



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
April 21, 2009**

PRESENT: Becky Spratford, Jane Byczek, Bill Coffee, Caroline Coryell-by means of audio conference, Rose Taylor (late arrival), Steve Wolf

ABSENT: Mary Nelson

STAFF: Jeannie Dilger-Hill, Bridget Bittman, Debbie Darwine, Pam Ferris, Kelly Laszczak, Linda Montelo, Pat Prohl, Nancy Roy, Brooke Sievers, Noel Zethmayr

VISITORS: Thom Rae

Meeting opened by President Becky Spratford at 7:01 p.m. and advised the Board that Rose Taylor will be late due to a work emergency.

Roll call was taken: Jane Byczek-physically present, Bill Coffee-physically present, Steve Wolf-physically present, Becky Spratford-physically present.

MOTION: Moved by Bill Coffee and seconded Jane Byczek by to approve the remote attendance of Caroline Coryell. All members present approved.

MOTION CARRIES

Rose Taylor arrived at 7:05 p.m.

Jane Byczek-physically present, Bill Coffee-physically present, Caroline Coryell-present by audio, Rose Taylor-physically present, Steve Wolf-present, Becky Spratford-physically present.

PUBLIC COMMENTS ON THE AGENDA: None

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

Caroline Coryell questioned the Regular Board Meeting minutes regarding Tom Beyer identifying himself as Orlando Coryell's attorney. Board members responded that he did identify himself as Orlando Coryell's attorney. Caroline Coryell also questioned the Long Range Planning Committee Meeting minutes of April 15, 2009 and the surveys being accepted online. She noted her concern for individuals who do not have computer access. Becky Spratford responded it would be available for those individuals and will be discussed further under Long Range Planning.

Roll call vote was taken: Jane Byczek-aye, Bill Coffee-aye, Caroline Coryell-aye, Rose Taylor –aye, Steve Wolf-aye, Becky Spratford-aye.

MOTION CARRIES

COMMUNICATIONS: Becky Spratford presented an extra communication, a thank-you note from Caroline Coryell. The San Miguel Schools, March 19, 2009 letter was reviewed. Becky Spratford noted the 48th Street location. The LACONI Annual Trustee Dinner in Oak Brook, May 15, 2009 flyer was presented. Jeannie Dilger-Hill and Rose Taylor will attend.

TREASURER’S REPORT: Kimberly Brayboy from the Illinois Funds was introduced. Safety of the investment pool, current changes and the merging of the Money Market Fund and Prime Fund as of July 1, 2009 were presented and discussed. It was noted that the Illinois Funds are making sure investments are as safe as they have always been. The hope with the merger is that the Money Market Fund will have a closer interest rate to the Prime Fund. The library has the choice to automatically move into Money Market Fund or move to an existing Money Market Fund; the liquidity will stay the same. Caroline Coryell questioned the number of banks involved and what it will be called. Kimberly Brayboy responded one custodian bank-US Bank, and it will be called the Illinois Funds Money Market Account. Jeannie Dilger-Hill asked what benefits Illinois Funds offered us compared to other investments. Kimberly Brayboy responded the biggest benefits are the safety of the Illinois Funds and also the free services offered. They are also FDIC insured up to \$250,000.00. Becky Spratford and Caroline Coryell thanked Kimberly Brayboy for coming out.

Caroline Coryell noted both the Prime Fund and Money Market Fund’s interest decreased. We have received almost 100% of our income for the year. The per capita grant has not yet been received. Our expenses have been a bit less. Linda Montelo did an excellent job of getting free toner for a year. We are running out of things we have to buy for the new building and still have money left in our fund. There are no big expense problems in our operating or new building budget at this time. Becky Spratford asked if we have received our money from the Village of La Grange for the remainder of the lights. Jeannie Dilger-Hill suggested sending a reminder invoice; board members concurred.

Village Ordinance O-09-12 was reviewed. Jeannie Dilger-Hill noted we did not factor this into the budget. Becky Spratford and Jane Byczek suggested a meeting of finance committee after the check is in hand. A line will be put into the operating budget for the TIF distribution which can be amended later.

OWNER’S REPRESENTATIVE REPORT: The Metalmaster/Roofmaster letter dated March 27, 2009 was reviewed; Norm came through and got the roof fixed at no cost. Jeannie Dilger-Hill noted she had talked to Ken Vesperman who confirmed there was something on the roof that needed to be removed; he would be able to do it himself. Rose Taylor felt Mack Brady should come in to consult in order to give us some peace of mind. Jeannie Dilger-Hill did talk to Mack Brady and commented they were somewhat aggressive. Jane Byczek felt Building and Grounds should meet and come up with a proposal for the Board. Steve Wolf suggested a committee meeting within the next month.

DIRECTOR'S REPORT: Jeannie Dilger-Hill reported a lot of time had been spent working on the budget. We have been rearranging the self check-out stations and have worked with Swan to track each station separately. In the past week usage has shot up to 3 or 4% which indicates it takes 4 or 5 weeks to catch on. Steve Wolf and Becky Spratford like the new locations.

Approximately 28 staff members completed the web 2.0 training and received \$5 gift card of their choice. Board members who are interested in the training may do so now.

Caroline Coryell questioned the weeding book sale for the Friends. Jeannie Dilger-Hill noted there is a cart in the lobby that highlights a different theme each week and promotes a lot of sales. Becky Spratford noted she was happy with the numbers; we are making \$700 - \$800 month without doing a big sale.

Comments and suggestions were reviewed. Becky Spratford noted she is putting the bands on the back of book instead of the front at Berwyn. It may possibly start a trend. Fiction stickers and the mini poll at the circulation desk regarding video games were discussed. Approximately 700 people were polled and 50% said yes. Jeannie Dilger-Hill noted there were two or three very popular systems and will take a look at them during May when the Collection Development Policy is reviewed. Change for patrons was discussed. Caroline Coryell noted we may have to loosen the latches on the bathroom doors again so they are a little easier to push open. Becky Spratford suggested Steve Wolf put the issue on the Building and Grounds Committee Meeting.

Becky Spratford asked for approval of the April 2009 warrants.

MOTION: Moved by Rose Taylor and seconded by Caroline Coryell to approve warrant #241 in the amount of \$197,713.17. All members approved.

MOTION CARRIES

MOTION: Moved by Caroline Coryell and seconded Bill Coffee by to approve warrant #2-49 in the amount of \$42,484.16. All members approved.

MOTION CARRIES

COMMITTEES:

Building and Grounds—None

Finance, Personnel and Archives—Report below

Legislation & MLS—Becky Spratford noted Bill Coffee was officially running for a spot on the MLS Board. Jeannie Dilger-Hill and Bridget Bittman will be leaving tomorrow for Springfield.

Planning and Policy—Report below

Friends of the Library & Duelm Liaison—Jane Byczek reported the Friends of the Library are working on getting a new set of officers. There was nothing to report on the Duelm Family.

Public Relations, Marketing & Fundraising—None

Long Range Planning—Jane Byczek reported the Committee met last week and went through the time-line which is still on target other than trying to plan a board visioning session; dates were discussed. The Board will have a focus group session on Wednesday, June 3, 2009 at 7:00 p.m.; Jeannie Dilger-Hill will not be present. We are moving forward on a community survey suggested by Counting Opinions. A paper copy will be mailed out and available online. The staff team met today to compare the customer satisfaction survey; the only found about eight additional items to add. The Library will close the morning of May 14th to do staff focus groups; it will re-open at noon. The next Long Range Planning meeting is scheduled for May 13, 2009 at 9:00 a.m. at which point a summer schedule will be determined. Becky Spratford will advise Mary Nelson.

Village Liaison—None

Nominating Committee—Bill Coffee reported the committee met and are re-nominating all of the officers for the positions in 2009/2010.

UNFINISHED BUSINESS: The Intergovernmental Agreement with School District 105 and the Hodgkins Public Library District was reviewed. Jeannie Dilger-Hill noted it was the same language as District 102. District 105 had passed it last week.

MOTION: Moved by Jane Byczek and seconded by Steve Wolf to pass the Intergovernmental Cooperative Agreement with School District 105 and the Hodgkins Public Library District. All members approved.

MOTION CARRIES

NEW BUSINESS: Distribution of Board e-mail addresses due to a patron suggestion was discussed. Jeannie Dilger-Hill noted a patron asked her for the Board's e-mail addresses. Becky Spratford suggested in order to appear more "patron friendly" one e-mail address could possibly be created and forwarded to the Board President. Jeannie Dilger-Hill recommended they be forwarded to her also; possible address names were discussed.

Bill Coffee asked Jeannie Dilger-Hill to present the Interlibrary Loan Changes. The ILLINET Interlibrary Loan Code for the Per Capita Grant Requirement was reviewed. It was noted that MLS discontinued domestic interlibrary loan. Instate loans will still be free. Discussion regarding costs and fees followed.

Jeannie Dilger-Hill presented the Interlibrary Loan Policy for review and noted the changes.

MOTION: Moved by Bill Coffee seconded by Rose Taylor to accept all changes to the Interlibrary Loan Policy. All members approved.

MOTION CARRIES

Caroline Coryell asked Jeannie Dilger-Hill to present the Operating Budget for 2009-2010 and noted money will be put into contingency and reserve for a two month reserve for salaries and books. Caroline Coryell also felt the three-year computer replacement was overkill.

Jeannie Dilger-Hill highlighted the major changes to the Operating Budget. Investment income was much lower than in previous years. We have saved on medical insurance, payroll and legal consulting; IMRF is going way up. Eight computers will be replaced this year. Vince Kerner was consulted and other Municipalities that he serves go with a three year cycle; discussion followed. Becky Spratford noted she would like to hear what Vince Kerner has to say as well as what research says we should be doing. Steve Wolf noted we will look at it again next year.

Jeannie Dilger-Hill recommended adding a line for the TIF distribution.

MOTION: Moved by Caroline Coryell and seconded by Bill Coffee to approve the 2009-2010 Operating Budget with the TIF line inclusion. All members approved.

Jane Byczek and Caroline Coryell noted the hard work that was done by Linda Montelo and Jeannie Dilger-Hill regarding the work on the budget and the insurance.

MOTION CARRIES

The May Special Board Meeting was discussed. Becky Spratford noted the old board will be closed out at 6:30 on May 19th, 2009 and the new Board will be sworn in by Bob Milne. Committees will also be elected.

MOTION: Moved by Rose Taylor and seconded by Steve Wolf to amend the Agenda to add the Illinois Child Care Bureau Dierkes Community Room exception. All members approved.

MOTION CARRIES

The Illinois Child Care Bureau meeting room application was reviewed. Becky Spratford noted every exception did not need to be presented to the Board. Steve Wolf and Bill Coffee felt Jeannie Dilger-Hill should have the right to make the call but keep copies of the exceptions and pass them on to the Board members. The Board directed Jeannie Dilger-Hill to make future exceptions. Rose Taylor and Steve Wolf suggested looking at the policy next year.

PUBLIC COMMENTS NOT ON AGENDA: None

MOTION: Moved by Rose Taylor and seconded by Steve Wolf to move into Executive Session for the purpose of reviewing a Personnel Grievance. All members approved.

MOTION CARRIES

Meeting moved into Executive Session at 8:41 p.m.

Meeting returned to Open Session at 9:14 p.m.

MOTION: Moved by Bill Coffee and seconded by Jane Byczek to leave the Reference and Readers Services Assistant at a level 5 position. Jane Byczek–aye, Bill Coffee–aye, Caroline Coryell–nay, Rose Taylor–aye, Steve Wolf–aye, Becky Spratford–aye

MOTION CARRIES

MOTION: Moved by Bill Coffee and seconded by Steve Wolf to move into Executive Session for the purpose of reviewing the Director’s Compensation. All members approved.

MOTION CARRIES

Meeting moved into Executive Session at 9:16 p.m.

Meeting returned to Open Session at 9:25 p.m.

MOTION: Moved by Steve Wolf and seconded by Rose Taylor to change Jeannie Dilger-Hill’s salary increase from 2.5% to 3% as of May 1, 2009. 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 9:27 p.m.

Respectfully submitted,

Nancy Roy
Administrative Secretary