

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES**

November 28, 2012

Call to Order: President Hubbard 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; Martha Bledsoe, Recording Secretary.

Introduction of Visitors: There were no visitors.

Public Participation: None.

Approval of the Minutes of the October 24, 2012 Regular Meeting: Matkowski moved the minutes be approved. Kosek seconded the motion. Two corrections were made and the motion carried on voice vote.

Approval of the Executive Session Minutes of the October 24, 2012 Regular Meeting: McCleary moved the minutes be approved. Seddon seconded the motion. Motion carried on voice vote.

Approval of the October 27, 2012 Policy Committee Meeting Minutes: McCleary moved the minutes be approved. Seddon seconded the motion. Motion carried on voice vote.

Report of the Board President: Hubbard stated she met with Hill several times in person and also communicated by phone and e-mail regarding the budget revisions, the exclusion of a patron, and a letter for Father Cote.

Committee Reports:

- Finance Committee: Kosek discussed the next meeting of the Finance Committee and it was determined the Committee would meet on December 15 at 9 a.m.
- Building Committee: Wagner reported the Building Committee met with the architect regarding the timeline for the elevator assessment study. The Building Committee will be meeting sometime around December 21.
- Policy Committee: Hippensteel stated the Policy Committee met on October 27 and the policies discussed are on tonight's agenda.

Report of the Treasurer: Wagner reported he spoke with Hill regarding the budget revisions that the Village Finance Department did not incorporate into the Comprehensive Annual Financial Report and about a change in the bill listing. Wagner stated he spoke with Village of Villa Park Finance Director Shannon Lump about the change in the trial balance report. Lump stated she was not aware of the change and showed him how to read the new report. Wagner reported a fund balance of \$2,104,895.46 and the bill listing was in order.

Approval of the November Bill Listing FY 2012-2013, in the amount of \$74,431.86: Wagner moved to approve the bill listing in the amount of \$74,431.86. McCleary 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: Matkowski stated there was a meeting this month but he was unable to attend. Hill reported she attended and the future of books and the LINC budget were discussed. Hill stated she, Carol Dawe, and Betsy Adamowski had worked on the consortium manager's evaluation tool, which was given to the LINC Governing Board president. The Governing Board President will discuss it with the Governing Board Committee. Hubbard inquired as to the status of the e-book cataloguing. Hill discussed possible directions the cataloguing could take. Matkowski indicated he would attend the annual LINC dinner.

RAILS News: Hill reported Dee Brennan from Oak Park Public Library was named director of RAILS.

Report of the Friends of the Library Liaison: Seddon attended the Friends meeting on November 14. He reported the Murder Mystery Event had 47 in attendance on Friday evening, 62 on Saturday, 30 on Sunday and had a profit close to \$1300.00. He also reported the Carson coupons garnered \$80.00, the Giving Tree is up in the Library's lobby, and Joyful Traditions is this Saturday at 6:00 p.m.

Report of Gifts and Program Sponsorships: Hill mentioned there would be an additional \$300.00 from the Lions Club which is earmarked for the Early Literacy Program.

Correspondence:

DCF letter: Hill stated there was a balance of \$15,887.87.

Letters to Departing Staff Members & Thank You Letters: None

Library Director's Report:

*Building(s):*

- Hill reported the carpeting in the Youth Services Department was cleaned. She stated a local firm was hired and they did an excellent job.
- Hill indicated the tenant has moved into the 219 S. Ardmore property.
- Hill stated the Building Committee met with Nanette Andersson. Hill indicated Ms. Andersson would have a report for the January Board meeting.
- Hill indicated Mr. Scavone had not yet returned the lease for the 317 S. Ardmore property.

- Hill stated the drain at the southwest corner of the parking lot needs a new filling. This fitting will cost approximately \$1620.00 and one lane will need to be closed at the time the work is done.

*Budget:*

- Hill reported the budget worksheets from the village were received.
- Hill reported the Library had another miscommunication with the village regarding our budget revisions for last fiscal year.

*Collections:*

- Hill reported Youth Services staff is shifting books. Hill indicated she would like direction from the Board on future furniture orders for Youth Services.
- Hill stated Head of Adult Services, Sean Birmingham, is using Director's Station to do an analysis of the Adult Services collection, including determining what materials we need to obtain from other libraries. Hill mentioned one Adult Services' goal is to add more fiction shelving.

*Staff:*

- Hill stated the part-time maintenance position is still open. Hill indicated the need is for two part-time maintenance positions of 15 hours per week. Hill stated she and McMahon will be developing a building maintenance plan/checklist.
- Hill reported the staff holiday party is scheduled for December 6 from 9:00 a.m. to 12:00 p.m.
- Hill reported she and Hubbard attended the Kiwanis Club's Spaghetti Dinner on November 16. She stated the food was prepared by Willowbrook High School's culinary arts class.
- Hill stated she had contacted the police chief and have scheduled some times in which staff could meet with an officer to discuss dealing with issues that might arise.
- Hill mentioned the Library will have an entry in the Village staff member's chili cook-off at Sugar Creek on December 14. Hill stated in order to determine our entry, the Library will have a primary cook-off on December 3.
- Hill indicated Circulation staff will incorporate the tasks involved in stocking the book sale into their normal duties. Hill stated since hold pick-up notices are now being mailed the time saved can be used for the book sale.

*Services:*

- Hill stated Head of Readers Advisory, Candy Smith, is planning the series *Inside Writing and Publishing 2013*.
- Hill reported work on *The Resource* is in progress and is due at the end of this month. Hill stated Maureen O'Brochta contacted Pro Graphics and found the price of the newsletter in four colors would be the same as two colors. Hill indicated the upcoming issue will be four colors.
- Hill indicated staff members will begin work on the revision to the Technology Plan.
- Hill reported Jeff Sand will work one hour each week at the Adult Services desk in order to develop empathy for the patrons and their needs. Hill stated one such need is for the technology to download software to the patron Internet access stations.
- Hill stated Department Heads and Automation have been discussing Evanced, scheduling software, but Melissa Heischberg is creating software that will incorporate room reservations and an online calendar.

- Hill reported she wrote an article for the *Villa Park Argus* about *Consumer Reports* and *Mango* for a new community column.

Unfinished Business:

Long Range Plan Memo, 2010 2013 Progress Update: Hill reported the school district contract is ready to go to the Policy Committee. Hill stated the Kiwanis Club will sponsor the Early Literacy brochure and help get them into Doctor’s offices. Hill stated Sean Birmingham and Marna Rundgren are working with Best Buy to offer a technology petting zoo at the Library. Hill stated Adult Services is continuing to explore online social media sites such as Hoot Suite. Hill also indicated Adult Services is planning to include the purchase a Mac for a small digital media lab into the Technology Plan.

New Business:

Policy 526: Building Use, Fax Service: McCleary moved to approve the fax service policy. Kosek seconded the motion. The motion carried on voice vote.

Policy 530.2: Building Use, Study Rooms: McCleary moved to approve as revised the study room policy. Matkowski seconded the motion. After a minor edit, the motion carried on voice vote.

Policy 710: Circulation, Loan Periods, Renewal Periods, and Limits of Materials: McCleary moved to approve as revised the study room policy. Seddon seconded the motion. The motion carried on voice vote.

Policy 731: Circulation, Schedule of Fines and Fees: McCleary moved to approve as revised the study room policy. Matkowski seconded the motion. The motion carried on voice vote.

First Review of LINC Fiscal Year 2013/2014 Budget—Memo, Budget: After some discussion the Board determined to bring the budget to the December board meeting for approval.

Disposal of Library Furniture and Equipment: McCleary moved to dispose of the whiteboard. Matkowski seconded the motion. After some discussion, the motion carried on voice vote.

Department Reports: Hill highlighted the Adult Services report which showed 440 acquisitions and 1156 withdrawals.

Executive Session: (Business Matters) and (Personal Matters): McCleary moved the Board go into Executive Session. Kosek seconded the motion.

**ROLL CALL VOTE:**

<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>
----------------	-------------	-----------------	-------------

## MOTION CARRIED

The Board went into Executive Session at 8:53 p.m.

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

### ROLL CALL VOTE:

<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>
----------------	-------------	-----------------	-------------

## MOTION CARRIED

The Board came out of Executive Session at 9:08 p.m.

Planning of Future Meetings: The next regular meeting of the Board will be on December 26; the next Policy Committee meeting will be December 8 and the Finance Committee will meet on December 15. Hubbard indicated the need for a Committee of the Whole meeting to focus on the long range plan. Hill stated she would contact a couple of consultants for an estimate for services by the December board meeting. Hill mentioned the next Coffee with the Library Board meeting would be on January 19.

Around the Table: Kosek wished everyone a Merry Christmas. McCleary stated he became a Master Woodworker last week. Hippensteel and Seddon also wished everyone a Merry Christmas. Matkowski reported all is well with their new baby boy who arrived a month early. Wagner thanked the Board for the sympathy card for his father's passing. He also suggested writing a letter to our newly elected representatives. Hill offered to draft the letters. Wagner inquired if he could still get a program in *The Resource*. Hill reported the Library staff's food drive for Humanitarian Service Project has exceeded their goal of 500 food items.

Adjournment: McCleary moved the meeting to be adjourned. Matkowski seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:18 p.m.

Respectfully submitted,

Martha Bledsoe  
Recording Secretary