



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
June 15, 2010**

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

ABSENT: Becky Spratford

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

VISITORS:

Meeting opened by Vice President Jane Byczek at 7:30 p.m.

PUBLIC COMMENTS ON THE AGENDA: None

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

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

MOTION CARRIES

COMMUNICATIONS: Thank-you notes to Bridget Bittman and Noël Zethmayr were reviewed. The Open Meetings Act Training Certificate earned by Jeannie Dilger-Hill was presented.

Bill Coffee arrived at 7:32 p.m.

DIRECTOR'S REPORT: Jeannie Dilger-Hill noted we received a report from MetalMaster and copies have been placed in the Building and Grounds Committee mailboxes.

Rose Taylor asked what the "Delphi Group" was; Jeannie Dilger-Hill responded it was somewhat like a focus group. Smart phones were then discussed.

The library's Facebook page was highlighted. We now have a Book News tab which has links to all of our newsletters; it was a very good deal. It was noted we have been preparing for summer reading and \$300 has been donated in John Nelson's name.

A slightly different view of reference statistics was presented. Jeannie Dilger-Hill noted department heads got together and standardized the report.

Pat Prohl reported on Patron Services. Pat commented it is a pleasure to come to work in this building and enjoys seeing the happy people come in. A circulation chart that was presented showed an increase in circulation of approximately a hundred percent in the past five years; the department is feeling the impact of this increase. There has also been a steady incline overall on community use of the Dierkes rooms. Since January, the department has been doing registration for the meeting rooms and there are times when it is necessary to provide manpower for room set-up. This is taken care of by a page or a patron services clerk. A lot of patrons are making us a permanent spot for their meetings. Pat felt it may be something to review in the Fall; discussion regarding exceptions followed. The primary goal in Patron Services is to achieve a high level of customer service. This has been an ongoing goal for all personnel. They are currently making an effort to have a staff member at the circulation desk at all times, make eye contact with patrons and are utilizing the white board in the patron services work room. Jeannie Dilger-Hill noted a number of these ideas came out of the in-service day. It was also noted they are hoping to close patron experiences with a send off—hope you found everything you need, thank-you, etc—and to improve telephone etiquette. Caroline Coryell noted she calls frequently and everyone is helpful. Steve Wolf felt the library is so much different in a good way.

Comments and suggestions were reviewed. It was suggested the Building and Grounds Committee add two items to their agenda, 1) looking into a bench for north side of the building and 2) putting rollers on computer chairs; discussion followed. The suggestion regarding keeping the library open on Sundays was discussed. Jeannie Dilger-Hill noted it was an action item under the Strategic Plan in 2011, not 2010; discussion followed. Jane Byczek asked Jeannie Dilger-Hill to discuss it with the Department Heads, report back at the next meeting and place it on the agenda under unfinished business next month.

Jane Byczek asked for approval of the June 2010 warrant.

MOTION: Moved by Rose Taylor and seconded by Bill Coffee to approve warrant #255 in the amount of \$303,920.92. All members approved.

MOTION CARRIES

TREASURERS REPORT: Caroline Coryell reported we are moving a little ahead with the amount of cash Illinois Funds is giving us on our investments. We have received 55.31% of our projected income; right now we are in good condition. It was noted we received our final TIF distribution from the Village. Discussion regarding Per Capita monies followed.

The Public Investors' Financial Symposium Report was then reviewed. Caroline Coryell noted a lot was centered on the newly adopted GASB 54 Balance Reporting; three different people talked about it. Caroline felt it was exceedingly confusing. There was also a lot of talk regarding credit card fees. Everyone is experiencing cuts in revenue as well as staff and felt it will get worse before it gets better.

COMMITTEES:

Building & Grounds—No report

Development & Advocacy—No report

Finance—No report

Friends of the Library Liaison—Jeannie Dilger-Hill reported the Friends of the Library made approximately \$1100 in scholastic book dollars; we are confident we can spend the credit easily. The Friends also had a table at the pet parade. They sold a few dog biscuits and a few bottles of water.

MLS Liaison—Bill Coffee reported the next meeting is Monday. In the meantime he is involved with the SWAN council meeting tomorrow. MLS has made more staff cuts, consulting and continuing education are both going; SWAN staff, operations and delivery are still standing. More decisions are to be made at the board meeting on Monday.

Personnel—No report

Planning—No report

Policy—Below

Village Liaison—No report

UNFINISHED BUSINESS: Jeannie Dilger-Hill reported, at Caroline Coryell's direction, she and Linda Montelo looked closely at the cash flow over the year and met with Mark Reich from Edward Jones. He suggested a three month reserve but Linda Montelo said our internal auditors recommended a six month reserve. It was Linda's recommendation we only invest \$500,000 out of operating and \$800,000 from the Special Building Capital Fund. They will be invested in two separate accounts for us; discussion followed regarding multiple CD's.

MOTION: Moved by Rose Taylor and seconded by Caroline Coryell to approve the Investment Plan. Mary Nelson and Bill Coffee chose to recuse themselves since they are clients of Edward Jones. All members approved.

MOTION CARRIES

NEW BUSINESS:

Jeannie Dilger-Hill reviewed Serving Our Public Chapter 10: Marketing, Promotion and Collaboration. It was noted one of Bridget Bittman's goals is to work on a marketing plan. We will review it internally with the staff and bring it to the Board. Bridget reminds us to do many of the things listed.

Mary Nelson reviewed the Library Card Policy. It was noted this was a new policy that was set in motion last year and she did not see anything that was a problem; the policy is going well.

MOTION: Moved by Mary Nelson and seconded by Bill Coffee to adopt the Operating Policy for Library cards. All members approved.

MOTION CARRIES

Resolution Number R06.15-A-2010: Non-Resident Cards was presented. Jane Byczek noted staff recommended continuing with the tax bill method. Steve Wolf asked if there was a maximum amount; Jeannie Dilger-Hill responded no.

MOTION: Moved by Caroline Coryell and seconded by Bill Coffee to approve the tax bill method for Resolution Number R06.15-A-2010: Non-Resident Cards. All members approved.

MOTION CARRIES

Resolution Number R06.15-B-2010: Prevailing Wage was presented. Mary Nelson asked if we should have our attorney look at it; discussion followed.

MOTION: Moved by Caroline Coryell and seconded by Bill Coffee to approve Resolution Number R06.15-B-2010: Prevailing Wage. All members approved.

MOTION CARRIES

PUBLIC COMMENTS NOT ON AGENDA: None

Jane Byczek noted Becky Spratford had the key for the closed session minutes container.

MOTION: Moved by Steve Wolf and seconded by Bill Coffee to move the six-month review of closed session minutes to the July meeting. All members approved.

MOTION CARRIES

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

MOTION CARRIES

Meeting adjourned at 8:42 p.m.

Respectfully submitted,

Nancy Roy
Administrative Secretary