



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
February 16, 2010**

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

ABSENT:

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

VISITORS: Thom Rae

Meeting opened by President Becky Spratford at 7:30 p.m.

PUBLIC COMMENTS ON THE AGENDA: None

MOTION: Moved by Caroline Coryell and seconded by Mary Nelson to approve all minutes which 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 reviewed the thank-you from AARP and a letter from the Illinois State Library informing us we have been awarded Per Capita Grant funds. Becky Spratford noted these are the funds that will be used for the purchase of laptop computers.

DIRECTOR'S REPORT: Jeannie Dilger-Hill reported she did not have any information from Mac Brady regarding the roof due to the weather. Matt Probst, the graphic artist intern, has decided this is not the right fit for him; we will be looking for other assistance. The new patron cancelled holds feature is exciting; however, there is some additional work for patron services. Teacher card usage is not what we had hoped for. We are looking into some other marketing ideas. There were a lot of displays in Reference in January and also an increase in non-residents using the study rooms. Steve Wolf asked if there were any problems; Debbie Darwine responded no. We will start purchasing TV shows on DVD which will circulate for three weeks. Mary Nelson asked how much we will budget for this. Jeannie Dilger-Hill responded approximately \$1,000.00; discussion followed. A full last name on fiction is beginning to be implemented. The Young Adult Finals Destination is growing in popularity. Teens who attend are very well-behaved. The comparative circulation activity was reviewed. La Grange Public Library came in 13th; discussion followed.

Comments and suggestions were reviewed. It was noted the study rooms are not to be used for business purposes. Storytime changes were discussed. The Youth Services department is working on developing storytime as a group. Rose Taylor noted every time there is a change, it is hard.

Becky Spratford asked for approval of the February 2010 warrants.

MOTION: Moved by Mary Nelson and seconded by Bill Coffee to approve warrant #251 in the amount of \$144,658.45. All members approved.

MOTION CARRIES

MOTION: Moved by Caroline Coryell and seconded by Steve Wolf to approve warrant #2-53 in the amount of \$6,384.50. All members approved.

Jeannie Dilger-Hill noted we are getting three of the new cameras upgraded at no charge.

MOTION CARRIES

TREASURERS REPORT: Caroline Coryell reported there was a recent newspaper article stating that rules for Illinois Funds say they do not have to pay or guarantee payment of interest. This means the interest rate could go down to 0%. Rates are going back down again. The library's salary expenditures are below budget. There is nothing big coming up right now; income is coming in from the Tyler Duelm room. Linda Montelo is looking into charges banks have been adding. Discussion regarding an adjustment to the New Building budget followed.

COMMITTEES:

Building and Grounds—Steve Wolf reported we received an outrageous quote for the fence. The fence issue does need to be addressed, but not immediately.

Finance, Personnel and Archives—Dates for a budget meeting were discussed. A meeting was scheduled for March 16, 2010, at 6:30 p.m.

Legislation & MLS—Becky Spratford reported she and Caroline Coryell attended the Metropolitan Library System Legislators' Breakfast which focused on library advocacy. The per capita funding has decreased by 18%. Discussion regarding Save Illinois Libraries, Snapshot Day, and the Cap Wiz program followed. Caroline Coryell noted people have responded they come to the library for books and information. There will be deep cuts in the budget, possible tax increases and pension reforms. The panel that Jeannie Dilger-Hill and Becky Spratford served on with Milfred Moore was then discussed. Bill Coffee noted MLS received a check for the funds they were waiting for which will carry them through June. With Alice Calabrese announcing her retirement, they are looking at ways to consolidate. Bill Coffee will no longer be on LIMRiCC board; it is now a separate board. SWAN has made some revisions to operate separately if need be.

Planning and Policy—No report

Friends of the Library Liaison—Jane Byczek reported the Friends of the Library had approved all the library’s requests other than cleaning the quilt at their meeting. Rose Taylor commented she knows someone who may be able to do this. Everyone agrees the quilt is a piece of art. The estimate was \$2,900 to clean, hang and cover. The Friends’ membership is down. Caroline Coryell noted she did not receive the January book report. Jeannie Dilger-Hill noted the Friends’ annual meeting will be in conjunction with the Big Read Program; they are looking for ways to increase membership. Discussion regarding bundling and selling books followed.

Fundraising & Advocacy—No report

Long Range Planning—No report

Village Liaison—No report

UNFINISHED BUSINESS: Jane Byczek reviewed the Strategic Plan Action Items. The Board needs to concentrate on 5.1. Evaluate Budget and Fundraising Opportunities. The Finance Committee needs to work on prioritizing the budget according to strategic initiatives. The staff has put a lot of hours into it and by putting it in writing, we are committed to it. Jane Byczek noted this is the foundation we will build everything on. Jeannie Dilger-Hill noted the hardest part was not getting everything done in 2010; there is a lot of planning in the first year.

NEW BUSINESS: Chapter 1 “Core Standards” of Serving Our Public 2.0: Standards for Illinois Public Libraries was reviewed. Jeannie Dilger-Hill noted we might want to add Core 6 to our Governance Policy in May.

Becky Spratford reported that no committees have charges. Jeannie Dilger-Hill is working on getting some from area libraries for samples. Becky Spratford will write some sample ones for us and we will look at them in March.

Jeannie Dilger-Hill presented the changes to the Emergency Expenditures Policy. Steve Wolf felt the amounts should be raised to \$5,000; discussion followed. Language was added to clarify if something was in the budget line and what an emergency is.

MOTION: Moved by Bill Coffee and seconded by Rose Taylor to approve the changes to the Emergency Expenditures Policy as amended. All members approved.

MOTION CARRIES

Jeannie Dilger-Hill reviewed the changes to Personnel Policies, Family and Medical Leave of Absence.

MOTION: Moved by Bill Coffee and seconded by Jane Byczek to approve the changes to Personnel Policies, Family and Medical Leave of Absence. All members approved.

MOTION CARRIES

Jeannie Dilger-Hill reviewed the changes to Personnel Policies, Unpaid Leaves of Absence.

MOTION: Moved by Bill Coffee and seconded by Caroline Coryell to approve the changes to Personnel Policies, Unpaid Leaves of Absence. All members approved.

MOTION CARRIES

Jeannie Dilger-Hill reviewed the changes to Personnel Policies, Grievances.

MOTION: Moved by Bill Coffee and seconded by Caroline Coryell to approve the changes to Personnel Policies, Grievances. All members approved.

MOTION CARRIES

The memo for permission to close for a staff in-service training day on Friday, May 7, 2010 was reviewed. Caroline Coryell suggested holding the in-service day on a holiday that the library is already closed; discussion followed. Bill Coffee noted that Holidays are a separate issue. Steve Wolf questioned why training was scheduled for Friday. Jeannie Dilger-Hill noted it is the library's slowest day.

MOTION: Moved by Jane Byczek and seconded by Bill Coffee to approve the closing of the library on Friday, May 7, 2010 for staff in-service training. All members approved.

MOTION CARRIES

PUBLIC COMMENTS NOT ON AGENDA: Thom Rae noted the Citizens' Council meeting attended by Jeannie Dilger-Hill and Becky Spratford was on YouTube.

MOTION: Moved by Caroline Coryell and seconded by Jane Byczek to move into Executive Session pursuant to 5 ILCS 120/2, Section C11 – litigation. 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 9:13 p.m.

Meeting returned to Open Session at 9:21 p.m.

MOTION: Moved by Caroline Coryell and seconded by Steve Wolf to move back into Executive Session pursuant to 5 ILCS 120/2, Section C1 – performance of specific employees. 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 9:22 p.m.

Meeting returned to Open Session at 10:41 p.m.

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

MOTION CARRIES

Meeting adjourned at 10:42 p.m.

Respectfully submitted,

Nancy Roy
Administrative Secretary