

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
October 27, 2010**

Call to Order: Vice-President Seddon called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:30 p.m.

Trustees Present: Dan Hippensteel, Mark McCleary, Steve Seddon, Bob Wagner.

Trustees Absent: Pat Hubbard, Stan Kosek, Ruth Speder.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the September 22, 2010 Regular Meeting: Wagner moved the minutes be approved. McCleary seconded the motion.

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

Report of the Board President: None.

Committee Reports:

- Finance Committee: None.
- Policy Committee: None.
- Building Committee: Wagner and Hill reported the committee met on October 5.

Report of the Treasurer: Wagner reported he reviewed the bills and all was in order.

Approval of the October Bill Listing FY 2010-2011 in the amount of \$65,477.93: Wagner moved to approve the bill listing in the amount of \$65,477.93. McCleary seconded the motion.

ROLL CALL VOTE:

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

ABSTAIN: None

MOTION CARRIED

Comprehensive Annual Financial Report 09-10. Hill indicated that due to the tightening of last year's budget, the amount in the fund balance was more than anticipated.

Report of LINC Representative: Hill reported Birmingham and Head of Readers Advisory, Candy Smith would attend the PSTF Meeting on October 28. Hill stated *Novelist Plus* was on the agenda as a topic of discussion.

DLS System News: Wagner reported he was serving on the Facilities and Operations subcommittee of the Merger Design Team.

Report of the Friends of the Library Liaison: Hill stated the Friends met on October 13. Hill indicated topics of discussion were Library tote bags, the cash box policy, and the Book Sale.

Report of Gifts and Program Sponsorships: The Gift and Program Sponsorship Report was included in each Trustee's packet.

Correspondence: There was discussion on three items of correspondence.

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

Assistant Director's Report: Birmingham reported the patron count for September was 22,620. Birmingham indicated *The Resource* had been mailed, he was conducting the Reference Transaction Survey, and he attended the annual DuPage PADS meeting at the Helen Plum Memorial Library on October 19. Birmingham passed around the November schedule of programs for adults.

Library Director's Report:

Building:

- Hill recommended changing the restroom locks. It was the consensus of the Board to proceed with changing the restroom locks.
- Hill indicated she asked Northern Weathermakers to provide the Board with alternatives for HVAC maintenance.

Staff:

- Hill stated the Web Content Assistant position has been posted but has received only a few applications.

Services:

- Hill reported 12 attended the "Two Towns and a Book – *A Farewell to Arms* by Ernest Hemingway" book discussion. Hill reiterated Birmingham and Smith would be attending the PSTF Meeting at LINC on October 28.

Other:

- Hill reported the Murder Mystery rehearsals continue on Monday and Wednesday evenings. Hill stated ticket sales are down this year.
- Hill indicated the database presentations were well received and there was good interaction with Officer Connor of the Villa Park Police Department at Staff Inservice Day on October 8. Hill stated officers have stopped by the Library on the Fridays after Inservice Day.
- Hill reported SMG conducted their annual inspection earlier in the day and would complete the fire alarm inspection on Friday.
- Hill indicated light fixtures for the stairwell up to the second floor were still needed.
- Hill stated the fence near the dumpster needs some attention and McMahon would work on it the following week.
- Hill reported Birmingham would be working with Assistant Head of Adult Services, Jan Wernette to create videos several of the databases highlighted at Staff Inservice Day.

Incident Reports: There was discussion on three incident reports.

Unfinished Business:

Long Range Plan Detailed 2010-2013: Wagner moved to approve Long Range Plan 2010-2013. Hippensteel seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

Long Range Plan Chart 2010-2013: The Long Range Plan Time Chart 2010-2013 was provided to the Trustees for their information.

New Business:

Policies:

145, Patron Bill of Rights: McCleary moved to approve Policy 145, Patron Bill of Rights. Wagner seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

428.2, Handling Accidents, Injuries, Illnesses and Situations Involving Body Fluids: McCleary moved to approve Policy Handling Accidents, Injuries, Illnesses and Situations Involving Body Fluids. Hippensteel seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

435.3, Job Injury: Worker's Compensation:

439, Reporting Incidents:

McCleary moved to delete the above policies. Hippensteel seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

446, Funeral Leave: McCleary moved to approve Policy 446, Funeral Leave. Hippensteel seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED as amended

448, Military Leave: McCleary moved to approve Policy 448, Military Leave. Wagner seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED as amended

449, Leave With Pay For A Holiday Falling On An Unscheduled Work Day: McCleary moved to approve Policy 449, Leave With Pay For A Holiday Falling On An Unscheduled Work Day.

Hippensteel seconded the motion

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

450, Sick Leave: McCleary moved to approve Policy 450, Sick Leave. Wagner seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

450.1, Medical Absence: Part-time and Temporary Employees: McCleary moved to delete Policy 450.1, Medical Absence: Part-time and Temporary Employees. Wagner seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

451, Reporting Absence: Wagner moved to approve Policy 451, Reporting Absence. Hippensteel seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

660, Contract for Borrowing the Polaroid Camera: McCleary moved to delete Policy 660, Contract for Borrowing the Polaroid Camera. Hippensteel seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

Disposal of Library Equipment and Furniture: Wagner moved to approve the Disposal of Library Equipment and Furniture. Hippensteel seconded the motion.

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

Executive Session: Property Acquisition: Personnel Matters
Property Acquisition

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

ROLL CALL VOTE:

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

MOTION CARRIED

The Board went into Executive Session at 8:21 p.m.

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

ROLL CALL VOTE:

AYES: Hippensteel
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek
Speder

ABSTAIN: None

MOTION CARRIED

The Board came out of Executive Session at 8:53 p.m.

Planning for Future Meetings: The next regular meeting is scheduled for Monday, November 22 at 7:30 p.m.

Around the Table: Wagner indicated he attended the Make a Difference Day Concert on October 23. Wagner stated the band was excellent, Bernita DeSalvo received an award, and the VFW served food. Wagner also commented on the low attendance at the concert. Wagner mentioned the Village had a Board Member Policy when he briefly served on the Village Board. Wagner commented on the DLS “Here and Now Blog” which has been asking to contact your local officials regarding library funding. Seddon reminded everyone to vote on Tuesday.

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

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

ABSENT: **Hubbard** **ABSTAIN:** **None**
 Kosek
 Speder

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:01 p.m.

Approved,

Sean Birmingham
Recording Secretary