



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
January 19, 2010**

PRESENT: Becky Spratford, Bill Coffee, Caroline Coryell, Mary Nelson, Steve Wolf

ABSENT: Jane Byczek, Rose Taylor

STAFF: Jeannie Dilger-Hill, Bridget Bittman, Debbie Darwine, Pat Prohl, Kelly Durov, Nancy Roy, Brooke Sievers, Noël Zethmayr, Jeanine Geringer

VISITORS: Charles Geringer, Henry Geringer, Phyllis Geringer

Meeting opened by President Becky Spratford at 7:31 p.m.

Becky Spratford and Jeannie Dilger-Hill presented Jeanine Geringer and Debbie Darwine with their staff service awards.

PUBLIC COMMENTS ON THE AGENDA: None

MOTION: Moved by Caroline Coryell and seconded by Bill Coffee to approve all minutes which were presented by omnibus vote.

Roll call vote was taken: Bill Coffee-aye, Caroline Coryell-aye, Mary Nelson-aye, Steve Wolf-aye, Becky Spratford-aye.

MOTION CARRIES

COMMUNICATIONS: As an addition to communications, Becky Spratford presented the book Jeannie Dilger-Hill wrote. The Board felt the library should add the book to its collection.

Thank-you notes from Debbie Darwine, Noël Zethmayr, Steve and Mary Moskal, as well as the thank-you letter to Harrington College were reviewed.

MLS is presenting a series entitled “Exploring the Library Board and Director Relationship” beginning on Saturday, February 6, 2010. Becky Spratford and Jeannie Dilger-Hill will be on the panel. Becky Spratford noted anyone is welcome to attend.

Becky Spratford, Caroline Coryell and Bill Coffee are interested in attending the MLS Annual Legislators’ Breakfast on Monday, February 15, 2010. Jeannie Dilger-Hill will sign them up.

The ILA Workshop, Creating Great Buzz for Our Libraries, Saturday, February 27, 2010 was presented. Board members will advise Jeannie Dilger-Hill if they are interested in attending.

DIRECTOR'S REPORT: Jeannie Dilger-Hill noted Joanne Steichmann, an LTA student from the College of Du Page, will be doing her practicum at the La Grange Public Library. Bill Coffee asked if we had found anyone for the graphic artist internship. Jeannie Dilger-Hill responded so far we had not.

Patron Services will be booking the meeting rooms. They are streamlining procedures and doing a good job. There has been a sudden flurry after the first of the year.

A new winter reading program for all ages is being started. It will run through the month of February. A number of departments are also working on Parent University. We have made some adjustments to the storytime schedule. Discussion regarding the comments and suggestions about storytime followed. The online reservation system was tested by staff before it was launched to get the kinks out.

Comments and suggestions were reviewed. Book requests were forwarded to the appropriate selector. Discussion regarding reminder e-mails followed. Jeannie Dilger-Hill noted the staff suggestion list was actually talked about in the strategic plan's creating awareness in 2010.

Becky Spratford asked for ratification and confirmation of the December 2009 warrants.

MOTION: Moved by Bill Coffee and seconded by Steve Wolf to approve warrant #249 in the amount of \$648,972.05. All members approved.

MOTION CARRIES

MOTION: Moved by Mary Nelson and seconded by Caroline Coryell to approve warrant #2-51 in the amount of \$15,245.00. All members approved.

MOTION CARRIES

Becky Spratford asked for approval of the January 2010 warrants.

MOTION: Moved by Mary Nelson and seconded by Bill Coffee to approve warrant #250 in the amount of \$141,405.40. All members approved.

MOTION CARRIES

MOTION: Moved by Caroline Coryell and seconded by Steve Wolf to approve warrant #2-52 in the amount of \$776.24. All members approved.

MOTION CARRIES

TREASURERS REPORT: Caroline Coryell reported we are a little under where we should be. The Maggio bill was paid, insurance and postage was up a bit. Jeannie Dilger-Hill noted the original budget included a transfer from the special building fund for \$700,000. Since we have not spent as much as expected we have only transferred \$300,000 from the special building fund. There is still \$300,000 in the fund which should remain for capital needs.

COMMITTEES:

Building and Grounds—Steve Wolf reported we had a walk through a few months ago and looked at the upholstery, paint and carpet and we are still looking at taking the carpeting out of the elevator. The fence will definitely need to be looked at in the Spring. Bill Coffee questioned if it was an inferior fence, Steve Wolf responded yes; discussion followed. Five more tiles have fallen off the library roof. A contract for \$1,690.00 has been signed with a consultant to get them out this week. These are the individuals Rose Taylor had recommended. Although we do not really want to pay for a consultant, the liability would be much greater than this cost. Caulking and a schedule for painting were discussed. Security cameras will be discussed later. The proposal for an automatic door opener for Youth Services turned out to be pretty costly since it did not include electricity. It was decided that the old computers will be donated.

Finance, Personnel and Archives—Caroline Coryell reported the committee will meet in March for the budget.

Legislation & MLS—Bill Coffee reported legislators are hoping to get a few thousand messages sent to the governor and comptroller since funds are being held. The website is saveillinoislibraries.com. Libraries and library systems operate on grants and are not getting their money. Alice Calabrese has submitted her resignation effective October 31, 2010. Jeannie Dilger-Hill added the SWAN council has stepped up efforts to go on their own; discussion followed.

Planning and Policy—No report

Friends of the Library Liaison—Jeannie Dilger-Hill reported FOL membership dues were increased and they went away from an envelope to a brochure. Bridget Bittman reported more people are giving a larger donation which is working to our advantage. Bill Coffee asked how the letters did. Jeannie Dilger-Hill responded \$375.00 had been received.

Fundraising & Advocacy—No report

Long Range Planning—Becky Spratford reported she had spoken to Jane Byczek. Jane asked Becky to remind the Board, specifically the Finance Committee and the Fundraising Committee, to write charges and incorporate manageable action steps. Discussion regarding going out into the community to present the plan followed. It was decided Jeannie Dilger-Hill and one Board member will go out each time so Jeannie will get introduced to the community.

Village Liaison—No report

UNFINISHED BUSINESS:

Logo Design—Jeannie Dilger-Hill reported at the last meeting with the Harrington students a question was asked on how to roll everything out, knowing the website wouldn't be ready by January. It was strongly suggested everything be done at once. We have talked with the website provider who is getting ready to launch a new look; discussion followed. Jeannie Dilger-Hill presented samples of the library card, business cards, brochures, etc.

Becky Spratford reviewed the list of missing minutes; discussion followed.

NEW BUSINESS: Mary Nelson reviewed the changes to the Fundraising and Donation Policy.

MOTION: Moved by Mary Nelson and seconded by Steve Wolf to approve the Fundraising and Donation Policy as amended. All members approved.

Jeannie Dilger-Hill noted there was not a “gift fund” account. It was decided that “gift fund” will be deleted.

MOTION CARRIES

MOTION: Moved by Caroline Coryell and seconded by Bill Coffee to approve the proposal from Heritage Technology Solutions in the amount of \$12,769.00 from the New Building budget. All members approved.

Steve Wolf presented the proposal. Jeannie Dilger-Hill reviewed the map for placement of the cameras; discussion followed. It was noted that this company seemed to understand libraries very well.

MOTION CARRIES

Chapter 3 “Personnel” of Serving our Public 2.0: Standards for Illinois Public Libraries was reviewed.

MOTION: Moved by Bill Coffee and seconded by Steve Wolf to make the Board secretary the Open Meetings Act Officer. All members approved.

MOTION CARRIES

MOTION: Moved by Bill Coffee and seconded by Steve Wolf to approve the changes to the Operating Policy as amended. All members approved.

Jeannie Dilger-Hill noted the Library now only has five days to respond to FOIA requests due to the policy changes in the Illinois law that took effect January 1st. Steve Wolf questioned how many FOIA requests are received per year; discussion regarding charges followed.

MOTION CARRIES

Becky Spratford reviewed the Director’s evaluation form. A closed session will be scheduled for the next meeting.

PUBLIC COMMENTS NOT ON AGENDA: None

MOTION: Moved by Caroline Coryell and seconded by Bill Coffee to move into Executive Session for the purpose of reviewing closed session minutes. Roll call vote was taken: Bill Coffee-aye, Caroline Coryell-aye, Mary Nelson-aye, Steve Wolf-aye, Becky Spratford-aye.

MOTION CARRIES

Meeting moved into Executive Session at 9:04 p.m.

Meeting returned to Open Session at 9:09 p.m.

MOTION: Moved by Bill Coffee and seconded by Steve Wolf to approve all Executive Session Minutes presented. All members approved.

MOTION CARRIES

MOTION: Moved by Bill Coffee and seconded by Caroline Coryell to adjourn the meeting. All members approved.

MOTION CARRIES

Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Nancy Roy
Administrative Secretary