

**VILLA PARK PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES**  
August 23, 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 July 26, 2006 Regular Meeting: Mr. Kosek moved the minutes be approved. Mrs. Hubbard seconded the motion, and the minutes were approved as corrected. Mr. McCleary abstained.

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 August.

Report of the Treasurer: Mr. Kosek indicated the fund balance was \$1,350,346.43 as of July 31, 2006. Ms. Hill indicated she spoke with Eric Dubrowski regarding the reinvesting of Library funds automatically through PMA Financial. Mrs. Hubbard asked about the delay and Ms. Hill indicated she would consult again with Mr. Dubrowski.

Approval of the August Bill Listing for \$31,852.75: Mr. Kosek moved to approve the bill listing in the amount of \$31,852.75. Mrs. Hubbard 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 stated the next meeting would be September 6, 2006 at the Batavia Public Library District.

Report of the DLS Representative: Mr. Wagner reported the DLS Board did not meet in August. Mr. Wagner indicated the next DLS Board Meeting would be September 21, 2006 at the DLS offices in Geneva. Mr. Wagner stated the Executive Committee would be meeting to evaluate Executive Director, Shirley May Byrnes.

Report of the Policy Committee: Mrs. Hubbard reported the Committee met on Saturday, August 5. Mrs. Hubbard indicated the policy on taking photographs in the library needed to be reviewed by the attorney. Mrs. Hubbard stated the committee would be looking at a staff credit card policy and staff would be creating an employee handbook to detail procedures regarding specific policies.

Report of the Friends of the Library Liaison: Mr. Seddon reported the membership in the Friends is at 71 with 29 renewals. Mr. Seddon indicated the Murder Mystery Event will take place on October 27, 28, and 29, this year and the casting call would be on September 6. Mr. Seddon stated the tickets would cost \$7.00 for the rehearsal and \$12.00 for the play. Mr. Seddon reported the book sale would be held the first weekend in October and April instead of March. Mr. Seddon indicated bids had been sent out for book sale yard signs. Mr. Seddon reported the Friends would hold a "Back-to-School" bookmark contest. Mr. Seddon indicated the Prairie Trail Storytelling Festival on August 6 was moved inside the Library.

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 the Citizens' Advisory Committee met on August 17, 2006 and would be meeting again on August 31. Ms. Hill indicated the first Open House would take place on September 17, 2006 and invited all to attend.

Ms. Hill reiterated the Friends of the Library met on August 9, 2006. The Play Committee met on August 22, 2006.

Report of the Library Administrator:

Ms. Hill indicated there are two page positions open. Ms. Hill reported Jim Barton is the new part-time reference librarian and Rachel Bornstein would start in September as the new Youth Services Librarian.

Ms. Hill indicated she approved proceeding with the repair of the air handler, which is leaking from the pan located under the unit.

Ms. Hill reported the window in the Technology Center has been replaced.

Ms. Hill stated the concrete bollards near the bicycle rack have been replaced.

Ms. Hill stated she contacted Bob Neimann regarding the village's electricity plans in January and indicated the Library is interested in being included with the village. Mrs. Hubbard asked Ms. Hill to send a memo regarding this issue.

Ms. Hill indicated Sophie Grandinetti from Gallagher & Associates had emailed her regarding information for a quote. It was the consensus of the Board to maintain the current insurance this year.

Ms. Hill indicated she spoke to Bob Fritz from Willowbrook High School regarding the possibility of displaying students' artwork in the Technology Center.

Ms. Hill stated Sean completed the paperwork for the statewide 24/7 virtual reference service, "AskAway".

Ms. Hill reiterated the Prairie Trail Storytelling Festival on August 6, 2006 was moved inside the Library to the second floor at Ms. Ringenberg's request. Ms. Hill indicated there were approximately 120 people in attendance.

Ms. Hill indicated she has received the Per Capita Grant application, which she will complete for the September Board meeting.

Ms. Hill reported she would be hiring an individual on a contractual basis in order to ensure the *Resource* and other essential items are generated.

Ms. Hill asked the Board if she could invite two or three other individuals to the staff recognition dinner to celebrate her 30 years of service. It was the consensus of the Board she could.

Correspondence:

Letter from the Office of the Secretary of State

Letter from Carmen C. Mattson, Even Start Coordinator

Incident Reports: The reports were included in each Trustee's packet.

Unfinished Business:

Library Financial Plan: Ms. Hill reiterated the next Citizens' Advisory Committee would be held on August 31, 2006 and the Open House would take place on September 17, 2006.

Planning for Staff Recognition Event: Ms. Hill reminded Trustees the Staff Recognition would be held on September 14, 2006.

New Business:

Policy 460, Personnel: Staff and Volunteer Recognition Event and Policy 469, Personnel: Volunteer Recognition Program

Mr. McCleary moved to approve the revisions to policies 460 and 469 above. Mrs. Speder seconded the motion. After some discussion, the motion carried.

Planning of Future Meetings: The next regular meeting is scheduled for September 27, 2006 at 7:30 p.m.

Around the Table: Mrs. Hubbard indicated she was invited to serve on Willowbrook High School's Citizens' Advisory Committee. Mr. Hippensteel reported the Carol Stream Public Library is also conducting a Citizens' Advisory Committee. Mr. Kosek stated there would be no need for a Finance Committee meeting in September.

Adjournment: Mr. McCleary moved the meeting be adjourned. Mr. Kosek seconded the motion, and the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary