



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
November 17, 2009**

PRESENT: Becky Spratford, Jane Byczek, Bill Coffee, Caroline Coryell, Mary Nelson, Rose Taylor, Steve Wolf

ABSENT:

STAFF: Jeannie Dilger-Hill, Bridget Bittman, Gail Morrissey, Pat Prohl, Kelly Durov, Nancy Roy, Brooke Sievers, Noel Zethmayr

VISITORS: Thom Rae

Meeting opened by President Becky Spratford at 7:22 p.m.

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.

Bill Coffee noted the word Treasurers was misspelled in the Regular Board minutes.

Roll call vote was taken to approve minutes as amended: Jane Byczek-aye, Bill Coffee-aye, Caroline Coryell-aye, Mary Nelson-aye, Rose Taylor-aye, Steve Wolf-aye, Becky Spratford-aye.

MOTION CARRIES

COMMUNICATIONS: Becky Spratford reviewed communications from Klein, Thorpe & Jenkins, Ltd., Village of La Grange TIF, League of Women Voters and the League of Women Voters Thank-you.

Mary Nelson suggested the Board send flowers to Debbie Darwine since she is out sick.

DIRECTOR'S REPORT: Jeannie Dilger-Hill reported she and Bridget Bittman are working on a graphic design internship. Board members were asked to please pass this information along. Jeannie is running for a SWAN council position; voting closes on Friday.

The three hour meeting with Shaw/Patcraft regarding the carpeting was discussed. Jeannie Dilger-Hill felt suggestions such as walk-off mats and the purchase of commercial grade vacuums were reasonable. Surveys indicated many libraries have walk-off mats and the cost is relatively inexpensive. A commercial spot extractor was another suggestion.

Bill Coffee asked if there was any development on the items stolen from the Dierkes Room. Jeannie Dilger-Hill responded there was not.

It was noted that the new signs look nice and the art display system purchased with money donated by the Friends was well worth it. Self-checkout statistics regarding the most popular formats were reviewed. Caroline Coryell asked if there could be some type of self-checkout training for individuals who do not use them. Discussion regarding various options followed.

We have heard from Debbie Darwine and she is doing fine. There has been positive feedback on opening the study rooms to nonresidents. The video game circulation chart Brooke Sievers created was reviewed and the most popular games were noted.

Jeannie Dilger-Hill noted we have two new staff members in Youth Services, Meg LeFavre and Megan Utne.

The library has had a lot of volunteers this month. There were two court ordered community service workers along with an increase in people just wanting to volunteer. Bridget Bittman has been interviewing both community service and normal volunteer service positions. Spencer Coffee also helped in Youth Services. Rose Taylor commented she liked Kelly Durov's video.

Discussion regarding a patron's comment about a network virus followed.

Becky Spratford asked for approval of the November 2009 warrant.

MOTION: Moved by Mary Nelson and seconded by Rose Taylor to approve warrant #248 in the amount of \$148,388.05. All members approved.

MOTION CARRIES

Bridget Bittman gave a report on Marketing and PR. She reported she has been with the Library since March 2008 and did not realize she would be wearing this many hats. Duties include writing media releases, letters to the editor, blogging, making sure the library looks good on the outside as well as inside, responding to patron complaints and suggestions, keeping employees informed with what is happening at the library through weekly e-mails and a wiki. Bridget has been involved with major programming for adults, has started some ongoing programs, and has worked with Youth Services and Young Adult for various programs and helped implement the book club in a bag program.

This is the third year the library has been part of the Big Read Program. It is a neat way to connect with the community. We have formed a partnership with League of Women Voters and are working with AARP to offer a safe driving course to get more seniors to come in. Marketing, signage, digital signage, the library website, and a community event banner will all help with outreach.

After being dormant for a while, the Friends of the Library have come a long way. They have gotten some new officers and Bridget plans the agenda, attends meetings, and manages the money while checking with the Treasurer.

Another duty includes the Exhibit Display Coordinator in which she works with local artists, community groups and schools to plan monthly exhibits. The new art hanging system is awesome and exhibits are booked until June 2010. Bridget is also the staff photographer and graphic designer. Jane Byczek commented Bridget has done a great job since she has come on board. Mary Nelson suggested Bridget delegate washing windows to someone else.

TREASURERS REPORT: Caroline Coryell reported after a promising start, the Illinois Funds rates fell. We have spent 46.15% of our salary budget. We are still waiting for information on Ramm Plumbing. The court order does not say who was to get the money. Jeannie Dilger-Hill reported that we had just received the paper work and it was okay to pay A.J. Maggio.

COMMITTEES:

Building and Grounds—Quotes for security cameras should come in January.

Finance, Personnel and Archives—Caroline Coryell reported she and Jeannie Dilger-Hill attended the TIF Joint Review Board Meeting. Caroline was surprised the library never had anyone on the TIF Board.

Legislation & MLS—Bill Coffee reported MLS had its monthly Board meeting last night. They are taking money from reserve since the State is not coming through with money. The money will be used in increments as needed. There does not seem to be any optimism in things getting any better. The budget was cut by 16½%. Going forward, they are waiting for state funding and we need to let state legislators know it is necessary funding. They are looking at the possibility of merging some systems.

Planning and Policy—None

Friends of the Library Liaison—Jeannie Dilger-Hill reported the annual campaign letter went out, we have not gotten any back yet. The next meeting is December 1, 2009 at 7:30 and will be put in Book Report.

Fundraising & Advocacy—Mary Nelson reported the Friends of the Library are concentrating on a scholastic book sale and are asking for online donations linked to the libraries website. We are not going to have the vendor sale at Christmas since it did not generate enough money or interest. The FOL are sending out a fund-raising letter and will follow-up with an annual membership drive in January. Naming rights are something the library can do as fundraiser. We have found a person who will do plaques for the donor chairs for \$18 each with a minimum order of two – five. Discussion regarding pushing chairs and leaves followed. Donors should receive a letter for tax purposes with the amount donated listed, and with their permission, their name will be listed in the Book Report. The present fundraising policy was discussed. The draft will be presented next month. Discussion regarding memorials as well as posting flyers at funeral homes were followed. Jane Byczek noted they were trying to keep a clear line between the Friends of the Library and the Fundraising Committee.

Long Range Planning—Jane Byczek reported the committee has not met since the last Board meeting and that Jeannie Dilger-Hill presented the Strategic Plan at the staff in-service day.

Jane Byczek noted they need to make a decision on how often the committee should meet. They are planning on waiting until after the new year to set a meeting when the logo should be done.

Village Liaison—None

Logo Design—Bill Coffee reported they will meet with Harrington one more time on December 3, 2009. When they are finished, everything (business cards, brochures, Book Report, etc.) will have a commonality. Steve Wolf felt it was great opportunity for students.

UNFINISHED BUSINESS:

NEW BUSINESS:

MOTION: Moved by Bill Coffee and seconded by Mary Nelson to accept Resolution No. R11.17-A-2009.

Jeannie Dilger-Hill reviewed the MLS Intergovernmental Agreement for Reciprocal Borrowing Service, Resolution No. R11.17-A-2009. MLS is making some cuts and are charging for some services that used to be free.

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

MOTION CARRIES

Jeannie Dilger-Hill reviewed the Serving Our Public: System & ILLINET Member Responsibilities chapter review. It was noted we were pretty much doing all these things already.

Jeannie Dilger-Hill reviewed the MLS Membership Certification.

MOTION: Moved by Mary Nelson and seconded by Bill Coffee to accept Resolution No. R11.17-B-2009.

Jeannie Dilger-Hill presented the Levy Presentation 2010-2011, Resolution No. R11.17-B-2009. Effectively, there is a 7.6% increase over last year's levy. In the next few years, Lou Cipparrone anticipates it will level off or possibly go negative which will give us lower taxes than in prior years. He feels we should be planning a few years out.

The income and expense budget lines were then reviewed. Jeannie Dilger-Hill suggested a salary increase of 2.5% for all staff since the minimum wage for Pages going up 2.5% in 2010. If not, the newly-adopted salary structure will go out of line. Discussion followed.

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

MOTION CARRIES

MOTION: Moved by Bill Coffee and seconded by Mary Nelson to accept Resolution No. R11.17-C-2009.

Becky Spratford presented the Schedule of 2010 Board Meeting Dates, Resolution No. R11.17-C-2009. The December 21, 2010 meeting date was reviewed. It was decided the date shall remain the same. Discussion regarding the 7:00 p.m. start time followed. It was decided to change the start time back to 7:30 p.m.

Roll call vote was taken with the amended start time of 7:30: Jane Byczek-aye, Bill Coffee-aye, Caroline Coryell-aye, Mary Nelson-aye, Rose Taylor-aye, Steve Wolf-aye, Becky Spratford.

MOTION CARRIES

PUBLIC COMMENTS NOT ON AGENDA: None

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

MOTION CARRIES

Meeting adjourned at 8:52 p.m.

Respectfully submitted,

Nancy Roy
Administrative Secretary