



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

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**PRESENT:** Becky Spratford, Bill Coffee, Caroline Coryell, Rose Taylor

**ABSENT:** Jane Byczek, Mary Nelson, Steve Wolf

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

**VISITORS:** Thom Rae

Meeting opened by President Becky Spratford at 7:05 p.m.

**PUBLIC COMMENTS ON THE AGENDA:** None

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

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

**MOTION CARRIES**

**COMMUNICATIONS:** Jeannie Dilger-Hill reported on correspondence from Reibandt & DeWald regarding Ramm filing suit and also that a summons was received a few hours ago to appear in court; discussion followed.

It was noted that the FOIA request received was for an election document retained by the Village of La Grange.

Becky Spratford noted the proposal from JSB Solutions had been approved.

**OWNER'S REPRESENTATIVE REPORT:** Becky Spratford asked why the lights were off. Jeannie Dilger-Hill reported all the lights went up yesterday and as Lyons Pinner was driving away, the power went out. We have to manually turn on the lights because the automatic light timer is not working; discussion followed.

The Permanent Certificate of Occupancy was discussed. Bill Coffee noted we should point out that we worked with the Village.

**DIRECTOR'S REPORT:** Jeannie Dilger-Hill reported the Head of Youth Services has been hired. Kelly Laszczak will start March 9, 2009.

Jeannie Dilger-Hill pointed out the patron density team maps displayed on the wall. Various aspects such as table space and chair usage were discussed. Caroline Coryell asked out how they were timed and Brooke Sievers responded every half-hour. Website traffic was also reviewed. Jeannie Dilger-Hill noted the peak in October and page views per visit. Rose Taylor asked who we were working with for the statistics. Bill Coffee noted we were getting hits from overseas.

Discussion regarding the slate roof tiles that had fallen followed. Rose Taylor felt that everything should be under warranty at this point. Rose Taylor reported on a company located in La Grange she has used that look at the roof and inform you what needs to be corrected. Rose Taylor felt it would cost approximately \$2,000.00 and would be money well spent. Caroline Coryell felt it would protect us a bit. Becky Spratford noted there was still money in the New Building Fund.

MLS has announced that they are planning to sunset interlibrary loan services. Jeannie Dilger-Hill noted this means we will be doing a little more work on our end. Once we have a better idea of the impact is on us, we will inform the Board.

Jeannie Dilger-Hill displayed the new materials page on the Library's website. The Board felt this was a great addition.

Comments and suggestions were reviewed. The New York Times crossword puzzle, parking issues, late fee notices, temporary library cards, color copier/fax, were discussed. Jeannie Dilger-Hill noted Linda Montelo was in the process of researching the copier/fax machine. Becky Spratford suggested the possibility of using per capita funds for laptops. Jeannie Dilger-Hill noted staff has discussed this and are keeping our eyes out for grants.

Becky Spratford asked for approval of the February 2009 warrant.

**MOTION:** Moved by Bill Coffee and seconded by Rose Taylor to approve warrant #239 in the amount of \$135,324.86. All members approved.

## **MOTION CARRIES**

**TREASURER'S REPORT:** Caroline Coryell reported both the Prime Fund and the Money Market Fund have dropped. We are considering having Jamie Rachlin come to a Finance Committee Meeting to explore other options and then present them to the full Board. We are also looking into consolidating some reports. Things are just about where they should be at this time of year; 97% of our income has come in. A Finance Committee Meeting will be scheduled somewhere between March and April.

## **COMMITTEES:**

Building and Grounds—Caroline Coryell noted they need to get in touch with someone to come out for the roof in order to inform us of other problems we may be facing.

Finance, Personnel and Archives—None

Legislation & MLS—Rose Taylor reported a bill was passed which means we should receive some money from the Federal Economic Stimulus Bill.

Planning and Policy—Report below

Friends of the Library & Duelm Liaison—None

Public Relations, Marketing & Fundraising—The name change for the committee will be discussed with the Governance Policy in May.

Long Range Planning—Jeannie Dilger-Hill reported the Staff Strategic Planning Team will meet the first and third Tuesday in the afternoon. Jeannie Dilger-Hill noted Jane Byczek would like to have committee meetings on the second Thursday of the month at 8:00 a.m. Rose Taylor requested the meetings be limited to 2 hours, Jeannie Dilger-Hill wanted to aim for 1 ½ hours.

Village Liaison—None

**UNFINISHED BUSINESS:** Becky Spratford noted a decision needs to be made regarding the ESC study recommendations due to the upcoming budget; discussion followed. Caroline Coryell noted she was very happy that Jeannie Dilger-Hill handled this with her personal knowledge rather than just accepting what the outside source suggested.

**MOTION:** Moved by Rose Taylor and seconded by Bill Coffee to accept Jeannie's amended ESC Study Recommendations to begin in March 2009. All members approved.

### **MOTION CARRIES**

**NEW BUSINESS:** Becky Spratford reported she attended the MLS Legislative Breakfast and met with Jim Durkin. The major issue was the Executive Director of IMRF noted they were no longer 100% funded; at this point they are 69% funded. Libraries are looking at approximately a 10% increase in 2009 and 16.63% increase in 2010 which will have to be worked into the budget. Right now it will not affect our library, but it will in the future.

Jeannie Dilger-Hill presented the La Grange Fire Department meeting room application for May 4<sup>th</sup> and 5<sup>th</sup> which exceeds the 4 hour limit. There is an 8:00 a.m. start time. Becky Spratford requested we ask them to park in the parking garage instead of the Library's lot since it is an all day event.

**MOTION:** Moved by Caroline Coryell and seconded by Bill Coffee to approve the exception. All members approved.

### **MOTION CARRIES**

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

Rose Taylor questioned the Comp Time policy; discussion followed. Rose Taylor also asked about the IMRF service credit for unpaid, unused sick leave; Caroline Coryell noted it was in the policy.

**MOTION:** Moved by Bill Coffee and seconded by Caroline Coryell to accept all changes to the Personnel Policy listed on the agenda. All members approved.

**MOTION CARRIES**

**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 discussing the Director's six-month review. Roll call vote was taken: Jane Byczek-absent, Bill Coffee-aye, Caroline Coryell-aye, Mary Nelson-absent, Rose Taylor-aye, Steve Wolf-absent, Becky Spratford-aye.

**MOTION CARRIES**

Meeting moved into Executive Session at 8:32 p.m.

Meeting returned to Open Session at 9:35 p.m.

**MOTION:** Moved by Caroline Coryell and seconded by Bill Coffee to give Jeannie Dilger-Hill an increase equal to the staff's. All members approved.

**MOTION CARRIES**

**MOTION:** Moved by Bill Coffee seconded by Rose Taylor to adjourn the meeting. All members approved.

**MOTION CARRIES**

Meeting adjourned at 9:37 p.m.

Respectfully submitted,

Nancy Roy  
Administrative Secretary