



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
June 16, 2009**

---

**PRESENT:** Becky Spratford, Jane Byczek, Bill Coffee, Caroline Coryell, Mary Nelson-  
by means of audio conference, Rose Taylor

**ABSENT:** Steve Wolf

**STAFF:** Bridget Bittman, Debbie Darwine, Kelly Laszczak, Pat Prohl, Nancy Roy,  
Brooke Sievers, Noel Zethmayr

**VISITORS:**

Meeting opened by President Becky Spratford at 7:03 p.m.

Becky Spratford noted the need to amend the Agenda for the Approval of Remote Attendance of Mary Nelson.

Roll call was taken: Jane Byczek-physically present, Bill Coffee-physically present, Caroline Coryell-physically present, Rose Taylor-physically present, Becky Spratford-physically present.

**MOTION:** Moved by Caroline Coryell and seconded by Bill Coffee to approve the remote attendance of Mary Nelson. All members approved.

**MOTION CARRIES**

**PUBLIC COMMENTS ON THE AGENDA:** None

Caroline Coryell noted the Building and Grounds Committee Meeting minutes of May 26, 2009 listed on the Agenda were not included in the Board Packet.

**MOTION:** Moved by Rose Taylor and seconded Mary Nelson to approve the two sets of minutes from May 19, 2009 by omnibus vote.

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

**MOTION CARRIES**

**COMMUNICATIONS:** Becky Spratford reviewed the Illinois Child Care Bureau thank-you note dated May 23, 2009. Caroline Coryell noted the ordinance for the Village of La Grange TIF Distribution letter dated June 2, 2009 was not attached.

**DIRECTOR'S REPORT:** Noel Zethmayr presented the Directors report for Jeannie Dilger-Hill. Jane Byczek questioned Bridget Bittman about the distribution of the Book Report for July and August. Rose Taylor and Mary Nelson notified Bridget Bittman about patrons they knew that were not receiving the newsletter in the mail. Becky Spratford noted Kim Krueger will have her report in July.

Noel Zethmayr presented her Department Report. Teens have been using the space, are respectful, and appreciate the chairs and computers. Homework is being done on the computers, but they are being used mainly to update social networking sites. Noel feels this may be due to not having fast enough access at home. It was noticed that teens were using friend's library cards in order to use a computer so an ID is now being requested. Teens are also using the group study rooms and come in for homework help. The most requested service is Readers Advisory. Noel then discussed the programs offered in YA. The programs that are geared toward making money, such as babysitting and pet sitting, tend to have the highest attendance. The challenge is to get the children to attend cultural programs which will be the next large focus. The Summer Reading Program is going well. Jane Ruback is now handling the MySpace page. Noel reported that outside of her immediate department she has been involved in the Customer Focused Library, one of the authors of the 15 Things, and is on the Staff Strategic Planning Committee. Caroline Coryell noted she had talked to the heads of District 105 and 204 and they had wonderful things to say about Noel. Jane Byczek asked how the children are advised of the technology we are using. Noel responded she talks about it on the web page and also when she visits the schools. It was noted that the vast majority of requests come from parents, not from the child themselves; Noel prefers children to come in to talk to her face-to-face. Discussion regarding encyclopedia usage and the Dewey decimal system followed. Bill Coffee noted that because of the stakeholder interviews and his talking to the churches, they were very concerned about how to reach Young Adults. They were not aware the library had a separate Young Adult Department and might be an area to look at and work together with the churches.

Comments and suggestions were reviewed. Parking issues were discussed; Becky Spratford noted the group that was asked to park in the parking garage thought it was great. Jane Byczek felt parking issues occurred mainly during storytime. Bridget Bittman noted Jeannie Dilger-Hill is planning on talking to the theatre owners regarding posting a sign. When school goes back into session, we may need to have a police officer monitor the situation. Bill Coffee noted this is a universal problem. Becky Spratford noted the topic should be put down for Building and Grounds. Baskets and bags were then discussed.

Becky Spratford asked for approval of the June 2009 warrants.

**MOTION:** Moved by Mary Nelson and seconded by Jane Byczek to approve warrant #243 in the amount of \$185,868.38. All members approved.

## **MOTION CARRIES**

**TREASURER'S REPORT:** Caroline Coryell reported that information received from Illinois Funds regarding funds being automatically rolled over was not correct; Linda Montelo is taking care of it. We are trying to find out from Jamie Rachlin if we can put the TIF Distribution into a CD. Becky Spratford asked the Finance Committee to set a date for a

meeting tonight. Caroline Coryell noted we are just about where we should be considering it is the first month into the new year.

### **COMMITTEES:**

Building and Grounds— Caroline Coryell brought up the carpeting situation and carpeting in the elevator. Bill Coffee asked if there were any warranties on the carpeting. Caroline Coryell responded we were told that the carpeting was commercial quality and would last 15 – 20 years. Noel Zethmayr noted Jeannie Dilger-Hill had walked through the building last week with DeSitter; discussion followed. Jane Byczek noted we needed to go back to the original contractor and whoever originally installed the carpeting.

Becky Spratford presented an upcoming bill for informational purposes from Johnson Controls; discussion followed.

Finance, Personnel and Archives—No Report

Legislation & MLS—Bill Coffee will find out results from MLS tomorrow regarding the Board member election.

Planning and Policy—Report below

Friends of the Library Liaison—Jane Byczek noted the FOL still were in need of a President and Vice President.

Fund Raising & Advocacy—No Report

Long Range Planning—Jane Byczek reminded the Board Members to have their stakeholder interviews submitted by June 22<sup>nd</sup>. Caroline Coryell noted she was not having much luck in getting responses. Mary Nelson noted she had talked to three individuals. Bill Coffee commented that it was a percentage thing. Jane Byczek gave statistics on the goal of 500 surveys. Becky Spratford read the thank-you letter that will be sent to the businesses that participated and noted it should also go in the newspaper. In-house publicity will be taken down tomorrow. Discussion regarding the total surveys that were already submitted followed.

Village Liaison—No Report

**UNFINISHED BUSINESS:** The Strategic Planning Retreat Agenda for July 8, 2009 needs to be set. Becky Spratford noted members should dress comfortably and bring a sweater.

**NEW BUSINESS:** Caroline Coryell reviewed the two fencing proposals that were submitted.

**MOTION:** Moved by Caroline Coryell and seconded by Mary Nelson to approve the J&M Fencing Proposal in the amount of \$1,199.00. All members approved.

**MOTION CARRIES**

Caroline Coryell reviewed the landscaping proposal from Hinsdale Landscaping. Noel Zethmayr noted Jeannie Dilger-Hill took Hinsdale Landscaping around the building. The proposal that we received is just to replace what is already out there, not new/different plants. The Board is not happy with the proposal and would like two new proposals.

Becky Spratford presented the MLS ResearchPro Database Package. It was noted that it is a very good deal for all the databases we have access to and we have the money to pay for it; discussion followed.

**MOTION:** Moved by Jane Byczek and seconded by Rose Taylor to accept the MLS ResearchPro Database Package. Jane Byczek, Bill Coffee, Caroline Coryell and Mary Nelson and Rose Taylor approved; Becky Spratford abstained.

### **MOTION CARRIES**

Becky Spratford reviewed the Administrative Ready Reference for the Illinois State Library Per Capita Grant requirements. It was noted that this is where to go if a Board member has a question.

Becky Spratford reviewed the non-resident cards, resolution 01-2009-A. Pat Prohl felt more people will buy our card with a lower rate.

**MOTION:** Moved by Jane Byczek and seconded by Mary Nelson to continue to sell non-resident library cards. All members approved.

### **MOTION CARRIES**

**MOTION:** Moved by Jane Byczek seconded by Caroline Coryell to base our charge for non-resident library cards on the tax bill method.

Discussion followed; Becky Spratford noted we will sell a lot more cards if we use the tax bill method.

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

### **MOTION CARRIES**

Bill Coffee reviewed the changes to the Library Card Policy.

**MOTION:** Moved by Bill Coffee and seconded by Jane Byczek to accept the changes to the Library Card Policy. All members approved.

### **MOTION CARRIES**

**PUBLIC COMMENTS NOT ON AGENDA:** None

**MOTION:** Moved by Rose Taylor and seconded by Caroline Coryell to move into Executive Session for the six-month review of closed session minutes. Roll call vote was taken: Jane Byczek-aye, Bill Coffee-aye, Caroline Coryell-aye, Mary Nelson-nay, Rose Taylor-aye, Becky Spratford-aye.

**MOTION CARRIES**

Meeting moved into Executive Session at 9:14 p.m.

Meeting returned to Open Session at 9:20 p.m.

**MOTION:** Moved by Caroline Coryell and seconded by Bill Coffee to approve two sets of closed session minutes from 4/21/09 and to open the minutes of 10/21/08, 2/5/09, & 2/12/09 by omnibus vote. Roll call vote was taken: Jane Byczek-aye, Bill Coffee-aye, Caroline Coryell-aye, Rose Taylor-aye and Becky Spratford-aye.

**MOTION CARRIES**

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

**MOTION CARRIES**

Meeting adjourned at 9:23 p.m.

Respectfully submitted,

Nancy Roy  
Administrative Secretary