

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
March 28, 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: Pat Hubbard, Stan Kosek, Mark McCleary, Steve Seddon, Bob Wagner [arrived at 7:30 p.m.].

Trustees Absent: Dan Hippensteel, Matt Matkowski.

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

Introduction of Visitors: Michelle Geyer-Ross, Circulation Assistant II.

Public Participation: None.

[Wagner arrived at this at this point of the meeting]

Approval of the Minutes of the February 22, 2012 Regular Meeting: Hubbard moved the minutes be approved. McCleary seconded the motion.

AYES:	Hubbard	NAYS:	None
	Kosek		
	McCleary		
	Seddon		
	Wagner		

ABSENT:	Hippensteel	ABSTAIN:	None
	Matkowski		

After some discussion the MOTION CARRIED as revised

Approval of the Minutes of the February 22, 2012 Executive Session Meeting: Wagner moved the minutes be approved. McCleary seconded the motion.

AYES:	Hubbard	NAYS:	None
	Kosek		
	McCleary		
	Seddon		
	Wagner		

ABSENT:	Hippensteel	ABSTAIN:	None
	Matkowski		

MOTION CARRIED

Approval of the Minutes of the March 10, 2012 Policy Committee Meeting: Hubbard moved the minutes be approved. McCleary seconded the motion.

AYES:	Hubbard	NAYS:	None
	Kosek		

**McCleary
Seddon
Wagner**

**ABSENT: Hippensteel
Matkowski**

ABSTAIN: None

MOTION CARRIED

Approval of the Minutes of the March 12, 2012 Special Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

**AYES: Hubbard
Kosek
McCleary
Seddon
Wagner**

NAYS: None

**ABSENT: Hippensteel
Matkowski**

ABSTAIN: None

MOTION CARRIED

Approval of the Minutes of the March 12, 2012 Policy Committee Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

**AYES: Hubbard
Kosek
McCleary
Seddon
Wagner**

NAYS: None

**ABSENT: Hippensteel
Matkowski**

ABSTAIN: None

MOTION CARRIED

Approval of the Minutes of the March 12, 2012 Executive Session Meeting: The Minutes of the March 12, 2012 Executive Session Meeting would be on next month's regular meeting agenda for approval.

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

Committee Reports:

- Finance Committee: None.
- Building Committee: None.
- Policy Committee: Hubbard indicated there were several policies on the agenda under New Business. The Policy Committee Meeting would need to schedule a meeting for May.

Report of the Treasurer: Wagner indicated he reviewed the bills and all was in order. Wagner reported the fund balance was \$1,381,900.50.

Approval of the February Bill Listing FY 2011-2012 in the amount of \$57,076.95: Wagner moved to approve the bill listing in the amount of \$57,076.95. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Hubbard
Kosek
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hippensteel
Matkowski

ABSTAIN: None

Report of LINC Representative: Hubbard reported the Governing Board's next meeting was scheduled for April 4. Hubbard stated topics of discussion would be the consortium manager's evaluation, LINC's financial plan, and using SIRSI software to run a self-checkout machine.

RAILS News: There was some discussion on ballots for the Governing Board.

Report of the Friends of the Library Liaison: Seddon reported the Friends met on March 14. Seddon stated the Friends were searching for a new Treasurer. Seddon indicated the National Poetry Month Poetry Reading would take place after the April 11 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 Elise Miller.

Assistant Director's Report:

Birmingham reported the patron count for the month of February was 19,605. Birmingham indicated Janet Binder, Village Risk Manager, was the new chair of the Village's Green Committee. Birmingham passed around the list of April adult programs.

Library Director's Report/Long Range Plan Report:

Budget:

- Hill reported she received an email indicating the Library would receive the Penny Severns grant again this year.
- Hill stated she asked Sand to investigate the cost of calendar/room reservation software.

Building(s):

- Hill reported the majority of work had been completed on Martha Bledsoe's office.
- Hill stated the camera installation had been completed and three signs were installed indicating camera surveillance.
- Hill indicated she asked Tiffany Nash to come to the Library to plot out the exact location of the new shelving in Youth Services.
- Hill reported Kevin Goss, a Superintendent of Sugar Creek Golf Course, volunteered his time and expertise to provide the Library with some ideas on improving the landscape on the west side of the building. It was the consensus of the Board to move forward with a plant list to be provided by Mr. Goss.

Staff:

- Hill reported there was Library representation at the village breakfast held at Sugar Creek Golf Course on March 16.
- Hill stated Lt. Mike Barton would be providing CPR and First Aid Training for staff on Friday, April 20 and Thursday, April 26.
- Hill indicated she, Hubbard, and Nancy Gergets attended the Lombard/Villa Park Community Night at COD on March 8.
- Hill stated she asked Susan McKean to attend April's Board Meeting.

Services:

- Hill provided the Board with an update on Tee Time at the Library.
- Hill indicated publicity for National Library Week and the programs which will be held has begun.
- Hill reported two patrons have been sent letters asking for the return of their materials.

Other

- Hill reported the elevator stress test scheduled with Otis Elevator scheduled for April 10 was prepaid on February 29.
- Hill informed the Board she asked John Bradford, Head of Technical Services, to explore the disposal options for several pieces of Library furniture.
- There was some discussion on the recycling of computers.

Hill indicated Russ' Plumbing did some repair work at the Library.

- Hill reported she was working on a job description for a 15 hour a week position.
- Hill informed the Board of a possible tenant for the house at 219 S. Ardmore once the current tenant's lease is up.
- There was some discussion on using the Conference Room for Tee Time storage during the "Coffee with the Library Board" on April 21.

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:

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

AYES: **Hubbard** **NAYS:** **None**
 Kosek
 McCleary
 Seddon

Wagner

ABSENT: Hippensteel ABSTAIN: None
Matkowski

After some the MOTION CARRIED

Policy Cover Memo

Policy 340, Administration, Authority to Close Library During Extreme Conditions: McCleary moved to approve Policy 340, Administration, Authority to Close Library During Extreme Conditions. Hubbard seconded the motion.

AYES: Hubbard NAYS: None
Kosek
McCleary
Seddon
Wagner

ABSENT: Hippensteel ABSTAIN: None
Matkowski

After some discussion the MOTION CARRIED

Policy 411: Personnel: Classifications: McCleary moved to Policy 411: Personnel: Classifications. Seddon seconded the motion. After some discussion McCleary withdrew his motion. McCleary moved to table Policy 411: Personnel: Classifications. Wagner seconded the motion. It was determined the policy should be reviewed by the Policy Committee.

AYES: Hubbard NAYS: None
Kosek
McCleary
Seddon
Wagner

ABSENT: Hippensteel ABSTAIN: None
Matkowski

MOTION CARRIED

Policy 568: Building Use, Patron Conduct: McCleary moved to approve Policy 568: Building Use, Patron Conduct. Hubbard seconded the motion.

AYES: Hubbard NAYS: None
Kosek
McCleary
Seddon
Wagner

ABSENT: Hippensteel ABSTAIN: None
Matkowski

After some discussion the MOTION CARRIED

Policy 710: Circulation, Loan Periods, Renewal Periods, and Limits of Materials: McCleary moved to approve Policy 710: Circulation, Loan Periods, Renewal Periods, and Limits of Materials. Hubbard seconded the motion.

AYES: Hubbard NAYS: None

**Kosek
McCleary
Seddon
Wagner**

**ABSENT: Hippensteel ABSTAIN: None
Matkowski**

After some discussion the MOTION CARRIED

Wage and Salary Chart 2012: McCleary moved to approve the Wage and Salary Chart 2012. Seddon seconded the motion.

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

**ABSENT: Hippensteel ABSTAIN: None
Matkowski**

After some discussion the MOTION CARRIED

Executive Session: Personnel Matters: Wagner moved the Board go into Executive Session. McCleary seconded the motion.

ROLL CALL VOTE:

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

**ABSENT: Hippensteel ABSTAIN: None
Matkowski**

MOTION CARRIED The Board went into Executive Session at

8:51 p.m.

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

ROLL CALL VOTE:

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

**ABSENT: Hippensteel ABSTAIN: None
Matkowski**

MOTION CARRIED The Board came out of Executive Session at 9:49

p.m.

McCleary moved to increase the Director's salary by 3.5%. Wagner seconded the motion.

ROLL CALL VOTE:

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

ABSENT: **Hippensteel** **ABSTAIN:** **None**
 Matkowski

MOTION CARRIED

Around the Table:

Hubbard stated she attended the Harriet Beecher Stowe program at the Library on March 18 and it was excellent. Hill informed the Board she had sold her old car and purchased a new vehicle. Seddon commented on his thirteen year old car. Wagner indicated electric cars were now available at I-Go Car Sharing. Birmingham reported he and his wife were expecting a baby girl in August. Kosek informed the Board he would be performing in the Green Man Theatre Troupe's *Matchmaker* opening on April 20.

Planning for Future Meetings: The next Coffee With the Library Board is scheduled for April 21, 2012 at 9:30 a.m. The next regular meeting is scheduled for April 25, 2012 at 7:30 p.m.

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

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

ABSENT: **Hippensteel** **ABSTAIN:** **None**
 Matkowski

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:56 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary