

**VILLA PARK PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES**  
May 24, 2006

Call to Order: President Bob Wagner 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, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: None.

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

Introduction of Visitors: Steve Larson of Ehlers & Associates, Inc.

Public Participation: None.

Approval of the Minutes of the April 26, 2006 Regular Meeting: Mr. McCleary moved the minutes be approved. Mrs. Speder seconded the motion, and the minutes were approved.

Financial Planning: Mr. Larson provided the Board with an overview of the Ehlers and Associates, Inc. proposal for Library financial planning.

Report of the Board President: Mr. Wagner reported he communicated several times during the past month with Ms. Hill.

Report of the Finance Committee: Mr. Kosek reported the Finance Committee did not meet in May.

Report of the Treasurer: Mr. Kosek indicated the Library's fund balance was \$1,024,668.12.

Approval of the April Bill Listing for \$40,971.85: Mr. Kosek moved to approve the bill listing in the amount of \$40,971.85. Mr. McCleary seconded the motion. A roll call vote was taken: Mr. Hippensteel, aye; Mrs. Hubbard, aye; Mr. Kosek, aye; Mr. McCleary, aye; Mr. Seddon, aye; Mrs. Speder, aye; Mr. Wagner, aye. The motion carried.

Report of LINC Representative: Mrs. Hubbard indicated the Governing Board would meet on June 7, 2006 at the Glen Ellyn Public Library.

Report of the DLS Representative: Mr. Wagner reported he is a member of the Operations Committee and had met to discuss the per capita grant application. Mr. Wagner stated he attended the DLS Board Meeting on May 18. Mr. Wagner indicated topics of discussion were the per capita grant application, annual meeting date, a presentation by KSA, and SB 0585. Mr. Wagner reported he attended National Library Legislative Day in Washington, DC.

Report of the Policy Committee: Ms. Hill reported the Committee did not meet in May.

Report of the Friends of the Library Liaison: Mrs. Speder reported the Friends of the Library Board Meeting was on May 10, 2006. Mrs. Speder indicated the Friends fund balance was \$3,400. Mrs. Speder reported the Film Discussion continues to go well. Mrs. Speder stated the 2005 Murder Mystery play would be aired on the local cable station. Mrs. Speder reported the 2006 Murder Mystery play has not been chosen, but the play will be held on the last weekend in October. Mrs. Speder indicated the plant sale this spring was a success and the Friends plan to have a bulb sale in the fall. Mrs. Speder reported the Friends continue to plan for Summerfest on June 24, 2006 at Cortesi Park. Mrs. Speder indicated the Friends would participate in the Fourth of July parade. Mrs. Speder stated the Book Sale would be held on the first weekend in March and October. Mrs. Speder reported there would be no July meeting for the Friends.

Report of Gifts to the Library: The report was in each trustee's packet.

Letters to Departing Staff Members: None.

Report on Strategic Plan:

Ms. Hill indicated the Friends are sending out membership renewal letters. Ms. Hill stated the Friends had the flower bulb order pickup this past Saturday. Ms. Hill reported she met with three members of the Landscaping committee.

Ms. Hill stated Judy Grove continues to work on the public relations program for the Library.

Report of the Library Administrator:

Ms. Hill indicated there is one Circulation Assistant and one part-time Reference Librarian position open.

Ms. Hill reported a full-time office manager position is open. Ms. Hill indicated Jean Hedrich's last day would be May 31 and staff is planning a luncheon on May 31 at noon.

Ms. Hill indicated the Public Services Task Force previewed the "Web Feat" product, which allows for single-searching of multiple databases. Ms. Hill stated the price has significantly lowered for the product. The Library's cost each year would run approximately \$1085. Sean Birmingham has indicated Adult Reference dollars can be used for this purchase.

Ms. Hill reported the Library would be planting barberry bushes in the lighting pole planters sometime within the next two weeks. Ms. Hill stated Feller Landscape of Glen Ellyn will be doing the work and will place some perennials alongside the shrubs.

Ms. Hill indicated Sean Birmingham submitted the "Shaking up Shakespeare" grant.

Ms. Hill reported Summer Reading Club is being highlighted throughout the building. There is an island in the lobby and the statue in front of the Library has been decorated with a flower lei and will also have sunglasses.

Ms. Hill indicated the Friends would have a booth at Summerfest on Saturday, June 24, 2006. Ms. Hill stated their theme will be "Cat in the Hat".

Ms. Hill reported the Friends have signed up to walk in the Fourth of July parade. Ms. Hill indicated several staff members will participate and trustees are encouraged to walk as well.

Correspondence: “Polytalk” brochure.

Incident Reports: Several incidents were discussed.

Unfinished Business: None.

New Business:

Library Financial Plan: Mr. Kosek moved to accept options one and three of the Ehlers and Associates, Inc. proposal for Library financial planning. Mr. McCleary seconded the motion. A roll call vote was taken: Mr. Hippensteel, aye; Mrs. Hubbard, aye; Mr. Kosek, aye; Mr. McCleary, aye; Mr. Seddon, aye; Mrs. Speder, aye; Mr. Wagner, aye. The motion carried.

Prevailing Wage Ordinance: Mr. McCleary moved to adopt the Prevailing Wage Ordinance as presented. Mr. Kosek seconded and the motion carried.

Emergency Response Plan: Mr. McCleary moved to approve the revised plan. Mr. Hippensteel seconded the motion, and the motion carried.

Reference Transaction Survey: Ms. Hill indicated Sean Birmingham had conducted the Reference Transaction Survey in April. The results of the survey were included in Board packets.

Public Relations: Library Board Biographies: A copy of a biography form to be completed by each Board member was included in Board packets.

Planning of Future Meetings: The next Committee of the Whole meeting is scheduled for June 21, 2006 at 7:30 p.m. The next regular meeting is scheduled for June 28, 2006 at 7:30 p.m.

Around the Table: Mr. Kosek reported he attended the LACONI Administrators/Trustee dinner on Friday, May 19, 2006. Mr. Wagner indicated his daughter graduated summa cum laude from Illinois State University and will be working for Teach for America.

Adjournment: Mr. McCleary moved the meeting be adjourned. Mrs. Hubbard seconded the motion, and the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary