

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
July 26, 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, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Mark McCleary.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the June 21, 2006 Committee-of-the-Whole Meeting: Mrs. Hubbard moved the minutes be approved. Mr. Kosek seconded the motion, and the minutes were approved. Mr. Hippensteel abstained.

Approval of the Minutes of the June 28, 2006 Regular Meeting: Mr. Kosek moved the minutes be approved. Mr. Hippensteel seconded the motion, and the minutes were approved.

Approval of the Minutes of the June 28, 2006 Executive Session Meeting: Mrs. Hubbard 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. Mr. Wagner indicated he, Mr. McCleary, and Mrs. Hubbard attended the Citizen's Advisory Committee on Wednesday, July 12, 2006.

Report of the Finance Committee: Mr. Kosek reported the Finance Committee did not meet in July. There was some discussion about the Library's investments. Ms. Hill indicated she would check with PMA and get a more detailed report of the Library's investments.

Report of the Treasurer: Mr. Kosek indicated the fund balance was \$1,433,015 as of June 30, 2006.

Approval of the July Bill Listing for \$52,645.03: Mr. Kosek moved to approve the bill listing in the amount of \$52,645.03. Mrs. Hubbard seconded the motion. Mr. Kosek indicated the Minolta voucher was missing. Ms. Hill stated she would provide Mr. Kosek with a copy of the voucher and invoice. Mr. Kosek asked about the Library's Costco membership. Ms. Hill indicated the membership is in her and Martha Bledsoe's name. A roll call vote was taken: Mr. Hippensteel, aye; Mrs. Hubbard, aye; Mr. Kosek, aye; Mr. Seddon, aye; Mrs. Speder, aye; Mr. Wagner, aye. The motion carried.

Report of LINC Representative: Mrs. Hubbard stated the next meeting would be September 6, 2006 at the Batavia Public Library District.

Report of the DLS Representative: Mr. Wagner reported he attended the DLS Board Meeting on July 20, 2006 at the Oak Brook Public Library. Mr. Wagner indicated topics of discussion were the Per Capita Grant, the ALA Conference in New Orleans, the DLS interior renovation, the 21st Century Award, and the upcoming annual meeting in October.

Report of the Policy Committee: Mrs. Hubbard reported the Committee would be meeting on Saturday, August 5. 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 did not meet in July. Mrs. Speder indicated she would not be able to attend the August 9, 2006 meeting and that Mr. Seddon will attend in her place.

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

Letters to Departing Staff Members: The Board signed letters for Jean Hedrich and Lael Lanning.

Report on Strategic Plan:

Ms. Hill stated Judy Grove met with Department Heads on July 13, 2006 to discuss the procedures she has put together for programs and events.

Ms. Hill indicated she prepared a report on the Strategic Plan for the Citizens' Advisory Committee.

Report of the Library Administrator:

Ms. Hill indicated there are two Circulation Assistant positions, one part-time Adult Services librarian position, and one full-time Youth Services librarian position open.

Ms. Hill reported the full-time office manager position has been filled. Carolyn Turner's first day as Office Manager is August 7, 2006.

Ms. Hill indicated Ly Tran put additional rocks on the north side of the building.

Ms. Hill reported another roof leak had to be fixed last month but there was no charge since the roofing company indicated it was part of the original fix that was done in June.

Ms. Hill indicated one of the air handlers is leaking from the pan located under the unit. Ms. Hill stated the pan has rusted and Northern Weathermakers would be preparing a quote to repair the unit.

Ms. Hill reported the window with a hole in the Technology Center still needs to be replaced.

Ms. Hill indicated the Library will be sprayed for insects.

Ms. Hill stated Ly Tran would be looking to replace the concrete bollards near the bicycle rack.

Ms. Hill reported Sean Birmingham, Denise Kuhr, and Jeff Sand signed up for the statewide 24/7 virtual reference service, "AskAway," on August 2, 2006.

Ms. Hill indicated Candy Smith is working with seven other librarians on a series of writing workshops.

Ms. Hill stated the Storytelling Festival is on August 6, 2006 from 5:00 – 8:00 p.m.

Correspondence: District 88 BOARD-O-GRAM

Incident Reports: Several incidents were discussed.

Unfinished Business:

Library Financial Plan: Ms. Hill reported the first full meeting of the Citizens' Advisory Committee would take place on August 2, 2006.

Planning for Staff Recognition Event: Ms. Hill indicated a room has been booked at Angelo's for September 14, 2006.

New Business:

Mr. Kosek indicated he attended his first DLS Advisory Board meeting on July 18, 2006.

Planning of Future Meetings: The next regular meeting is scheduled for August 23, 2006 at 7:30 p.m.

Around the Table: Mrs. Speder indicated she brought 25 passports for the Villa Park Historical Society to the Library. Mr. Kosek reported there would not be a Finance Committee meeting in July. Mr. Kosek reported he has been cast in *The Night of January 16*, which will take place on August 11, 12, and 13, 2006 at the Addison Community Theatre. Mr. Wagner reported he will be on vacation in August.

Adjournment: Mrs. Hubbard moved the meeting be adjourned. Mrs. Speder seconded the motion, and the meeting was adjourned at 8:32 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary