

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
February 24, 2010**

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: Dan Hippensteel, Stan Kosek, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Pat Hubbard, Mark McCleary.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary, Paul Marsh, Resident.

Introduction of Visitors: Marsh introduced himself to the Board.

Public Participation: None.

Approval of the Minutes of the January 27, 2010 Regular Meeting: Hippensteel moved the minutes be approved. Speder seconded the motion.

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

Approval of the Minutes of the February 15, 2010 Special Meeting: Hippensteel moved the minutes be approved. Seddon seconded the motion.

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

Approval of the Minutes of the February 17, 2010 Policy Committee Meeting: Kosek moved the minutes be approved. Hippensteel seconded the motion.

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

MOTION CARRIED

Approval of the Minutes of the January 27, 2010 Executive Session Meeting: Speder moved the minutes be approved. Hippensteel seconded the motion.

AYES: Hippensteel **NAYS: None**
Seddon
Speder
Wagner

ABSENT: Hubbard **ABSTAIN: Kosek**
McCleary

MOTION CARRIED and the minutes were approved as corrected.

Approval of the Minutes of the February 15, 2010 Executive Session Meeting: Speder moved the minutes be approved. Hippensteel seconded the motion.

AYES: Hippensteel **NAYS: None**
Seddon
Speder
Wagner

ABSENT: Hubbard **ABSTAIN: Kosek**
McCleary

MOTION CARRIED and the minutes were approved as corrected.

Report of the Board President: Wagner stated he and Birmingham attende the “Serving the Homeless” workshop at MLS on February 5. Wagner commented on a confidential letter from an anonymous staff member he received.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported Library's fund balance was \$833,386.26 as of January 31, 2010.

Approval of the February Bill Listing FY 2009-2010 in the amount of \$89,475.23: Kosek moved to approve the bill listing in the amount of \$89,475.23. Hippensteel seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel **NAYS: None**
Kosek
Seddon
Speder
Wagner

ABSENT: Hubbard **ABSTAIN: None**
McCleary

After some discussion the MOTION CARRIED

Report of LINC Representative: Hill stated Consortium Manager Dawe would be conducting additional AquaBrowser training sessions the following week.

Report of the DLS Representative: There was discussion on DLS service cuts. Wagner commented on Snapshot Day. Hill indicated System Director Sloan would be attending the March Board Meeting.

Report of the Building Committee: Hill indicated the committee would need to meet in the next few weeks to discuss the HVAC system.

Report of the Policy Committee: Hippensteel reported the committee met to review the FOIA resolution which was under New Business for Board approval.

Report of the Friends of the Library Liaison: Speder reported the Friends met on February 10. Topics of discussion were the membership, the book sale on April 8, 9, and 10, movie matinees, the Pat Jacobson memorial, Carsons Days, Shop and Share, and Villa Park Reads.

Report of Gifts to the Library: The Gift Report was included in each Trustee's packet.

Correspondence: Hill commented on the thank you from the Society of St. Vincent De Paul.

Letters to Departing Staff Members & Thank You Letters: None.

Assistant Director's Report:

- Birmingham commented on the "Serving the Homeless" workshop he attended with Wagner.
- Birmingham passed around the March schedule of programs for adults.
- Birmingham commented the "Reality Check" non-fiction book club which he and Hill are leading.

Library Director's Report:

Building:

- Hill informed the Board of a number of plumbing issues which were resolved
- Hill indicated a carpet cleaner was rented to clean around the Check Out Desk and in the Technology Center. Hill stated the purchase of a commercial carpet cleaner was being investigated.
- Hill reported a number of outdoor light fixtures would be replaced.
- Hill updated the Board on the meeting with Tom Fiedler from West Town Refrigeration. Hill stated there was a possibility of upgrading to three semi-hermetic units at approximately \$2000. Hill also stated there would be more valve replacement than anticipated and asked Fiedler to supply the Library with a document outlining the need and the potential cost. It was the consensus of the Board to proceed with the upgrades.

Staff:

- Hill reported with Lee Rabi taking time off for hip replacement surgery, McKean has asked part time staff members in Youth Services to cover her hours.

Services:

- Friends of the VPL:
 - Pat Jacobson Memorial: Hill stated the Friends garnered approximately \$900 and two club chairs and a stained glass floor lamp with a small table have been ordered...
- Resource: Hill indicated the call for content for the next *Resource* covering May, June, and July would be going out shortly.
- Aquabrowser: Hill reiterated Dawe would be conducting additional AquaBrowser training for public services staff members.
- Villa Park Reads: Hill reported the “Villa Park Reads” kicked off the previous week with a book discussion and program.

Long Range Plan:

- Hill reported she met with Youth Services staff members again to go over their early literacy initiative.
- Other topics of discussion were programs in the Annex and the main building, utilizing the auto attendant feature of the phone system, the Youth Services “Teacher Tea” for teachers, light switch motion detectors for several rooms in the Library, District 45 student’s art work displayed in the Youth Services Department, and the possibility of holding staff in-service day in August.

Incident Reports: There was discussion of several incident reports.

Unfinished Business:

Long Range Planning: None.

New Business:

Approval of FY 2009/2010 Revised Budget: Kosek moved to approve FY 2009/2010 Revised Budget. Speder seconded the motion.

ROLL CALL VOTE:

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

After some discussion the MOTION CARRIED

Approval of FY 2010/2011 Budget: Hippensteel moved to approve FY 2010/2011 Budget. Seddon seconded the motion.

ROLL CALL VOTE:

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

McCleary

After some discussion the MOTION CARRIED

Renewal of Oakbrook Terrace Service Agreement: Kosek moved to approve the renewal of Oakbrook Terrace Service Agreement. Speder seconded the motion.

AYES: Hippensteel
Kosek
Seddon
Speder
Wagner
ABSENT: Hubbard
McCleary

NAYS: None

ABSTAIN: None

MOTION CARRIED

Resolution Setting Forth Provisions for Compliance with the Illinois Freedom of Information Act: Kosek moved to approve the Resolution Setting Forth Provisions for Compliance with the Illinois Freedom of Information Act. Hippensteel seconded the motion.

AYES: Hippensteel
Kosek
Seddon
Speder
Wagner
ABSENT: Hubbard
McCleary

NAYS: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Planning for Future Meetings: The next regular meeting is scheduled for Wednesday, March 24, 2010 at 7:30 p.m.

Around the Table: Wagner reported he attended a workshop by the Center for Tax and Budget Accountability.

Adjournment: Kosek moved the meeting be adjourned. Seddon seconded the motion.

AYES: Hippensteel
Kosek
Seddon
Speder
Wagner
ABSENT: Hubbard
McCleary

NAYS: None

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:02 p.m.

Respectfully submitted,

Sean Birmingham

Recording Secretary