

**VILLA PARK PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES**  
April 25, 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 [arrived at 7:38 p.m.].

Trustees Absent: None.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary, Susan McKean, Head of Youth Services

Introduction of Visitors: McKean provided the Board with an update of the Youth Services Department.

Public Participation: None.

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

Approval of the Minutes of the March 12, 2012 Executive Session Meeting: Wagner moved the minutes be approved. McCleary seconded the motion.

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

<b>ABSENT:</b>	<b>None</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

Approval of the Minutes of the March 28, 2012 Regular Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

<b>ABSENT:</b>	<b>None</b>	<b>ABSTAIN:</b>	<b>None</b>
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**After some discussion the MOTION CARRIED as revised**

Approval of the Minutes of the March 28, 2012 Executive Session Meeting: Wagner moved the minutes be approved. McCleary 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 indicated he met with Hill several times during the past month. Kosek stated he and Hubbard met with Hill to review her evaluation.

Committee Reports:

- Finance Committee: None.
- Building Committee: Hill indicated the committee needed to meet.
- Policy Committee: Hill indicated the committee needed to meet.

Report of the Treasurer: Wagner stated he reviewed the bills and all was in order. Wagner reported the fund balance was \$1,234,139.13.

Approval of the April Bill Listing FY 2011-2012 in the amended amount of \$94,342.60: Wagner moved to approve the bill listing in the amended amount of \$94,342.60. Hubbard seconded the motion.

**ROLL CALL VOTE:**

**AYES:** Hippensteel  
Hubbard  
Kosek  
Matkowski  
McCleary  
Seddon  
Wagner

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

**After some discussion the MOTION CARRIED**

Report of LINC Representative: Hubbard reported the Governing Board met on April 4 to elect new officers and conduct the evaluation of the Consortium Manager. Hubbard stated the next meeting was scheduled for June.

RAILS News: Topics of discussion included an ICN webinar, the April 30 elections, and the delivery service report.

Report of the Friends of the Library Liaison: Seddon reported the Friends met on April 11. Seddon reported Avice Rodda was appointed Treasurer. Other topics of discussion included the Movie Matinees, the pool party in July, and Murder Mystery Event auditions in August. Seddon indicated

he attended the Poetry Reading following the meeting. Seddon stated the next Friends meeting was scheduled for May 9.

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 Tom Montgomery.

Assistant Director's Report:

Birmingham reported the patron count for the month of March was 23,462. Birmingham indicated work had begun on the next issue of the *Resource*. There was some discussion on the Library's *Metamorphosis* statue. Birmingham passed around the calendar of adult programs for May

Library Director's Report/Long Range Plan Report:

Building(s):

- Hill reported the work had been completed on Martha Bledsoe's office.
- Hill indicated if Otis Elevator invoiced the Library she would send a letter expressing concern on the service provided.
- Hill indicated McMahon scheduled a boiler valve replacement with Northern Weathermakers.
- Hill reported the Youth Services shelving would be completed in the next few weeks but the millwork had not progressed as far as anticipated.
- Hill indicated the three tablet arm chairs in the Adult Services Department had been received. Hill reported the cubicles have been very popular with patrons.
- There was some discussion on a patron exclusion from the Library.

Staff:

- Hill reported the two Youth Services positions had been filled
- Hill stated Lt. Mike Barton provided CPR training for staff on April 20 and would be providing First Aid training on Thursday, April 26.
- Hill provided the Board with a copy of disposal of furniture and equipment procedures created by John Bradford.

Services:

- Hill provided the Board with a recap of Tee Time at the Library.
- Hill indicated she had spoken to Lynn Hippensteel and Meredith Meder regarding Dominick's Pizzeria's fundraising offer for the Library.
- Hill reiterated OMA/FOIA training needed to be completed.

Unfinished Business:

Update on First Floor Reconfiguration: Hill reported with the exception of a few items, the first floor reconfiguration had been completed.

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

