

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 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: Pat Hubbard, Dan Hippensteel, Stan Kosek, Mark McCleary, Bob Wagner.

Trustees Absent: Steve Seddon, 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 October 27, 2010 Regular Meeting: Wagner moved the minutes be approved. Hubbard seconded the motion.

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

Approval of the Minutes of the October 27, 2010 Executive Session Meeting: Wagner moved the minutes be approved. McCleary seconded the motion.

AYES:	Hippensteel McCleary Wagner	NAYS:	None
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ABSENT:	Seddon Speder	ABSTAIN:	Hubbard Kosek
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After some discussion the minutes were approved as corrected.

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

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

Approval of the Minutes of the November 9, 2010 Policy Committee Meeting: Wagner moved the minutes be approved. Hubbard seconded the motion. After some discussion, the approval of the Minutes of the November 9, 2010 Policy Committee Meeting were tabled until the December meeting.

Report of the Board President: Kosek reported he spoke to Hill several times over the past month.

Committee Reports:

- Finance Committee: None.
- Policy Committee: Hubbard reported the committee met once in November and would need to meet in December.
- Building Committee: Hubbard indicated the committee meeting scheduled in November was postponed.

Report of the Treasurer: Wagner reported the fund balance was \$1,709,817.71. Wagner stated he reviewed the bills and all was in order.

Approval of the November Bill Listing FY 2010-2011 in the amount of \$49,416.26: Wagner moved to approve the bill listing in the amount of \$49,416.26. McCleary seconded the motion.

ROLL CALL VOTE:

AYES:	Hubbard	NAYS:	None
	Hippensteel		
	Kosek		
	McCleary		
	Wagner		

ABSENT:	Seddon	ABSTAIN:	None
	Speder		

MOTION CARRIED

Report of LINC Representative: The Board reviewed the LINC Budget 2011/2012. Hubbard stated the Board would need to approve the budget at the December meeting.

DLS System News: There was some discussion of the van delivery workshop Hill attended. Hill indicated MLS was outsourcing delivery and would be accepting RFPs until December 2. There was further discussion on the DLS Task Force on Delivery. Wagner stated the Facilities and Operations subcommittee he was serving on was scheduled to meet ten times.

Report of the Friends of the Library Liaison: Kosek appointed Wagner as the Friends of the Library Liaison.

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. Hill indicated she would provide Kosek and Wagner with a print copy of the 2011 Public Library Calendars from Klein Thorpe and Jenkins

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

Assistant Director's Report: Birmingham reported the patron count for October was 22,939.

Birmingham reported LTA Intern, Oo Thein Maung, would be completing his internship at the end of November.

Birmingham mentioned the Tutor.com webinar and the Resume Review class are scheduled for December 1st.

Library Director's Report:

Building:

- Hill reported the restroom locks had been changed so the inside door key would unlock the doors if necessary.
- Hill presented the Board with a copy of a Proposal for Professional Architectural Services from Tiffany Nash of Product Architecture + Design. Hill indicated she would bring the proposal and more information to next month's meeting.
- Hill stated Birmingham moved some shelving behind the Adult Services Information Desk in order to reduce the number of reference titles in the tall stacks on the first floor.

Staff:

- Hill stated the Web Content Assistant position was still posted.
- Hill indicated the staff Holiday Party was scheduled on Wednesday, December 1 from 9:00 a.m. to 1:00 p.m.

Services:

- Hill reported Readers Advisory staff met with staff from the Helen Plum Memorial Library to discuss next year's "Two Towns and a Book."
- Hill stated she would include incident reports as part of her Library Directors Report.

Friends:

- Hill reported the Murder Mystery went well.
- Hill indicated Sandi Dollinger from the Historical Society presented the Friends with a check for \$3104.45 for the Friends portion of the Housewalk proceeds.
- Hill stated the Book Sale, including memberships and Internet sales, garnered \$1965.55.
- Hill reported the Giving Tree in the lobby would be adorned with ornaments by the end of the week.
- Hill indicated a wish list would be presented to the Friends at their December 8 meeting. Hill stated the Friends would present the Library with a check at their January general meeting which is also their "Game Night."

Long Range Plan

- Hill reported Susan McKean from Youth Services and Karen Marnell from Circulation, attended Family Reading Night at Schaefer School on November 18.
- Hill indicated a Sony eReader and iPad would be purchased in the next month while Department Heads reviewed the E Book Reader Policy.
- Hill stated Department Heads were meeting with their staff and conducting their six month reviews. Hill indicated they were discussing their goals and objectives, and incorporating the patron bill of rights into the discussion as well as the concept of the "roving reference" service model.

Other

- Hill informed the Board she met with Brian D. LeFevre, CPA, MBA of Sikich to discuss the financial reports the Library receives from the Village. Hill indicated Sikich could supply software for the Library which would enable the Library to print reports and the paying vouchers. It was the consensus of the Board for Hill to broach the subject with Finance Director Dubrowski.

Unfinished Business: None

New Business:

Policies:

459, Volunteers:

462.1, References for Employees Leaving the Library:

464, Celebrating Birthdays:

468, Recognition in the Case of Death or Serious Illness:

469, Volunteer Recognition Program:

476, Meetings:

Wagner moved to remove the above policies. McCleary seconded the motion.

AYES:	Hubbard	NAYS:	None
	Hippensteel		
	Kosek		
	McCleary		
	Wagner		

ABSENT:	Seddon	ABSTAIN:	None
	Speder		

After some discussion the MOTION CARRIED

455.1,Employee Assistance Program: McCleary moved to approve 455.1, Employee Assistance Program. Hubbard seconded the motion.

AYES:	Hubbard	NAYS:	None
	Hippensteel		
	Kosek		
	McCleary		
	Wagner		

ABSENT:	Seddon	ABSTAIN:	None
	Speder		

After some discussion the MOTION CARRIED

456, Life Insurance: McCleary moved to approve Policy 456 Life Insurance. Hubbard seconded the motion.

AYES:	Hubbard	NAYS:	None
	Hippensteel		
	Kosek		
	McCleary		
	Wagner		

ABSENT:	Seddon	ABSTAIN:	None
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Speder

After some discussion the MOTION CARRIED

458, Credit Union, Christmas Club, and Deferred Investment Plan: McCleary moved to approve Policy 458, Credit Union, Christmas Club, and Deferred Investment Plan. Hippensteel seconded the motion.

AYES: **Hubbard** **NAYS:** **None**
 Hippensteel
 Kosek
 McCleary
 Wagner

ABSENT: **Seddon** **ABSTAIN:** **None**
 Speder

After some discussion the MOTION CARRIED

463, Safety Incentive Program: Wagner moved to approve Policy 463, Safety Incentive Program. McCleary seconded the motion.

AYES: **Hubbard** **NAYS:** **None**
 Hippensteel
 Kosek
 McCleary
 Wagner

ABSENT: **Seddon** **ABSTAIN:** **None**
 Speder

After some discussion the MOTION CARRIED

470, Vacations: Hubbard moved to approve Policy 470, Vacations. McCleary seconded the motion

AYES: **Hubbard** **NAYS:** **None**
 Hippensteel
 Kosek
 McCleary
 Wagner

ABSENT: **Seddon** **ABSTAIN:** **None**
 Speder

After some discussion the MOTION CARRIED

472, Holidays: McCleary moved to approve Policy 472, Holidays. Wagner seconded the motion.

AYES: **Hubbard** **NAYS:** **None**
 Hippensteel
 Kosek
 McCleary
 Wagner

ABSENT: **Seddon** **ABSTAIN:** **None**
 Speder

After some discussion the MOTION CARRIED

474, Personal Days: McCleary moved to approve Policy 474, Personal Days. Wagner seconded the motion.

AYES: Hubbard
Hippensteel
Kosek
McCleary
Wagner

NAYS: None

ABSENT: Seddon
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

477, Memberships: McCleary moved to approve Policy 477, Memberships. Hubbard seconded the motion.

AYES: Hubbard
Hippensteel
Kosek
McCleary
Wagner

NAYS: None

ABSENT: Seddon
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

Inspection Service Agreement (HVAC): Wagner moved to approve the Inspection Service Agreement (HVAC) with Northern Weathermakers. Hippensteel seconded the motion.

ROLL CALL VOTE:

AYES: Hubbard
Hippensteel
Kosek
McCleary
Wagner

NAYS: None

ABSENT: Seddon
Speder

ABSTAIN: None

After some discussion the MOTION CARRIED

Library Trustee Vacancy: McCleary moved to accept Ruth Speder's resignation with regrets. Hubbard seconded the motion.

AYES: Hubbard
Hippensteel
Kosek
McCleary
Wagner

NAYS: None

ABSENT: Seddon
Speder

ABSTAIN: None

MOTION CARRIED

Job Description: Web Content Assistant: McCleary moved to approve the revised Job Description: Web Content Assistant. Wagner seconded the motion.

AYES: Hubbard **NAYS:** None
 Hippensteel
 Kosek
 McCleary
 Wagner

ABSENT: Seddon **ABSTAIN:** None
 Speder

MOTION CARRIED

Reference Transaction Survey: The Reference Transaction Survey was provided for the Trustees information.

Disposal of Library Equipment and Furniture: McCleary moved to approve the disposing of the items listed. Hubbard seconded the motion.

AYES: Hubbard **NAYS:** None
 Hippensteel
 Kosek
 McCleary
 Wagner

ABSENT: Seddon **ABSTAIN:** None
 Speder

After some discussion the MOTION CARRIED

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

ROLL CALL VOTE:

AYES: Hubbard **NAYS:** None
 Hippensteel
 Kosek
 McCleary
 Wagner

ABSENT: Seddon **ABSTAIN:** None
 Speder

MOTION CARRIED

The Board went into Executive Session at 9:30 p.m.

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

ROLL CALL VOTE:

AYES: Hubbard **NAYS:** None
 Hippensteel
 Kosek
 McCleary
 Wagner

ABSENT: Seddon
Speder

ABSTAIN: None

MOTION CARRIED

The Board came out of Executive Session at 9:40 p.m.

Planning for Future Meetings: The next regular meeting was rescheduled for Monday, December 20 at 7:30 p.m.

Around the Table: Hippensteel, Hubbard, Kosek, McCleary, and Wagner wished everyone a Happy Thanksgiving. Wagner stated he recently was laid-off from his job.

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

AYES: Hubbard
Hippensteel
Kosek
McCleary
Wagner

NAYS: None

ABSENT: Seddon
Speder

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:45 p.m.

Approved,

Sean Birmingham
Recording Secretary