

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Approval of the Minutes of the January 28, 2012 Policy Committee Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

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

Committee Reports:

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

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

Approval of the February Bill Listing FY 2011-2012 in the amount of \$73,212.96: Wagner moved to approve the bill listing in the amount of \$73,212.96. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED contingent on the treasurer's review.

Report of LINC Representative: Hubbard reported the Governing Board met on February 1. Hubbard indicated the LINC budget passed at the February meeting.

RAILS News: Hill stated she was forwarding RAILS emails to trustees and would also forward the Klein, Thorpe, and Jenkins LTD newsletter to the Board.

Report of the Friends of the Library Liaison: 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.

Report of Gifts and Program Sponsorships: 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.

Building(s):

- 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.

Staff:

- 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.

After some discussion the MOTION CARRIED

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

AYES: Hippensteel
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Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

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
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After 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
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Policy 426, Personnel: Meals: 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
Hubbard
Kosek
Matkowski
McCleary
Seddon

NAYS: 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