



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
May 19, 2009**

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

ABSENT:

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

VISITORS: Thom Rae

Meeting opened by President Becky Spratford at 7:00 p.m.

PUBLIC COMMENTS ON THE AGENDA: None

MOTION: Moved by Caroline Coryell and seconded Steve Wolf to approve all minutes by omnibus vote.

Rose Taylor asked about the closed session minutes; Becky Spratford responded they will be reviewed every six months. Jeannie Dilger-Hill pointed out the minutes of the Finance, Personnel and Archives Committee dated April 13, 2009 listed Jane Byczek as the committee Chair and should be amended. Becky Spratford asked for a roll call vote to approve the minutes as amended.

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: The letter from the La Grange Firefighters Association of May 6, 2009 was reviewed. Bill Coffee commented he noticed they used the library parking lot. Jeannie Dilger-Hill responded that they were asked not to. Discussion followed regarding amending the meeting room policy for meetings over four hours.

Becky Spratford noted she had received a letter from Jeanne Hayden stating the fence on her side was not as nice as her neighbor's property. Bill Coffee read the letter and felt it was realistic. The Building and Grounds Committee will set a meeting before leaving tonight. Jeannie Dilger-Hill will respond to the letter indicating the Library is looking into it.

Jane Byczek noted there have been a lot of cars parking on the side of building prior to 9:00 a.m. Staff parking in that area is a concern. Steve Wolf noted he appreciated the extra bike racks.

OWNER'S REPRESENTATIVE REPORT: None—Jeannie Dilger-Hill noted this will be taken out of the template.

DIRECTOR'S REPORT: Jeannie Dilger-Hill reported much of April was taken up with either the budget or the LSTA grant. We are working hard on getting the community survey out. Sprucing-up has been going on throughout the building--the Building and Grounds Committee may want to discuss carpeting and plants when they meet. Student art work is continuing. The library had two staff members graduate, Justin Mottier and Kim Krueger. A successful day was had in Springfield; they were able to meet with everyone they wanted to. Tax caps that were supported by Senator Viverito got shot down.

Comments and suggestions were reviewed. Jeannie Dilger-Hill noted we have subscribed to the Financial Times and the color copier and fax machine is on its way. Blu-ray DVDs will be monitored; this is the first request we have received. Caroline Coryell noted she has known Sean Stephenson since he was 12 years old. He is an excellent speaker and the book "Get off your Butt" is extremely worthwhile. Discussion regarding the study rooms followed. Jeannie Dilger-Hill indicated the policy comes up for review in October. Becky Spratford noted we may want to consider revising the policy if the room is empty. The Board will wait until October and look at statistics. Jeannie Dilger-Hill will contact the patron and let them know we are monitoring the situation. Downloadable books will be available in June.

Jane Byczek noted a patron commented that she cannot read in the quiet reading room because the clock is so loud.

Steve Wolf noted he was asked if copies of Village meetings can be checked out at library. Becky Spratford felt it would be a great service to the community.

Pat Prohl reported it was great year for Patron Services, largely because of the patrons. Overall statistics show March is just about where June, which is typically the busiest month, was last year. June this year will be anybody's guess. Staff members are looking forward to it and to holding down the fort. The reserve chart for incoming and outgoing books was reviewed. In spite of being busy, we are trying to increase patron service and encourage staff members to be creative problem solvers. Even with economy, we are still selling non-resident cards. The new book area has worked out remarkably well; we wanted to make sure it is appealing to patrons. The book sale shelves which we have been supervising for a long time have become a bigger job and the dollars coming in reflect a good thing. Rose Taylor asked if it has is gone up since the cute display, Pat Prohl responded definitely. The Dierkes Community Room continues to be heavily used; extra staff is often needed. Quarterly staff meetings and other ideas for expanding communication with staff was discussed. Mary Nelson complimented Pat Prohl on the sign outside adverting public programs; Pat Prohl noted it came out of the Customer Focused Library. Rose Taylor noted she has noticed Joyce Slabich going above and beyond helping patrons when she comes in.

Becky Spratford asked for approval of the May 2009 warrants.

MOTION: Moved by Caroline Coryell and seconded by Mary Nelson to approve warrant #242 in the amount of \$161,221.86. All members approved.

MOTION CARRIES

MOTION: Moved by Mary Nelson and seconded Caroline Coryell by to approve warrant #2-50 in the amount of \$198.60. All members approved.

MOTION CARRIES

TREASURER'S REPORT: Caroline Coryell reported the interest in both funds have gone down. We have received almost 100% of income. Money for the lights from the Village of La Grange has been received and has gone back into the New Building Fund. There are no additional income or expense problems. Discussion regarding the money remaining in the New Building Fund followed.

COMMITTEES:

Building and Grounds—Committee meeting set for Tuesday, May 26, 2009 at 7:00 p.m.

Finance, Personnel and Archives—No Report

Legislation & MLS—No Report

Planning and Policy—Report below. Steve Wolf noted the recommendation of a name change for Public Relations, Marketing & Fundraising to Fundraising & Advocacy. Becky Spratford noted that Fundraising & Advocacy could not do much work until after the Long Range Planning is done and they could tweak the fundraising mission.

Friends of the Library & Duelm Liaison—Jane Byczek reported the Friends of the Library had their officer meeting and general meeting this month. Discussion in the officer's meeting included how they could support the Long Range Plan. They will be manning a table at the pet parade. The people that were lined up to be officers for next year have decided not to so they do not have officers for next year. Bylaws were reviewed and few changes were made. They are in need of people to come on board for President and Vice President and become a solid foundation. They will host their donut day for the summer kickoff.

Public Relations, Marketing & Fundraising—No Report

Long Range Planning—Jane Byczek reported the meetings are going well thanks to the staff. Information from Counting Opinions has been received. Jeannie Dilger-Hill noted since the timeline is tight, Jamie suggested having Board members receive their packet a week in advance in order to read and absorb it before they meet. Discussion regarding paying for postage to mail it back and having it available in Spanish followed. It was decided not to offer it in the Spanish language version. The Friends of the Library will man the table during Pet Parade from 8:00 - 9:00 and 12:00 – 1:00. Caroline Coryell will man the table from 9:00 – 11:00. Jane Byczek also reported on having the survey available at other sites and the need for internet access. Jeannie Dilger-Hill noted two staff members volunteered to call and find out if high traffic areas have wi-fi. A press release will go out when it is ready and it will also be on our home page; staff will be wearing badges. Discussion regarding stake holders and a list of four set questions followed. Caroline Coryell felt the questions were slightly open

ended. Jeannie Dilger-Hill noted that we started testing the survey yesterday and there were still a few glitches; it will go up on the website next Wednesday.

Village Liaison—None

UNFINISHED BUSINESS: Strategic Planning Update – Report above.

NEW BUSINESS: New Committee Assignments – done in Board Reorganization Meeting.

Jeannie Dilger-Hill reviewed the IPLAR Annual Report. There was a huge increase in adult and children's programs, not only in the number of programs but also higher attendance. There was also a huge increase in circulation.

MOTION: Moved by Jane Byczek and seconded by Mary Nelson to accept the IPLAR Report as presented. All members approved.

MOTION CARRIES

Bill Coffee reviewed the changes to the Governance Policy. Becky Spratford noted that the name change to Fundraising & Advocacy will become effective which the changes to the Governance Policy. Steve Wolf noted the Long Range Planning Committee was never listed. The time change to 7:00 p.m. was noted. Bill Coffee noted the old board committees will be updated. Duties of the Trustee were reviewed; Jane Byczek noted a couple additions and the two policies that are required to be reviewed on an annual basis.

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

MOTION CARRIES

Bill Coffee reviewed the Investment and Cash Management Policy and noted there were no changes.

MOTION: Moved by Bill Coffee and seconded by Jane Byczek to accept the Investment and Cash Management Policy as is. All members approved.

MOTION CARRIES

Jeannie Dilger-Hill reviewed the 2009/2010 fiscal year Board Calendar. It was noted that the policies highlighted were biannual reviews. Jeannie Dilger-Hill noted a Building Maintenance plan needed to be added, the Smoking Policy will be removed in September and the Personnel Policy will not have as much to review. Bill Coffee noted this was a good procedure.

PUBLIC COMMENTS NOT ON AGENDA: None

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

MOTION CARRIES

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Nancy Roy
Administrative Secretary