

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
March 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, Pat Hubbard, Stan Kosek, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: None.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary, Tom Sloan, Executive Director, DLS.

Introduction of Visitors: Wagner introduced Sloan.

Public Participation: None.

Approval of the Minutes of the January 20, 2010 Policy Committee Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

<b>AYES:</b>	<b>Kosek</b>	<b>NAYS:</b>	<b>None</b>
	<b>McCleary</b>		
	<b>Seddon</b>		
	<b>Speder</b>		
	<b>Wagner</b>		

<b>ABSENT:</b>	<b>Hippensteel</b>	<b>ABSTAIN:</b>	<b>None</b>
	<b>Hubbard</b>		

**MOTION CARRIED**

Approval of the Minutes of the February 24, 2010 Regular Meeting: McCleary moved the minutes be approved. Seddon seconded the motion.

<b>AYES:</b>	<b>Kosek</b>	<b>NAYS:</b>	<b>None</b>
	<b>McCleary</b>		
	<b>Seddon</b>		
	<b>Speder</b>		
	<b>Wagner</b>		

<b>ABSENT:</b>	<b>Hippensteel</b>	<b>ABSTAIN:</b>	<b>None</b>
	<b>Hubbard</b>		

**MOTION CARRIED**

[Hippensteel arrived at this point of the meeting]

Approval of the Minutes of the March 16, 2010 Special Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

**AYES:** Hippensteel  
Kosek  
McCleary  
Seddon  
Speder  
Wagner  
**ABSENT:** Hubbard

**NAYS:** None

**ABSTAIN:** None

**MOTION CARRIED**

Approval of the Minutes of the March 16, 2010 Executive Session Meeting: McCleary moved the minutes be approved. Kosek seconded the motion.

**AYES:** Hippensteel  
Kosek  
McCleary  
Seddon  
Speder  
Wagner

**NAYS:** None

**ABSENT:** Hubbard

**ABSTAIN:** Kosek

**MOTION CARRIED**

Report of the Board President: Wagner reported he communicated with Hill intermittently over the past month.

Report of the Finance Committee: None.

Report of the Treasurer: Kosek reported he would E-mail Hill the fund balance.

Approval of the March Bill Listing FY 2009-2010 in the amount of \$83,505.22: Kosek moved to approve the bill listing in the amount of \$83,505.22. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

**AYES:** Hippensteel  
Kosek  
McCleary  
Seddon  
Speder  
Wagner

**NAYS:** None

**ABSENT:** Hubbard

**ABSTAIN:** None

**MOTION CARRIED**

Report of LINC Representative: Hill stated the next LINC meeting would be at the beginning of April. Hill indicated the Library would be going on AquaBrowser on May 3.

DLS System News: Tom Sloan, Executive Director: Sloan discussed the results of the DLS' services survey.

Report of the Building Committee: None.

Report of the Policy Committee: Hill reported the committee would be meeting on April 10 to review Circulation Policies.

Report of the Friends of the Library Liaison: Speder reported the Friends met on March 10. Topics of discussion were, the book sale on April 8, 9, and 10, the House Walk on September 11, Carsons Days on November 13, the need for volunteers for the Kiwanis Concerts in the Park, the Murder Mystery Event on November 4,5,6, and 7, and Pat Jacobson's memorial service on April 17.

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

Correspondence: Wagner commented on the letters from York Township, and ComEd. Hill indicated she forwarded the letter from ComEd to Village Manager Niemann.

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

Assistant Director's Report:

- Birmingham reported he videotaped a veterans interview for the Library of Congress Veterans History Project that afternoon.
- Birmingham indicated he completed the Reference collection weeding project.
- Birmingham reported Reference Assistant Pugl conducted the first "Wii for Older Adults" in March and more would be scheduled in the months ahead.
- Birmingham passed around the April schedule of programs for adults.

Library Director's Report:

Building:

- Hill reported Circulation Assistant II Marnell volunteered to help with flowers on Library grounds.
- Hill stated new mats were purchased for the lobby. Hill indicated McMahon modified the wire racks acquired from Blockbuster.
- Hill reported McMahon would be getting quotes from boiler specialists to the repair and retubing of the east boiler.
- Hill indicated the tenants have moved into the 219 S. Ardmore property and expressed a concern with water in the basement. Hill stated the concrete pad in the garage would need to be redone at a cost of approximately \$1800.
- There was discussion on the Metamorphosis statue in front of the building. Hill indicated there were two holes on the north side of the statue. Birmingham stated he would contact Ed DeGrenier about restoring the statue.

Staff:

- Hill reported Lee Rabi tendered her resignation effective April 15.
- Hill stated Nancy Davis, Circulation Assistant I resigned.

[Hubbard arrived at this point of the meeting]

Long Range Plan:

- Hill reported she would meet with Youth Services staff members again to review their early literacy objectives.

Services:

- Hill stated the computer classes in the Annex have been going well and anticipated video recording the E-mail and or the Facebook classes in the future.
- Hill indicated a "Game Survey" was currently being conducted.

- Hill reiterated May 3 was the turn-on date for AquaBrowser.
- Hill reported the next issue of the *Resource* would be to the printer by April 16, and would include information on the Summer Reading Clubs and AquaBrowser.
- Hill indicated the Technical Services Department would implement the SIRSI acquisitions module on May 1.
- Hill stated a local church affiliated with the Helping Hand Food Pantry would be conducting a food drive at the Library in March and April.
- Hill reported the Library migrated to the phone system's auto attendant feature which has helped take some of the pressure off the Circulation Staff at the Check Out Desk.

Other:

- Hill reported Bradford and Sand would be migrating staff procedures and forms to the new Intranet over the next month.
- Hill stated staff stations would migrate to Office 2007 on April 5.
- Hill indicated she would be attending a "pre" strategic planning workshop at the College of DuPage on April 23.
- Hill indicated she would be attending a risk management/insurance seminar at the Northbrook Public Library on April 22.
- There was some discussion on the Penny Severns Grant.
- There was further discussion on the *Resource*.

Incident Reports: There was discussion of three incident reports.

Unfinished Business:

Long Range Planning: None.

Update on HVAC Condenser Project: Hill reviewed the HVAC Condenser Project document in each Trustee's packet with the Board.

New Business:

Executive Session: Personnel Matters:

McCleary moved the Board go into Executive Session. Seddon seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Hippensteel Hubbard Kosek McCleary Seddon Speder Wagner</b>	<b>NAYS:</b>	<b>None</b>
--------------	--	--------------	-------------

<b>ABSENT:</b>	<b>None</b>	<b>ABSTAIN:</b>	<b>None</b>
----------------	-------------	-----------------	-------------

**MOTION CARRIED**

The Board went into Executive Session at 8:32 p.m.

Hippensteel moved the Board come out of Executive Session. Seddon seconded the motion.

**ROLL CALL VOTE:**

**AYES:** Hippensteel  
Hubbard  
Kosek  
McCleary  
Seddon  
Speder  
Wagner

**NAYS:** None

**ABSENT:** None **ABSTAIN:** None

**MOTION CARRIED**

The Board came out of Executive Session at 9:47 p.m.

McCleary moved to increase the Director's salary by 3%. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

**AYES:** Hippensteel  
Hubbard  
Kosek  
McCleary  
Seddon  
Speder  
Wagner

**NAYS:** None

**ABSENT:** None **ABSTAIN:** None

Planning for Future Meetings: The next regular meeting was scheduled for Wednesday, April 28, 2010 at 7:30 p.m. The next Policy Committee Meeting was scheduled for April 10, 2010 at 9:30 a.m.

Around the Table: Birmingham reported he was participating in the MDA Lock-Up event on March 25. Hubbard asked about DLS Day on May 18. Hippensteel indicated he would be vacationing in Florida. Wagner reported Village Trustee Hegland would be leaving Villa Park within the year. Wagner indicated he participated in interviewing nineteen candidates for the Lieutenant Governor's position.

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

**AYES:** Hippensteel  
Hubbard  
Kosek  
McCleary  
Seddon  
Speder  
Wagner

**NAYS:** None

**ABSENT:** None **ABSTAIN:** None

**MOTION CARRIED**

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:56 p.m.

Respectfully submitted,

Sean Birmingham  
Recording Secretary