowski			
	McCleary			
	Seddon			
	Wagner			
	NT		<b>N</b> 7	

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

McCleary moved to approve the FY 2011/2012 Revised Budget. Wagner seconded the motion. **ROLL CALL VOTE:** 

AYES:	Hippensteel	NAYS:	None
	Hubbard		
	Kosek		
	Matkowski		
	McCleary		
	Seddon		
	Wagner		
ABSENT:	None	ABSTAIN:	None
	After some discussion the	he MOTION CARRIED	

Hubbard moved to approve the FY 2012/2013 Budget. Wagner seconded the motion.

ROLL CALL VOTE AYES:	E: Hippensteel Hubbard Kosek Matkowski McCleary Seddon Wagner	NAYS:	None
ABSENT:	None After some discussion the MOTIC	ABSTAIN: ON CARRIED	None
Terrace Service Agree	<u>x Terrace Service Agreement</u> : Wagne ement. Hippensteel seconded the mo	otion.	
AYES:	Hippensteel Hubbard Kosek Matkowski McCleary Seddon Wagner	NAYS:	None
ABSENT:	None After some discussion the MOTIC	ABSTAIN: ON CARRIED	None
	urniture and Equipment: Wagner motent. Hubbard seconded the motion.	oved to approve	the Disposal of Library
AYES:	Hippensteel Hubbard Kosek Matkowski McCleary Seddon Wagner	NAYS:	None
ABSENT:	None MOTION CARRIE	ABSTAIN: D	None
	Customer Service Standards: Hubbar ndards. McCleary seconded the mot		rove Policy 104, General:
AYES:	Hippensteel Hubbard Kosek Matkowski McCleary Seddon Wagner	NAYS:	None
ABSENT:	None	ABSTAIN:	None

### After some discussion the MOTION CARRIED

<u>Policy 145, General: Patron Bill of Rights</u>: McCleary moved to approve Policy 145, General: Patron Bill of Rights. Seddon seconded the motion.

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

## ABSENT: None ABSTAIN: None After some discussion the MOTION CARRIED as revised

Policy 250, Board of Trustees: E-Mail Communication and Administrative Procedure: Hubbard moved to approve Policy 250, Board of Trustees: E-Mail Communication and Administrative Procedure. McCleary seconded the motion.

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

ABSENT:NoneABSTAIN:NoneAfter some discussion the MOTION CARRIED as revised

Policy 425, Personnel: Rest Periods: McCleary moved to approve Policy 425, Personnel: Rest Periods. Hippensteel seconded the motion.

AYES:	Hippensteel	NAYS:	None
	Hubbard		
	Kosek		
	Matkowski		
	McCleary		
	Seddon		
	Wagner		
<b>ABSENT</b> .	None	ARSTAIN	None

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

<u>Policy 426, Personnel: Meals</u>: McCleary moved to approve Policy 426, Personnel: Meals. Hubbard seconded the motion. Wagner amended the motion substituting "Meal Periods" for "Meals" for the name of the policy. Amendment accepted.

AYES:	Hippensteel	NAYS:	None
	Hubbard		
	Kosek		
	Matkowski		
	McCleary		
	Seddon		

### Wagner

Seddon Wagner

## ABSENT:NoneABSTAIN:NoneAfter some discussion the MOTION CARRIED as amended

 Executive Session: Business Matters, Personnel Matters: McCleary moved the Board go into

 Executive Session. Seddon seconded the motion.

 ROLL CALL VOTE:

 AYES:
 Hippensteel

 NAYS:
 None

 Hubbard

 Kosek

 Matkowski

 McCleary

ABSENT:NoneABSTAIN:NoneMOTION CARRIED The Board went into Executive Session at 9:50 p.m.

Wagner moved the Board come out of Executive Session. McCleary seconded the motion. **ROLL CALL VOTE:** 

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

ABSENT: None ABSTAIN: MOTION CARRIED

The Board came out of Executive Session at 10:08 p.m.

Around the Table:

Hippensteel stated he would not be attending March's meeting because he would be in Florida. Hill wished everyone a happy George Washington's birthday day. Seddon indicated he enjoyed the "Winter Birds" program on January 28. Wagner reported there was a Democratic Senate District 23 debate scheduled for February 29 at the Glenside Public Library.

Wagner commented on the Webinar on Community Aggregation the Library hosted on January 24. Wagner indicated he attended the Friends of Villa Park gathering on Saturday, January 21. McCleary stated he had his summer workshop schedule planned.

<u>Planning for Future Meetings</u>: The next Building Committee is scheduled for March 1, 2012 at 7:00 p.m. The next policy Committee is scheduled for Saturday, March 10 at 9:30 a.m. The next regular meeting is scheduled for March 28, 2012 at 7:30 p.m.

Adjournment: McCleary moved the meeting be adjourned.Hubbard seconded the motion.AYES:Hippensteel<br/>HubbardNAYS:None

Kosek Matkowski McCleary Seddon Wagner

# ABSENT: None ABSTAIN: None MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 10:12 p.m.

Respectfully submitted,

Sean Birmingham Recording Secretary