



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
January 20, 2009**

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

ABSENT: None

STAFF: Jeannie Dilger-Hill, Bridget Bittman, Debbie Darwine, Brooke Sievers, Nancy Kerr, Pat Prohl, Nancy Roy, Noel Zethmayr,

VISITORS: None

Meeting opened by President Becky Spratford at 7:04 p.m.

PUBLIC COMMENTS ON THE AGENDA: None

MOTION: Moved by Caroline Coryell and seconded by Mary Nelson to approve all minutes that were presented by omnibus vote.

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

COMMUNICATIONS: Becky Spratford noted the Certificate of Occupancy, dated December 9, 2008 was extended until March 1, 2009. According to the Village, the light poles are the last issue left and should be installed by then.

Feedback from the LTHS Art Department was presented. Jeannie Dilger-Hill noted there is definitely some difficulty in accessing sections of the display cases in the stairwell. Rose Taylor questioned whether or not they would be able to use the display cases in the foyer.

The FOIA request received was for a different address.

The Marci Merola...Advocacy on the Go! Workshop scheduled for Thursday, February 12, 2009 was presented. Jeannie Dilger-Hill noted this was a free program. Becky Spratford and Jane Byczek will see if they can attend.

The ILA Forum, for Saturday, February 28, 2009 was then presented. Jane Byczek noted this was a good conference; she has spoken at it before.

Becky Spratford suggested that after the Director's Report is completed staff may leave the Board meeting if they would like. Discussion followed. Bill Coffee noted it was not the Board's directive that Department Heads attend the meetings. Steve Wolf suggested the Department Heads present what is going on in the departments possibly once a year. The Board directed Jeannie Dilger-Hill to work this out with the staff.

OWNER'S REPRESENTATIVE REPORT: Becky Spratford noted that we were in compliance with MWRD Permit No. 06-161. Jeannie Dilger-Hill noted we have paid Maggio the \$33,000.00 and are still holding the \$15,000.00. Jane Byczek asked where we were at budget wise. Jeannie-Dilger Hill noted we were under budget by \$254,000. Jane Byczek and Becky Spratford suggested when the lights are finished and we have received our final Certificate of Occupancy, a press release be issued.

DIRECTOR'S REPORT: Jeannie Dilger-Hill presented the new Encore public catalog from SWAN. Steve Wolf noted he had used it, it was easy to use, felt comfortable with it, and also that it worked well. Jeannie Dilger-Hill noted feedback regarding Encore is appreciated. It is on all OPACs for patrons.

Jeannie Dilger-Hill presented suggestions from the staff training day. She was impressed by the staff's wide variety of suggestions, some of which have already been implemented. Becky Spratford noted the Board was very receptive to these suggestions. Space and signage discussion followed. Mary Nelson asked about a chair being placed in front of the reference desk. Jeannie Dilger-Hill responded it will be taken care of.

Jeannie Dilger-Hill went over circulation statistics and noted the average patron checks out 1.2 items. Bill Coffee asked if the number of patrons coming through the door is accurate. Jeannie Dilger-Hill noted it was fairly accurate and balances out over time.

Patti Eaton will be the new Vice President for the NWYS for the upcoming year. Nancy Kerr has submitted her resignation; the position has been posted to MLS.

Comments and suggestions were reviewed. Fax service is being reviewed and may be offered for a fee. Steve Wolf asked what other libraries are charging. Rose Taylor commented on the charges for international faxes. Jane Byczek noted it was a good service for seniors and brings people to the library. Discussion regarding fax confirmations followed.

An anonymous communication was reviewed. The Book Report will now include dates of future board meetings. Steve Wolf noted if the public does start showing up, the meetings could be moved from the Board Room to the Dierkes Community Room. Computer catalog search options were then reviewed.

Becky Spratford asked for ratification and confirmation of the December 2008 warrants.

MOTION: Moved by Bill Coffee and seconded by Mary Nelson to approve warrant No. 237, dated December 16, 2008, totaling \$639,943.14. All members approved.

MOTION CARRIES

MOTION: Moved by Rose Taylor and seconded by Bill Coffee to approve warrant No. 2-47, dated December 16, 2008, totaling \$1,110.20. All members approved.

MOTION CARRIES

Becky Spratford asked for approval of the January 2009 warrants.

MOTION: Moved by Caroline Coryell and seconded by Mary Nelson to approve warrant No. 238, dated January 20, 2009, totaling \$134,709.10. All members approved.

MOTION CARRIES

MOTION: Moved by Caroline Coryell and seconded by Mary Nelson to approve warrant No. 2-48, dated January 20, 2009, totaling \$34,821.94. All members approved.

MOTION CARRIES

TREASURER’S REPORT: Caroline Coryell reported that \$77,876.01 was left in the New Building Account. Since interest rates in the Prime Fund account have dropped, Jeannie Dilger-Hill is looking into a MAX Safe account. They are FDIC insured and interest rates are higher than the Illinois Funds. Jeannie Dilger-Hill noted that Scott Remmenga, the finance director from MLS, took this route because of the interest rates; discussion followed. Bill Coffee suggested contacting Jamie Rachlin since he is familiar with our accounts. Jeannie Dilger-Hill will contact Jamie Rachlin.

COMMITTEES:

Building and Grounds—Becky Spratford asked about the phone call she received from Johnson Controls. The alarm was caused by the windows in Youth Services. It will go off if the temperature drops below 50. The day prior, pipes were leaking; there was a clog that has been cleared.

Finance, Personnel and Archives—Report below

Legislation & MLS—None

Planning and Policy—Report below

Friends of the Library & Duelm Liaison—Jane Byczek noted they have set up a schedule of meetings for the year. The FOL had approved some funding requests and how future requests will be handled. The next meeting is scheduled for February 23, 2009 at 7:30 p.m. The first Duelm program had a great turn out.

Public Relations, Marketing & Fundraising—Report below

Long Range Planning—Report below

Village Liaison—None

UNFINISHED BUSINESS: Jeannie Dilger-Hill met with both District 102 and 105 regarding teacher cards; both superintendents were very receptive to the idea. The Intergovernmental Cooperative Agreement was reviewed; discussion followed. An item added was that teacher loan cardholders would be able to utilize the meeting and study rooms. Jeannie Dilger-Hill asked about the possibility of serving other schools; discussion followed.

Caroline Coryell reported the Finance, Personnel and Archives Committee met with Jeannie Dilger-Hill regarding the ESC Study Recommendations. Caroline Coryell noted she was not happy with some of ESC's recommendations since the emphasis was on degrees and not on experience; discussion followed. Becky Spratford noted with everything on the agenda tonight, it should be the first thing under unfinished business next month and be prepared to talk about it in detail.

Becky Spratford presented the cost of living increment date; she noted Jeannie feels it had been planned properly, but not reported correctly. Jeannie Dilger-Hill noted the most important thing is it should be one date for all staff; discussion followed. Bill Coffee noted they understand how it works now, which was not clear before. The Board directed Jeannie Dilger-Hill to institute the new reporting in the Treasurers Report.

Jane Byczek noted the Strategic Planning Committee met to discuss JSB Solutions, Jamie Bukovac's suggestions. The committee agreed that Jamie was a good fit for the Library. Jane Byczek reviewed JSB Solutions, Jamie Bukovac's proposal and noted the committee felt it was written well and was reasonable; discussion followed. The Long Range Planning Committee would like to propose JSB Solutions, Jamie Bukovac be hired.

MOTION: Moved by Bill Coffee and seconded by Caroline Coryell to accept JSB Solutions, Jamie Bukovac's proposal. All members approved.

MOTION CARRIES

Dates for a Special Board meeting for the overview meeting with JSB Solutions, Jamie Bukovac were discussed. A Special Board meeting was scheduled for Tuesday, February 10, 2009 at 7:00 p.m.; Jeannie Dilger-Hill felt staff should be there.

NEW BUSINESS: An exception for Cossitt PTC Room Reservation for the Spring Clothing Sale for Monday, March 2, 2009 was presented; discussion followed.

MOTION: Moved by Steve Wolf and seconded by Caroline Coryell to approve the exception. All members approved.

MOTION CARRIES

Bill Coffee presented the Confidentiality of Library Records Policy and Search Warrant Policy for review. Jeannie Dilger-Hill noted the changes.

MOTION: Moved by Bill Coffee and seconded by Mary Nelson to accept the changes to the Confidentiality of Library Records Policy. All members present approved. Jane Byczek was absent.

MOTION CARRIES

Bill Coffee presented the Evaluation Policies for review. Jeannie Dilger-Hill noted the changes.

MOTION: Moved by Bill Coffee and seconded by Mary Nelson to accept the changes to the Evaluation Policy. All members approved.

MOTION CARRIES

Bill Coffee presented the Outside Employment Policy for review. Jeannie Dilger-Hill noted the changes.

MOTION: Moved by Bill Coffee and seconded by Rose Taylor to remove the Outside Employment Policy. All members approved.

MOTION CARRIES

Bill Coffee presented the Benefits Policy for review. Jeannie Dilger-Hill noted the changes.

MOTION: Moved by Bill Coffee and seconded by Rose Taylor to accept the changes to the Benefits Policy. All members approved.

MOTION CARRIES

Bill Coffee presented the Resignation and Dismissal Policy for review. Jeannie Dilger-Hill noted the changes.

MOTION: Moved by Mary Nelson and seconded by Rose Taylor to accept the changes to the Resignation and Dismissal Policy. All members approved.

MOTION CARRIES

It was decided that the Librarian-in-Charge section of the Emergency Procedures will be discussed along with the Governance Policy in May. The Vacation Policy will be reviewed at a committee meeting.

Public Relations, Marketing & Fundraising Committee Charge discussion followed. Jane Byczek noted the committee hasn't met for some time. We now have a full-time PR person. Caroline Coryell noted when the committee first started they were working on plaques for chairs and the logo. Becky Spratford suggested renaming the committee to Advocacy and Fund Raising. Jane Byczek felt we could possibly combine Legislation, Advocacy and Fund Raising and could be voted on after having a chance to do some research; in conjunction with revising the Governance Policy in May.

Becky Spratford noted the Director's six-month evaluation will take place in February and that Jeannie Dilger-Hill suggested a self-evaluation on library goals, accomplishments, what went well and what didn't. Becky Spratford also reviewed how the evaluation took place in the

past. Bill Coffee noted the six month review was a one-time thing and different than an annual review. Jane Byczek would like to try the suggested format and have a trial run; discussion followed. Becky Spratford requested staff give their opinions. Jane Byczek asked Jeannie Dilger-Hill to display the Director's job description and suggested when the Board does the evaluation, it be based on that description.

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

MOTION CARRIES

Meeting moved into Executive Session at 9:42 p.m.

Meeting returned to Open Session at 10:01 p.m.

MOTION: Moved by Bill Coffee and seconded by Jane Byczek to approve Executive Session Minutes from regular meetings of 10/21/08, 8/19/08, 6/17/08, 5/20/08 and Executive Session Minutes from Special Board Meetings of 5/14/08, 2/12/08, 2/5/08 and 11/01/05. All members approved.

MOTION CARRIES

MOTION: Moved by Bill Coffee and seconded by Jane Byczek that the Library always destroy the verbatim minutes after 18 months if the written have been approved. All members approved.

MOTION CARRIES

MOTION: Moved by Caroline Coryell seconded by Steve Wolf to adjourn the meeting. All members approved.

Meeting adjourned at 10:04 p.m.

Respectfully submitted,

Nancy Roy
Administrative Secretary