

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES**

December 27, 2006

Call to Order: President Wagner called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:30 p.m.

Trustees Present: Stan Kosek, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Dan Hippensteel, Pat Hubbard.

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

Introduction of Visitors: Michael Wamble, *Daily Herald*, Staff Writer.

Public Participation: None.

Approval of the Minutes of the November 15, 2006 Regular Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

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

Approval of the Minutes of the November 15, 2006 Executive Session Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

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

Report of the Board President: Wagner reported he communicated several times during the past month with Hill. Wagner indicated he and a number of trustees attended the CAC Meeting with Anders Dahlgren.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported the fund balance was \$1,674,060.89.

Approval of the August Bill Listing for \$56,045.26: Kosek moved to approve the bill listing in the amount of \$56,045.26. McCleary seconded the motion.

ROLL CALL VOTE:

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

Report of LINC Representative: Hill reported the next LINC Governing Board meeting would be at the Library in February 2007.

Report of the DLS Representative: Kosek indicated there was no meeting in December.

Report of the Policy Committee: Hill reported there are several policies on the agenda for approval. Hill indicated the Committee would be meeting on Saturday, January 27, 2007 to discuss a number of policies.

Report of the Friends of the Library Liaison: Seddon reported the Friends met on December 13, 2006. Topics of discussion were, a candlelight bowl in March, the Giving Tree, Volunteer Appreciation Week in April, the Library's wish list. Seddon indicated the speaker at the January general meeting would be the director of the Western Springs Community Theatre.

Report of Gifts to the Library: The report was in each trustee's packet. Hill pointed out there was another donation in memory of Fiona Grace Cowsert.

Letters to Departing Staff Members: None.

Report on Strategic Plan:

Hill reported Judy Grove has been doing a great job with publicity and will become a Library employee in January.

Hill indicated two interns from the College of DuPage, Petra Peterson and Charlene Mohr will be doing their practicum at the Library this winter/spring.

Hill reported on an incident where a patron went into and stayed in the woman's washroom at closing time on November 24, 2006. Hill indicated closing procedures have been revised and staff will be paid to stay 15 minutes after closing.

Hill indicated the Library is getting estimates for replacement carpeting in the Ohrman Room and around the Check Out Desk.

Hill reported several compliments on the new look of the *Resource* were received.

Hill stated the AskAway Service has begun and there is a link to it on the Library's Web site.

Hill indicated the federated search product Web Feat should be implemented by the New Year.

Hill reported she met with St. Alexander School liaison, Gerry Roycroft, to discuss concerns and guidelines for St. Alexander class visits.

Hill indicated she contacted Marty Bourke, Oakbrook Terrace City Administrator, regarding the Oakbrook Terrace renter's agreement.

Hill reported the Library received a 10 CD kit, *Learning the Basics of the Arabic Language*, from the Illinois State Library.

Correspondence: Several letters were in each trustee's packet.

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 January 11, 2007 to interview staff during the day and meet with the CAC in the evening.

Library Financial Plan: Hill indicated she spoke to Steve Larson and Director of Finance Dubrowski regarding a capital reserve fund for capital projects and fees associated with such projects.

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

New Business:

Library Board Meeting Schedule 2007: McCleary moved to approve the schedule subject to change. Kosek seconded the motion.

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

Special Library Closings for 2007: McCleary moved to approve the Special Library Closings for 2007. Kosek seconded the motion.

AYES: Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED

McCleary moved to approve the closing on the Friday of the Murder Mystery Event. Speder seconded the motion. Hill indicated she would report the actual date of the event to the Board.

AYES: Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED

Library Board Timeframes and Deadlines 2007: The Timeframes and Deadlines were provided to the Board for their information.

FY 2007/2008 LINC Budget: The FY 2007/2008 LINC Budget was provided to the Board for their review.

Policy 320, Administration: Use of Credit Cards: McCleary moved to approve Policy 320, Administration: Use of Credit Cards. Seddon seconded the motion. After some discussion:

AYES: Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED.

Policy 325, Administration: Charitable Donations by the Library: McCleary moved to approve Policy 325, Administration: Charitable Donations by the Library. Speder seconded the motion. After some discussion:

AYES: Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED

Policy 550, Building Use: Proper Attire-Patrons: McCleary moved to remove Policy 550, Building Use: Proper Attire-Patrons. Kosek seconded the motion.

AYES: Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED

Policy 568, Building Use: Patron Conduct: McCleary moved to approve Policy 568, Building Use: Patron Conduct. Kosek seconded the motion.

AYES: Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Hippensteel
Hubbard

ABSTAIN: None

MOTION CARRIED

FY 2007/2008 Library Budget: It was the consensus of the Board to proceed and discuss the budget at a Committee of the Whole Meeting.

Revision of Wage and Salary Chart: The Wage and Salary chart was provided to the Board for their review due to the upcoming change in the minimum wage. The Board instructed Hill to present several options to revise the Wage and Salary Chart.

Executive Session: Six-Month Review of Executive Session Minutes: At 8:21 p.m., McCleary moved the Board go into Executive Session. Speder seconded the motion.

ROLL CALL VOTE:

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

At 8:23 p.m., McCleary moved the Board come out of Executive Session. Kosek seconded the motion.

ROLL CALL VOTE:

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

McCleary moved to keep confidential the Executive Session minutes for December 22, 1987, December 14, 1994, October 25, 1995, October 27, 2004, March 23, 2005, and April 27, 2005. Kosek seconded the motion.

ROLL CALL VOTE:

AYES:	Kosek McCleary Seddon Speder	NAYS:	None
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Wagner

**ABSENT: Hippensteel
Hubbard**

ABSTAIN: None

MOTION CARRIED

Planning of Future Meetings: The next Committee of the Whole meeting is scheduled for Monday, January 8, 2007 at 7:00 p.m. The next regular meeting is scheduled for January 24, 2006 at 7:30 p.m.

Around the Table:

Speder, McCleary and Seddon wished everyone a happy New Year. Wagner indicated he attended an Environmental Concerns presentation on sustainable cities on December 14.

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

**AYES: Kosek
McCleary
Seddon
Speder
Wagner**

NAYS: None

**ABSENT: Hippensteel
Hubbard**

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:31 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary