

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 15, 2006**

Call to Order: President Wagner called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:31 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 October 18, 2006 Committee-of-the-Whole Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

AYES:	ALL	NAYS:	None
ABSENT:	None	ABSTAIN:	Hubbard

MOTION CARRIED

Approval of the Minutes of the October 25, 2006 Regular Meeting: Hubbard moved the minutes be approved. McCleary seconded the motion.

AYES:	ALL	NAYS:	None
ABSENT:	None	ABSTAIN:	Kosek

MOTION CARRIED

Report of the Board President: Wagner reported he communicated several times during the past month with Hill. Wagner indicated he signed the contract for the Space Planning: Needs Assessment.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported the fund balance was not available.

Approval of the August Bill Listing for \$34,846.56: Kosek moved to approve the bill listing in the amount of \$34,846.56. McCleary seconded the motion.

ROLL CALL VOTE:

AYES:	Hubbard	Seddon
	Hippensteel	Speder
	Kosek	Wagner
	McCleary	
NAYS:	None	
ABSENT:	None	ABSTAIN: None

MOTION CARRIED

Report of LINC Representative: Hubbard reported LINC would be designing a new brochure and new bookmarks. Hubbard provided the Board with a copy of the LINC long-range plan. Hubbard stated the LINC budget would be provided at the December meeting. Hubbard informed the Board of the Batavia Public Library District's back door annexation of several hundred acres of land in the Geneva School District west of Mill Creek and north of Keslinger Road almost to the border of the St. Charles Public Library District.

Report of the DLS Representative: Kosek indicated the next DLS Board Meeting is November 16, 2006, but he would be unable to attend. Kosek reported he would be taking a tour of DLS given to new Board members, on November 29, 2006.

Report of the Policy Committee: Hubbard reported the Committee would be meeting on Monday, November 2006 to discuss a number of policies.

Report of the Friends of the Library Liaison: Speder reported the Friends met on November 8, 2006. The Friends now have eighty-one members. Topics of discussion were the Giving Tree, the tree on the Prairie Path for Joyful Traditions, the DLS tree at the Brookfield Zoo, the Nominating Committee, and the co-sponsoring of a PTA event with District 45, which would feature author, Rosalind Wiseman.

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

Letters to Departing Staff Members: The Board signed letters for Katie Kailus, Silvija Gerbert, and Beth Cusack.

Report on Strategic Plan:

Hill stated the Citizens' Advisory Committee met and visited the Batavia Public Library District on November 2, 2006. Hill reported the November 16, 2006 meeting had been canceled. Hill provided the Board with a draft of an internal/external survey. The CAC will meet on November 30, 2006 for another field trip. Hill indicated Anders Dahlgren would be at the Library on December 11, 2006.

Report of the Library Administrator:

Hill indicated the part-time Youth Services Assistant hours and the Library Monitor position have been filled. There are two page positions open in Youth Services.

Hill reported Birmingham would be working on a schedule for Petra Peterson, an intern from the College of DuPage.

Hill indicated the firewall scheduled for installation on Monday, November 13, 2006 has been rescheduled for November 20 or 21, 2006.

Hill stated the solenoid problem with boiler number one has been repaired.

Hill reported *The Resource* would be out later in November.

Hill indicated she is working with Meredith Meder and Don Spink on obtaining 501c3 status for the Friends of the Villa Park Library.

Hill reported there is a link on the Library's Web site to the AskAway service.

Hill indicated the federated search product, Web Feat, would probably be implemented by the first of the year.

Hill reported the first Shakespeare program, "Warring and Wooing", was attended by approximately 60 patrons on November 4, 2006. The second program, "50 Minute Romeo and Juliet", is scheduled for Saturday, February 10, 2006.

Hill informed the Board there were several incidents the previous weekend involving Camille Steppan. Hill indicated Camille has been excluded from the Library for six months.

Hill notified the Board of several complaints regarding overdues the Library received in recent weeks.

Hill informed the Board of several members of the Batavia Public Library District Board.

Wagner asked if the Library Monitor underwent a background check. Hill indicated all new staff have background checks performed.

Correspondence: None

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

Unfinished Business:

Building Needs Assessment: Hill reiterated Anders Dahlgren would be at the Library on December 11, 2006.

Library Financial Plan: Hill indicated she had received the Budget worksheets from Director of Finance Dubrowski.

New Business:

LINC By-Laws Revision: The LINC By-Laws were provided to the Board for their review.

Villa Park Public Library Fund: McCleary moved to approve the transfer of funds from the Kopper Kitchen Dine & Read fundraiser into the Villa Park Public Library Fund. Kosek seconded the motion.

ROLL CALL VOTE:

AYES:	Hubbard Hippensteel Kosek McCleary	Seddon Speder Wagner
NAYS:	None	
ABSENT:	None	ABSTAIN: None

MOTION CARRIED

Executive Session: Employment/Appointment Matters:

At 8:25 p.m., Seddon moved the Board go into Executive Session. Hippensteel seconded the motion.

ROLL CALL VOTE:

AYES:	Hubbard Hippensteel Kosek McCleary	Seddon Speder Wagner
NAYS:	None	
ABSENT:	None	ABSTAIN: None

MOTION CARRIED

At 8:32 p.m., McCleary moved the Board come out of Executive Session. Hubbard seconded the motion.

ROLL CALL VOTE:

AYES:	Hubbard Hippensteel Kosek McCleary	Seddon Speder Wagner
NAYS:	None	
ABSENT:	None	ABSTAIN: None

MOTION CARRIED

Planning of Future Meetings: The next regular meeting is scheduled for December 27, 2006 at 7:30 p.m. There will be no Finance Committee on December 11, 2006.

Around the Table:

Hubbard wished everyone a happy Thanksgiving. Speder reminded everyone to attend the “Joyful Traditions” on Friday, December 1, 2006. Kosek indicated he would be performing in *A Christmas Carole* at College of DuPage Thanksgiving weekend. Wagner informed the Board trustee packets are available at Village Hall.

Adjournment: McCleary moved the meeting be adjourned. Hippensteel seconded the motion.

AYES:	ALL	NAYS:	None
ABSENT:	None	ABSTAIN:	None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:38 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary