

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 22, 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: Bill Nolden.

Public Participation: Nolden expressed concern regarding the showing of the *Ladykillers* at the October 24 Movie Matinee. The 1955 version was not listed in the movie licensing web site database.

Approval of the Minutes of the August 25, 2010 Regular Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

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

MOTION CARRIED

Nolden...

Approval of the Minutes of the September 21, 2010 Policy Committee Meeting: Hubbard moved the minutes be approved. Hippensteel seconded the motion.

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

MOTION CARRIED

Report of the Board President: Kosek reported he spoke to Hill several times in September.

Committee Reports:

- Finance Committee: None.
- Policy Committee: Hubbard reported the committee met the previous night.
- Building Committee: The next Building Committee Meeting was scheduled for October 5.

Report of the Treasurer: Wagner reported he reviewed the bills and all was in order. There was some discussion on the Dura-Ply invoice.

Approval of the September Bill Listing FY 2010-2011 in the amount of \$54, 779.99: Wagner moved to approve the bill listing in the amount of \$54,779.99. 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: Hubbard indicated the Governing Board met on September 1. Hubbard stated she had a copy of the completed audit.

DLS System News: Wagner reported the systems Merger Design Team meeting was held on September 14 at the Metropolitan Library System headquarters.

Report of the Friends of the Library Liaison: Speder reported the Friends met on September 8. Speder stated Carsons Days would be November 13. Other topics of discussion included the Murder Mystery Event on November 4, 5, and 6, book bags, and t-shirts. Speder indicated the next Friends meeting was scheduled for October 13.

There was some discussion on the Book Sale, House Walk, Murder Mystery Event, and the October General Meeting. Speder stated the next meeting was scheduled for September 8.

Report of Gifts and Program Sponsorships: The Gift and Program Sponsorship 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: The Board signed letters for Jane Keefe, Matt Vivona, and Curtis McParland.

Assistant Director's Report: Birmingham reported the patron count for August was 14,050. Birmingham indicated he scheduled a Tutor.Com webinar on job searching on Wednesday, September 29, and scheduled two "Resume Reviews" with Tom Somora on October 6 and 20. There was some discussion on the use of the Library's movie license. The Board asked the movie being shown at the October 24 Movie Matinee be in compliance with the Licensing Agreement.

Library Director's Report:

Building:

- Hill reported Jacobs Boilers worked on retubing the boiler earlier in the week.
- Hill stated two quotes were received for the new furnace for the 219 S. Ardmore property. Hill indicated we would proceed with the quote from K&J in the amount of \$2284 which included the replacement of the air conditioning coil.

Staff:

- Hill reported the part-time Circulation position had been posted and applications were being accepted.
- Hill stated the Web Content Assistant position has been posted but have not received many applications.

Services:

- Hill indicated the "Bring A Friend" Library Card promotion highlighted in September for Library Card Sign-up Month would conclude next week. Hill stated the trivia contest did not garner much interest and would need to be promoted differently in the future.

Other:

- Hill reported the Murder Mystery rehearsals continue on Monday and Wednesday evenings.
- Hill indicated the Friends of the Library Book Sale would take place the following week.
- Hill stated she discussed long range plan options with Graham Harwood when he stopped in. Hill indicated the Building Committee would be discussing the long range plan options at their meeting on October 5.
- Hill reported she, Birmingham, and Bradford were registered for the ILA Conference at Navy Pier on September 28 – 30. Hill stated Sand was attending of day of the conference also.
- Hill indicated opening and closing procedures were being updated.
- Hill stated the Library's first aid kits needed to be evaluated and restocked.

Incident Reports: There was some discussion on one incident report.

Unfinished Business:

Long Range Planning: Hill reported she continued to work on the Long Range Plan.

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

New Business:

Per Capita Grant Application: McCleary moved to approve the Per Capita Grant Application. Wagner seconded the motion.

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

NAYS: **None**

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Interlibrary Loan Survey: The Interlibrary loan survey was presented to the Trustees for their information.

Long Range Plan Draft: There was some discussion on the Long Range Plan.

Copier Replacement: Wagner moved to purchase a new copier for \$2395.00. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
McCleary
Seddon
Speder
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED as modified.

Planning for Future Meetings: The next regular meeting is scheduled for Wednesday, October 27 at 7:30 p.m. The next Building Committee was scheduled for October 5, 2010. The next Policy Committee was scheduled for October 12, 2010.

Around the Table: Wagner commented he heard a story on NPR on the effects of the comptrollers office's slow disbursement of funds. Wagner reported he and Seddon heard David Miller, candidate for State Comptroller, speak. Wagner indicated nominating petitions for the April 5 election were available. Hubbard stated she would not be attending the October regular meeting. Kosek reported hearing positive feedback on the staff and volunteer recognition dinner. Kosek indicated he has been cast in the Murder Mystery Event this year and has begun rehearsing.

Adjournment: McCleary moved the meeting be adjourned. Wagner 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 8:40 p.m.

Approved,

Sean Birmingham
Recording Secretary