

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 28, 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, Mark McCleary, Steve Seddon, Ruth Speder, Bob Wagner.

Trustees Absent: Stan Kosek.

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

Introduction of Visitors: None.

Public Participation: None.

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

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

Approval of the Minutes of the March 24, 2010 Executive Session Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

Approval of the Minutes of the April 10, 2010 Policy Committee Meeting: McCleary moved the minutes be approved. Speder seconded the motion.

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

**ABSENT: Kosek ABSTAIN: None
MOTION CARRIED**

March 24, 2010 Bill Listing: Hill explained the error in last month's bill listing. McCleary moved to approve the revised March 24, 2010 bill listing in the amount of \$83,486.27. Speder seconded the motion.

ROLL CALL VOTE:

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

**ABSENT: Kosek ABSTAIN: None
After some discussion the MOTION CARRIED**

Report of the Board President: Wagner reported he and Hubbard met with Hill to review her performance evaluation. Wagner indicated he attended the 3rd Annual Poetry Reading on April 17 and the "How to Grow Great Tomatoes" program on April 20. Wagner thanked Hill and Birmingham for helping with the Earth Day Program at the Library sponsored by the Environmental Concerns Commission.

Report of the Finance Committee: None.

Report of the Treasurer: There was some discussion about the fund balance and the LINC automation report.

Approval of the April Bill Listing FY 2009-2010 in the amount of \$63,586.12: McCleary moved to approve the bill listing in the amount of \$63,586.12. Hubbard seconded the motion.

Wagner appointed Seddon Treasurer Pro Tem

ROLL CALL VOTE:

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

**ABSENT: Kosek ABSTAIN: None
After some discussion the MOTION CARRIED**

Report of LINC Representative: Hubbard reported the new LINC officers were elected to the LINC Governing Board and she would be serving as President. Hubbard stated the Governing Board conducted Consortium manager Dawe's evaluation. Hubbard indicated board member John Slusser from the St. Charles Public Library had passed away. Hubbard reported the next meeting would be the first Wednesday in June at the Glen Ellyn Public Library.

DLS System News: There was discussion on the recent van delivery and continuing education surveys from DLS. Hill indicated five staff members signed up for DLS Day on May 17.

Report of the Building Committee: None.

Report of the Policy Committee: Hubbard reported the committee met on April 10 to review Circulation Policies.

Report of the Friends of the Library Liaison: Speder reported the Friends met on April 14. Topics of discussion were the book sale on April 8, 9, and 10, the need for volunteers for the Kiwanis Concerts in the Park, the House Walk on September 11, Pat Jacobson's memorial service on April 17, a possible Volunteer Incentive program, and the Friends of the Villa Park Library's Facebook page. Speder indicated the next meeting would be May 12.

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

Correspondence: Wagner commented on the LACONI Dinner on May 7, and the letters from the Itasca Community Library, York Township, and the Jaycees.

Letters to Departing Staff Members & Thank You Letters: The Board signed letters for Lee Rabi and Nancy Davis.

Assistant Director's Report:

- Birmingham reported he contacted Ed DeGrenier regarding repairing the Metamorphosis statue in front of the building.
- Birmingham indicated one of the reference stacks had been removed after the completion of the Reference collection weeding project.
- Birmingham stated he was now the staff Friends of the Library liaison.

Library Director's Report:

There was some discussion of the Friends of the Library Book Sale.

Building:

- Hill reported Circulation Assistant II Marnell and McMahon planted flowers on Library grounds. Hill indicated Grove would be asking the Lifelong Learning League for funds for improving the Library's landscaping.
- Hill stated the flag light fixture was replaced. Hill indicated McMahon would be repairing the canopy lights in front of the Library, the ballasts on in grade lights would not be replaced due to the cost of the ballasts, and McMahon would be recreating the panel schedule in the first floor janitor's closet.
- Hill reported window washing was scheduled for May.
- Hill indicated half of the concrete pad was replaced at the 219 Ardmore Avenue property. There was some discussion on the letter to the Village regarding the garage.

Staff:

- Hill reported former page Jane Keefe was promoted to Circulation Assistant I replacing Nancy Davis.
- Hill stated Adult Services Page, George Altosino, resigned and former Youth Services Page, Alex Murillo replaced Jane Keefe in the Adult Services Department.

Services:

- Hill reported the Library catalog’s AquaBrowser interface was scheduled to begin May 3.
- Hill indicated the new issue of the *Resource* was completed on Monday, April 26.
- Hill stated the Metamorphosis statue would be decorated for Summer Reading.
- Hill reported Bradford coordinated the acquisitions module training on Tuesday, April 27.

Other:

- Hill reported the staff has migrated to Office 2007.
- Hill stated a technology survey would be conducted in the Technology Center beginning on May 3.
- Hill indicated she completed a monitoring e-mail for this year’s per capita grant with the final report being due on September 3.
- Hill reported she had asked staff to generate reports indicating Internet and circulation activity by date and time would be included in next month’s Board packet.
- Hill stated a patron counter would be purchased next fiscal year. Hill indicated staff has been investigating a security camera system.
- Hill reported she attended the pre-strategic planning workshop at the College of DuPage, but was unable to attend the insurance workshop in Northbrook.
- Hill indicated the Library’s Web site domain was shortened to www.vppl.info.
- Hill stated McMahon has expressed concern about some of the mullions around the building.
- Hill indicated Birmingham would be working with staff to produce a Library cable show.
- There was some discussion on moving to a paperless Board packet. It was the consensus of the Board an ad hoc committee of Hubbard and Speder would explore moving to a paperless Board packet.

Incident Reports: There was discussion of two incident reports.

Unfinished Business:

Long Range Planning: None.

Update on HVAC Condenser Project: Hill reported the HVAC condenser units passed their inspection. There was also some discussion on putting together an RFP for service of the HVAC system.

New Business:

Revision of the Wage and Salary Chart: McCleary moved to approve the Wage and Salary Chart. Hubbard seconded the motion.

AYES:	Hippensteel Hubbard McCleary Seddon Speder Wagner	NAYS:	None
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ABSENT:	Kosek	ABSTAIN:	None
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After some discussion the MOTION CARRIED

Non-Resident Library Card Participation: McCleary moved to approve the Non-Resident Library Card Participation. Speder seconded the motion.

AYES: Hippensteel
Hubbard
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Kosek

ABSTAIN: None

After some discussion **MOTION CARRIED**

Emergency Response Plan: There was some discussion on the Emergency Response Plan.

Job Descriptions: Office Manager, Office Assistant: McCleary moved to approve the change of the Office Manager and the Office Assistant job descriptions. Hubbard seconded the motion.

AYES: Hippensteel
Hubbard
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Kosek

ABSTAIN: None

After some discussion the **MOTION CARRIED**

Disposal of Equipment: McCleary moved to dispose of the listed equipment. Hippensteel seconded the motion.

AYES: Hippensteel
Hubbard
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Kosek

ABSTAIN: None

After some discussion **MOTION CARRIED**

Policies: 701, Circulation Flyer / 750, Library Card Required / 751, Provision of a Reference by New Patrons / 754, Applications for Library Cards by Minors / 750.5, Responsibility for Materials Checked Out on Library Cards / 752, Renewal of Library Cards = Policy 701, Library Card Registration: McCleary moved to approve Policy 701, Library Card Registration. Hippensteel seconded the motion.

AYES: Hippensteel
Hubbard
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: Kosek **ABSTAIN: None**
After some discussion MOTION CARRIED

Policy 730, Notice and Collection of Overdue Materials and Policy 735, Receipts: Hubbard moved to approve Policy 730, Notice and Collection of Overdue Materials and Policy 735, Receipts. McCleary moved to second the motion.

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

ABSENT: Kosek **ABSTAIN: None**
After some discussion MOTION CARRIED

Policies: 755, Reciprocal Borrowing / 755.7, Reciprocal Borrowing Patrons Not in Database = 702, Reciprocal Borrowing: McCleary moved to approve Policy 702, Reciprocal Borrowing. Seddon seconded the motion.

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

ABSENT: Kosek **ABSTAIN: None**
After some discussion MOTION CARRIED

Policy 757, Oakbrook Terrace Residents = 703, Oakbrook Terrace Residents: Hubbard moved to approve Policy 703, Oak Brook Terrace Residents.

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

ABSENT: Kosek **ABSTAIN: None**
After some discussion MOTION CARRIED

Executive Session: Property Acquisition: McCleary moved the Board go into Executive Session. Hippensteel seconded the motion.

ROLL CALL VOTE:
AYES: Hippensteel **NAYS: None**
Hubbard
McCleary
Seddon
Speder

Wagner

ABSENT: Kosek ABSTAIN: None

MOTION CARRIED

The Board went into Executive Session at 8:45 p.m.

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

ROLL CALL VOTE:

AYES: Hippensteel NAYS: None
Hubbard
McCleary
Seddon
Speder
Wagner

ABSENT: Kosek ABSTAIN: None

MOTION CARRIED

The Board came out of Executive Session at 8:59 p.m.

Planning for Future Meetings: The Annual Meeting was scheduled for May 26, at 7:00 p.m. The next regular meeting was scheduled for Wednesday, May 26 at 7:30 p.m.

Around the Table: Hubbard stated she enjoyed the “The Complete Civil War Road Trip Guide” program on April 12. Hippensteel indicated he would be running in the District 45 5k Run on May 1. Wagner and Birmingham indicated they would also be running. Birmingham reported he would not be attending next month’s Board meeting because he would be in Paris. Wagner mentioned the “Financial Opportunities in Tough Economic Times” workshop presented by Ehlers Inc.

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

AYES: Hippensteel NAYS: None
Hubbard
McCleary
Seddon
Speder
Wagner

ABSENT: Kosek ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:03 p.m.

Respectfully submitted,

Approved, 5/26/2010

Sean Birmingham
Recording Secretary

Martha Bledsoe
Recording Secretary Pro Tem