

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

December 26, 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 November 28, 2012 Regular Meeting: Wagner moved the minutes be approved. Kosek seconded the motion. One correction was made and the motion carried on voice vote.

Approval of the Executive Session Minutes of the November 28, 2012 Regular Meeting: Matkowski moved the minutes be approved. McCleary seconded the motion. One change was made and the motion carried on voice vote.

Approval of the December 8, 2012 Policy Committee Meeting Minutes: McCleary moved the minutes be approved. Seddon seconded the motion. Motion carried on voice vote.

Approval of the December 15, 2012 Finance Committee Meeting Minutes: Wagner moved the minutes be approved. McCleary seconded the motion. Motion carried on voice vote.

Report of the Board President: Hubbard reported she spoke with Hill by phone regarding the leased space and the signed lease from Mr. Scavone. Hubbard stated she went to the State of the Village meeting at Willowbrook High School.

Committee Reports:

- Finance Committee: Wagner reported he went through the budget, line by line. He indicated the budget would come to the Board at the January meeting.
- Policy Committee: Hippensteel stated the Policy Committee met and the policies discussed are in this month's packet.
- Building Committee: Wagner reported the Building Committee met before this evening's meeting with Architect Nanette Andersson regarding the elevator. He stated there have been issues with this type of elevator, that there is a possible design flaw. He indicated we would move forward with her report, which she would provide on January 14.
Hubbard stated a meeting with Father Cote of St. Alexander is scheduled for January 9.

Report of the Treasurer: Wagner reported he reviewed the bill listing and all was in order.

- Hill stated the Finance Committee met on December 15 and since then she has heard from Janet Gorman, the Village's Risk Manager, on the liability insurance. Hill stated there is also a concern with trying to budget for the Affordable Healthcare Act.

Collections:

- Hill reported AS staff continues to withdraw nonfiction books in order to allow for an additional stack for fiction books. Hill stated additional hours may be needed to accomplish the shifting, although some pages do not want additional hours.
- Hill stated AS is moving the nonfiction DVDs out of the nonfiction stacks and into the multimedia room.

Staff:

- Hill reported the part-time Maintenance/Custodian as the only opening.
- Hill mentioned the Library received a poinsettia from Ardmore Florist and cookies from Nanette Andersson, the elevator architect.
- Hill stated she is trying to attend as many Village meetings as possible and would like to find a volunteer for the Village's Safety Committee meetings.
- Hill indicated Sean Birmingham, Head of AS, made the best chili for the Village's Chili Cook-off although Public Works took 1st Place.
- Hill reported the VP Police provided two training sessions for staff and have also provided a training video addressing a gunman situation. Kosek requested safety training be accelerated. Hill mentioned a safety concern regarding a staff member which has been addressed and documented.

Services:

- Hill stated the *Inside Writing and Publishing* series is well underway.
- Hill mentioned *The Resource* should be out any day.
- Hill reported Carol Dawe, LINC manager, and Sean Birmingham met to discuss Sirsi's new computer catalog interface, Enterprise. Dawe was seeking input.
- Hill stated the Library would be open late during the week of high school finals.
- Hill indicated she and Maureen O'Brochta, Marketing Communications Specialist, have started working on Tee Time @ the Library. She stated letters to potential sponsors will be sent this month.
- Hill stated she included a proposal from Face to Face Communication for strategic planning. Hill indicated she contacted Executive Services Corps as well.
- Hill mentioned staff is starting to use Hoot Suite software to schedule postings on Facebook and Twitter.
- Hill remarked a review of Executive Session minutes will be on next month's agenda.

Unfinished Business:

Approval of LINC Fiscal Year 2013/2014 Budget: McCleary moved to approve the LINC budget. Kosek seconded the motion.

ROLL CALL VOTE:

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

ABSENT: None

ABSTAIN: None

MOTION CARRIED

New Business:

Annual Library Certification Process: Hill stated she received notification of a new certification process and will go online next month and see what is needed to register.

2013 Library Board Calendar: Hill inquired whether the Board wished to include the Coffee with the Board and strategic planning meetings on the calendar. The Board replied in the affirmative.

Library Closings 2013: Matkowski moved to approve the additional library closings. Kosek seconded the motion. Hill requested the Library be closed the evening of the third Thursday in October for the Staff/Volunteer Dinner and also on the Sunday between Christmas and New Year's. Hill also mentioned she would bring the library closings policy to committee to add the Sunday between Christmas and New Year's. Motion carried on voice vote.

Library Board Meeting Schedule 2013: Wagner moved to approve the 2013 meeting schedule. Kosek seconded the motion. Motion carried on voice vote.

Policy 423, Personnel: Attire: McCleary moved to approve Policy 423 as revised. Matkowski seconded the motion. After some discussion, it was determined the policy would be sent back to the Policy Committee for review. McCleary withdrew his motion.

Policy 646, Materials: Use of the Internet Computers; Policy 646 Additional Information: McCleary moved to approve Policy 646 as revised. Kosek seconded the motion. Hill explained the revision came about due to software being blocked on the Internet stations and she believes the patrons should be allowed access. Hill stated there is software that will wipe the computer's hard drive clean every evening. After some discussion, the motion carried on voice vote.

Policy 643, Materials: Public Information, Services, and Networks: McCleary moved to approve Policy 643 as revised. Matkowski seconded the motion. After discussion, the motion carried on voice vote.

Long Range Planning: Space Needs: Hill informed the Board the 3-year rental lease for 317 S. Ardmore had been signed and returned by Mr. Scavone. The Board discussed leasing additional space or purchasing the property after Villa Medical Arts moved out. It was determined some additional information would be needed.

Department Reports: Hill highlighted the Circulation Services report which showed the increase in patrons who have registered for e-mail notices. Bledsoe mentioned the advantages for patrons who have registered for e-mail notices.

Planning of Future Meetings: Hill stated the Building Committee would be meeting with Father Cote at St. Alexander on January 9. She indicated the next regular meeting of the Board will be on January 23 and the next Coffee with the Library Board is scheduled for January 19.

Around the Table: All were wished a Happy New Year. Wagner also mentioned he had filed to run for Village Trustee.

Adjournment: Wagner moved the meeting to be adjourned. McCleary seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:50 p.m.

Respectfully submitted,

Martha Bledsoe
Recording Secretary