

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
July 28, 2010**

Call to Order: President Kosek 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.

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the June 28, 2010 Regular Meeting: Hubbard moved the minutes be approved. Seddon seconded the motion.

<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**

Approval of the Minutes of the June 28, 2010 Executive Session Meeting: Hubbard moved the minutes be approved. Seddon seconded the motion.

<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**

Approval of the Minutes of the July 12, 2010 Policy Committee Meeting: Hubbard moved the minutes be approved. Hippensteel seconded the motion.

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

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

Report of the Board President: President Kosek reported he walked in the Fourth of July Parade.

Committee Reports:

- Finance Committee: None.
- Policy Committee: Hubbard reported the committee had worked on several policies listed under the New Business portion of the agenda.
- Building Committee: Hill indicated the Building Committee would need to schedule a meeting.

Report of the Treasurer: Wagner reported he reviewed the bills and all was in order. Wagner indicated he would forward the Library's fund balance when he received it.

Approval of the June Bill Listing FY 2010-2011 in the amount of \$63,274.60: Wagner moved to approve the bill listing in the corrected amount of \$63,274.60. McCleary seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS: None**

**ABSENT: None**

**ABSTAIN: None**

**MOTION CARRIED**

Report of LINC Representative: None.

DLS System News: Hill indicated she joined the DLS Administrators Google Group and would investigate other groups offered by DLS.

Report of the Friends of the Library Liaison: None.

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

Correspondence: There was discussion on one item of correspondence.

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

Assistant Director's Report: There was some discussion on the *Resource*. Birmingham reported a geocache was being placed in the Library. Birmingham stated the oversize collection was being weeded. Birmingham indicated the Solution Squad was working on the Library's first "Tech Alert" demonstrating Aquabrowser.

## Library Director's Report:

### Building:

- Hill reported the roof repair was completed on July 27.
- Hill indicated the air conditioning was replaced at the 219 S. Ardmore Avenue property. Hill reported the chimney was capped, the stove and range would need to be replaced, and the furnace would need updating in September.
- Hill stated the carpet and upholstery cleaning had to be rescheduled for Saturday, August 7.
- Hill indicated McMahon was working with a community service volunteer to clean up the penthouse.
- Hill reported a MP3 player was stolen from the maintenance room and a police report was file.
- Hill stated installing a light fixture in the stairwell was being explored because the bulbs were burning out more frequently than in the past.
- Hill indicated McMahon installed six of the eight emergency lights purchased a month ago.
- Hill reported Comcast cable was installed and would be placed at the public Internet stations which should assist with bandwidth issues. Basic TV has also been added to the lobby monitor and the staff room.
- Hill stated a quote for retubing the boilers would be obtained and compared with the quote from Northern Weathermakers. There was some discussion on the service contract with Northern Weathermakers.

### Staff:

- Hill reported Circulation Assistant, Jane Keefe resigned and the position would be posted.

### Services:

- Hill stated an enhanced "Jobs and Careers" page was being developed for the Web site.
- Hill reported the "Bring a Friend" Library Card promotion would be highlighted in September with a "lions" theme.
- There was some discussion on the Kindle which Hill purchased for the Library.
- Hill indicated the *Resource* should be in the mail.
- Hill reported Readers Advisory was compiling a brochure outlining resources for use in developing book discussion groups. There was some discussion on this year's *Two Towns and a Book*.

### Other:

- Hill stated she was recommending the Policy Committee review the following policies in the upcoming months: Patron Bill of Rights, Use of the Library Telephone, and Study Rooms.
- Hill commented on the Friends of the Library's 'Last Laughs of Summer' Friday night movie discussions, the Murder Mystery Event casting call on August 30, and Murder Mystery Event rehearsals on Tuesday and Thursday evenings starting in September.
- There was some discussion on updating the Library logo.

Incident Reports: Incident reports were included in each Trustee's packet.

### Unfinished Business:

Long Range Planning: The Board reviewed the Long Range Planning document Hill drafted.

New Business:

Staff/Volunteer Recognition Event: There was some discussion on the staff/volunteer recognition event.

Policy 210: Board of Trustees, By-Laws: McCleary moved to approve Policy 210: Board of Trustees, By-Laws. Wagner seconded the motion.

<b>AYES:</b>	<b>Hippensteel Hubbard Kosek McCleary Seddon Speder Wagner</b>	<b>NAYS:</b>	<b>None</b>
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<b>ABSENT:</b>	<b>None</b>	<b>ABSTAIN:</b>	<b>None</b>
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**After some discussion the MOTION CARRIED**

Serving our Public: Standards for Illinois Public Libraries: There was some discussion Serving Our Public: Standards for Illinois Public Libraries document.

Sustainability Plan: There was some discussion on the draft of the Library Sustainability Plan.

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

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Hippensteel Hubbard Kosek McCleary Seddon Speder Wagner</b>	<b>NAYS:</b>	<b>None</b>
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<b>ABSENT:</b>	<b>None</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

The Board went into Executive Session at 9:12 p.m.

Wagner moved the Board come out of 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>
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<b>ABSENT:</b>	<b>None</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

The Board came out of Executive Session at 9:23 p.m.

McCleary moved to release the Executive Session minutes for for January 27, 2010; February 15, 2010; March 16, 2010, and April 28, 2010. Wagner seconded the motion.

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

**NAYS:** None

**ABSTAIN:** None

**MOTION CARRIED**

Planning for Future Meetings: The next regular meeting is scheduled for Wednesday, August 25 at 7:30 p.m.

Around the Table: Birmingham indicated he was competing in the Naperville Sprint Triathlon on August 8. Wagner reported Renee Anderson would be presenting a workshop on LinkedIn at the Helen Plum Library in September.

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

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

**NAYS:** None

**ABSTAIN:** None

**MOTION CARRIED**

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:23 p.m.

Approved,

Sean Birmingham  
Recording Secretary