

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 28, 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: None.

Public Participation: None.

Approval of the Minutes of the May 24, 2006 Regular Meeting: Mr. McCleary moved the minutes be approved. Mrs. Hubbard seconded the motion, and the minutes were approved.

Approval of the Minutes of the May 17, 2006 Committee-of-the-Whole Meeting: Mr. Kosek moved the minutes be approved. Mrs. Speder seconded the motion, and the minutes were approved.

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 June.

Report of the Treasurer: Mr. Kosek indicated he did not have the current fund balance.

Approval of the June Bill Listing for \$97,080.13: Mr. Kosek moved to approve the bill listing in the amount of \$97,080.13. Mr. McCleary seconded the motion. Ms. Hill indicated this was the last month which would include invoices from FY 2005-2006. 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 reported the Governing Board met briefly on June 7, 2006 at the Glen Ellyn Public Library. Mrs. Hubbard indicated she, Steve Seddon, Sandra Hill, and Sean Birmingham attended the presentation given by Dan Cain following the business meeting.

Report of the DLS Representative: Mr. Wagner stated he attended the DLS Board Meeting on June 15, 2006 at the College of DuPage. Mr. Wagner indicated topics of discussion were the

DLS interior renovation furnishings and the annual meeting ad hoc committee. Mr. Wagner reported the next meeting would be on July 20, at the Oak Brook Public Library.

Report of the Policy Committee: Mr. Wagner appointed Mrs. Hubbard as the Policy Committee chair. Mrs. Hubbard reported the policies discussed at the last committee meeting were in each trustee's packet. Ms. Hill asked the Committee to cancel the July 15, 2006 meeting. It was the consensus of the Committee to cancel the July Policy Committee meeting.

Report of the Friends of the Library Liaison: Mrs. Speder reported the Friends of the Library met on June 14, 2006, but will not be meeting in July. Mrs. Speder indicated the Landscaping Committee bought pots for plants on the north side of the building and would be purchasing six tons of river rock which will be arriving soon. Mrs. Speder stated the Friends would participate in the Fourth of July parade and invited everyone to join them. Mrs. Speder reported Murder Mystery play tickets would go on sale on September 30, 2006 and the casting call would be on September 6, 2006. Mrs. Speder indicated the play would be held on October 28, 29, and 30, 2006. Mrs. Speder reported Summerfest was a success. Mrs. Speder stated the Friends would be participating in the Storytelling Festival on August 6, 2006 at the Rugaard gazebo. Mrs. Speder reported the Book Sale would be held on October 5, 6, and 7, 2006 and March 1, 2, and 3, 2007. Mrs. Speder indicated the Friends agreed to purchase a die cutting machine and 'Dance Dance Revolution' from the Library's wish list.

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 stated Judy Grove continues to work on the public relations program for the Library and would be meeting with department heads on July 13, 2006.

Ms. Hill reported the contract with Ehlers & Associates has been signed and the Library will be working with Steve Larson for approximately 7-9 months.

Report of the Library Administrator:

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

Ms. Hill reported a full-time office manager position is open.

Ms. Hill reported the barberry bushes and perennials were planted last month. Ms. Hill indicated she worked with the Friends on weeding and general cleanup on June 3. Ms. Hill stated donations of hosta, perennial geraniums, and coral bells were made by Friends members and the Library purchased three astilbe perennials for the east garden as well. Ms. Hill indicated Ly Tran would be working on the rocks for the north side of the building which the Friends have agreed to purchase.

Ms. Hill indicated a roof leak was repaired for \$700 last month.

Ms. Hill reported the door to the Head of ATS' office was broken. Ms. Hill stated a window with a hole in it in the Technology Center will be replaced.

Ms. Hill indicated several faucets in the Library needed replacing.

Ms. Hill indicated the “King Tut” program was held on June 19, 2006 with 22 in attendance.

Ms. Hill stated the Adult Services Reading Club has over 150 members from the community and 45 staff members have signed up.

Ms. Hill reiterated Summerfest was a success.

Ms. Hill reported the Village was awarded the “Best Risk Management Program” award by the Intergovernmental Risk Management Association. Ms. Hill indicated the Library will receive one third of the \$1000 award and will be put in general contingency for the purchase of safety-related materials.

Ms. Hill indicated Sean Birmingham will contact the Willowbrook High School art department regarding a continual art display in the Technology Center.

Ms. Hill reminded everyone the Friends welcome all those interested in walking, biking, or driving in the Fourth of July parade.

Correspondence:

Building the Library Board Team packet by Dan Cain
Intergovernmental Risk Management Agency letter

Incident Reports: Several incidents were discussed.

Unfinished Business:

Library Financial Plan: Ms. Hill reiterated contacting Sean Birmingham with additional names for the Citizens Advisory Committee.

New Business:

Volunteer Appreciation: Ms. Hill indicated she would like to hold an event honoring volunteers during National Volunteer Week in April. It was the consensus of the Board to hold an event honoring volunteers during National Volunteer Week.

Planning for Staff Recognition Event: It was the consensus of the Board to hold the Staff and Volunteer Recognition Dinner at Angelo’s on September 14, 2006.

Office Manager Job Description: Mr. McCleary moved to approve the Office Manager job description. Mrs. Hubbard seconded the motion. After some discussion, the motion carried.

Disposal of Equipment and Furniture: Mr. McCleary moved to approve the disposal of the listed equipment. Mr. Hippensteel seconded the motion. After some discussion, the motion carried.

Policy 510: Building Use, Exhibits (Insurance):

Policy 510.5: Building Use: Library Exhibits Waiver of Responsibility:

Mr. McCleary moved to approve Policy 510 replacing the existing Policies 510 and 510.5. Mrs. Hubbard seconded the motion. After some discussion, the motion carried.

Policy 540: Building Use, Bulletin Boards – Use in Lobby: Mr. McCleary moved to remove the policy. Mr. Hippensteel seconded the motion, and the motion carried.

Policy 528: Building Use, Cassette Player and Compact Disc Player for Public Use: Mr. McCleary moved to approve the revised policy as amended. Mr. Seddon seconded the motion. After some discussion, the motion carried.

Executive Session: Six-Month Review of Executive Session Minutes: Mr. McCleary moved the Board go into Executive Session. Mr. Kosek 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 Board went into Executive Session at 8:43 p.m.

Mr. McCleary moved the Board come out of Executive Session. Mrs. Speder 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 Board came out of Executive Session at 8:44 p.m.

Mr. McCleary moved to release the Executive Session minutes for July 6, 2005; July 19, 2005; December 28, 2005; and March 29, 2006. Mr. Kosek seconded the motion, and the motion carried.

Planning of Future Meetings: The next Committee-of-the-Whole meeting is scheduled for July 19, 2006 at 7:30 p.m. The next regular meeting is scheduled for July 26, 2006 at 7:30 p.m.

Around the Table: Mrs. Hubbard thanked Mr. McCleary for the retirement cake. Mrs. Speder reminded everyone the Villa Park Historical Society's ice cream social would be on July 3, 2006. Mr. Kosek reported there would not be a finance committee meeting in July. Mr. Kosek indicated he has accepted a nomination to the DLS Legislative Advisory Board. Mr. McCleary congratulated Mrs. Hubbard on her retirement. Mr. Wagner reported on the Environmental Concern Commission's tire recycling day.

Adjournment: Mrs. Hubbard moved the meeting be adjourned. Mr. McCleary seconded the motion, and the meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary