

**VILLA PARK PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES**  
September 27, 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, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Stan Kosek.

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

Introduction of Visitors: Julia diLiberti, CAC Co-Chair; Sandi Dollinger, CAC; Steve Larson of Ehlers & Associates, Inc.; Susan McKean, Head of Youth Services.

Public Participation: None.

Approval of the Minutes of the August 23, 2006 Regular Meeting: Mrs. Hubbard moved the minutes be approved. Mrs. Speder seconded the motion, and the minutes were approved.

Report of the Citizens Advisory Committee: Julia diLiberti presented the Board with the CAC's report, which included its progress and recommendations to date.

Report of the Head of Youth Services: Susan McKean reported on the summer reading club activities in Youth Services.

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. Wagner reported the fund balance was \$1,283,390.63. Mr. Wagner also reported the Finance Committee did not meet in September.

Report of the Treasurer: None.

Approval of the August Bill Listing for \$41,121.65: Mr. McCleary moved to approve the bill listing in the corrected amount of \$41,121.65. Mr. Hippensteel seconded the motion. A roll call vote was taken: Mr. Hippensteel, aye; Mrs. Hubbard, aye; Mr. McCleary, aye; Mr. Seddon, aye; Mrs. Speder, aye; Mr. Wagner, aye. The motion carried.

Report of LINC Representative: Mrs. Hubbard stated LINC was in good financial standing and she had both the abridged and detailed copies of the audit. Mrs. Hubbard reported LINC would be producing a new brochure to include Geneva Public Library District. Mrs. Hubbard indicated Carol is finalizing things with the WebFeat product. Mrs. Hubbard reported she would not know if the fee would be raised until the budgeting process begins in November or December.

Report of the DLS Representative: Mr. Wagner reported the DLS Board met on September 21, 2006. Mr. Wagner indicated items for discussion included the auditor's report, the Executive Director's evaluation, ongoing construction, grants for Illinois Library Day and National Library Legislative Day, and the Open House on October 14, 2006.

Report of the Policy Committee: Mrs. Hubbard reported the Committee would meet on Saturday, September 30, 2006. Mrs. Hubbard indicated several Administration, Personnel, Building Use, and Circulation policies would be discussed.

Report of the Friends of the Library Liaison: Mrs. Speder reported the Friends met on September 13, 2006. Topics of discussion were the Book Sale, the Movie Discussion group, and the Murder Mystery event. Mrs. Speder indicated there would be another giving tree set up in the lobby this year. Mrs. Speder stated the General Meeting is scheduled for October 11, 2006.

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 31 and September 21, 2006. Ms. Hill indicated the October 19, 2006 meeting would be a visit to the Batavia Public Library District.

Ms. Hill reiterated the Friends of the Library met on September 13, 2006. Ms. Hill reported rehearsals have started for the mystery play and tickets would go on sale on Saturday, September 30, 2006.

Ms. Hill indicated John Bradford and Jeff Sand have begun working on the Library's Technology Plan. Ms. Hill stated the firewall would need upgrading this fiscal year and would cost approximately \$7634.00.

Report of the Library Administrator:

Ms. Hill indicated one part-time Youth Services Assistant position as well as the Library Monitor position is open.

Ms. Hill reported she asked Judy Grove to work as the Library's part-time public relations coordinator in order to ensure publicity for the CAC activities as well as Library programs.

Ms. Hill indicated cork strips would be installed in the Technology Center for the display of Willowbrook High School student's artwork. The cost will be approximately \$250.00.

Ms. Hill indicated Mrs. Hubbard's "READ" poster picture disappeared from the lobby wall but has been replaced.

Ms. Hill reported she and Susan McKean visited Elmhurst Memorial Health Education Center to discuss cooperative efforts and or communication between the hospital, Villa Park Recreation Department, Tri-Town YMCA, and the Library as the YMCA begins their Activate America initiative.

Ms. Hill reported staff from the Stickney-Forest View Public Library District visited the Library on September 20, 2006.

Ms. Hill indicated staff from the Geneva Public Library District visited the Library on Friday, September 22, 2006.

Ms. Hill informed the Board she and Sean Birmingham will be attending the full ILA conference the first week in October. Several staff members will be attending individual days of the conference as well.

Ms. Hill reported she asked Joyce Stuegia, Village President, to proclaim October 22 through October 28, 2006, Friends of the Library week in Villa Park.

Ms. Hill stated she would be attending the DLS 4<sup>th</sup> Annual Legislative Breakfast at DLS on October 23, 2006.

Ms. Hill indicated she would be working with John Bradford and Jeff Sand on hiring a part-time Automation Assistant.

Ms. Hill indicated Eric Dubrowski, Director of Finance, recommended staying with PMA Financial. Doreen Lindermann, from PMA, had been promoted and had not left the company.

Correspondence:

Memorandum Regarding Electricity from Bob Niemann, Village Manager

DLS Board Ballot Memo: Mr. Wagner moved to approve casting the Library's ballot for DLS Board candidates Stan Kosek, Mesfin Tefera, and Halle Mikyska. Mr. McCleary seconded the motion, and the motion carried.

Incident Reports: Two incident reports were discussed.

Unfinished Business:

Library Financial Plan: Mr. Wagner indicated the need for a Committee of the Whole meeting on October 18, 2006 to discuss space planning. Ms. Hill stated she would try to have a space planner attend the meeting. It was the consensus of the Board to schedule a Committee of the Whole meeting on October 18, 2006 at 7:00 p.m.

New Business:

Per Capita Grant Application: Ms. Hill indicated she added a sentence to question 18 on the application. Mr. McCleary moved to approve the amended application. Mrs. Hubbard seconded the motion. After some discussion, the motion carried.

Planning of Future Meetings: The next regular meeting is scheduled for October 25, 2006 at 7:30 p.m.

Around the Table:

Mrs. Hubbard reported she would be attending Willowbrook High School's final open house at Stevenson School on September 28, 2006. Mrs. Hubbard also provided the Board with several figures relating to District 88's referendum. Mr. Wagner indicated the Environmental Concerns

Commission would be holding a computer-recycling event on October 14, 2006. Mr. Wagner stated the Environmental Concerns Commission's speaker at the September 28, 2006 meeting would be from the DuPage Water Commission. Mr. Wagner added there has been a software glitch in DLS' migration to SirsiDynix.

Adjournment: Mr. McCleary moved the meeting be adjourned. Mr. Seddon seconded the motion, and the meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary