



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
August 11, 2009**

PRESENT: Jane Byczek, Bill Coffee, Caroline Coryell, Steve Wolf

ABSENT: Becky Spratford, Mary Nelson, Rose Taylor

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

VISITORS:

Meeting opened by Vice President Jane Byczek at 7:04 p.m.

PUBLIC COMMENTS ON THE AGENDA: None

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

Roll call vote was taken: Jane Byczek-aye, Bill Coffee-aye, Caroline Coryell-aye, Steve Wolf-aye

MOTION CARRIES

COMMUNICATIONS: Jane Byczek commented on the nice letter from Jeanne Hayden dated July 28, 2009. Jane Byczek asked to be signed up for the MLS Workshop "Evaluating Your Library Director" on September 30, 2009. Jeannie Dilger-Hill presented an additional communication received today from Jamie Bukovic. Bill Coffee asked if we were done with the services she was contracted for; Jeannie Dilger-Hill responded we basically were and Jamie would like to see the final results.

DIRECTOR'S REPORT: Jeannie Dilger-Hill reported we were excited about the museum pass. They will be checked out from the circulation desk. Bill Coffee noted an event will be held at the zoo on September 1, 2009. Jeannie Dilger-Hill commented we will receive a lot of media exposure.

An inspector came last Thursday or Friday to look at the carpet. He was very thorough but was not able to say anything. A report will be written up and we will receive it in two or three weeks.

PC usage hit an all-time high during July. The Family Reading Program was very popular and although the community fest was very popular it did not deter 92 people from attending our final summer reading YS program. A few donations were received after a couple of months of not receiving any.

Circulation statistics were reviewed. Jeannie Dilger-Hill noted over half of circulation is juvenile and a quarter of circulation is AV. Discussion regarding check-out of AV materials followed. Steve Wolf felt AV should be checked-out at the counter verses the self-checkout.

Comments and suggestions were reviewed. Bill Coffee asked Pat Prohl if there had been any more non-resident library cards issued that were as high as \$800. Pat Prohl responded no, this was the only one. Pat Prohl noted a flat fee of \$141.00 was set for renters. The printer comment was reviewed; discussion followed.

Jeannie Dilger-Hill noted July was the second highest month ever in both door count and circulation. Jane Byczek commented it had been a successful summer.

Brooke Sievers presented an overview of what goes on in Technical Services. Highlights included maintaining the records and collections, ordering and invoicing, creating reports-- which helps clean up the catalog, managing serials and the withdrawal of library materials. After materials are removed from the catalog, we check to see if they are eligible for Better World Books. Brooke reported the Library has been working with Better World Books for the past six months and received its first check in the amount of \$147.98 on August 4, 2009. Discussion followed regarding the type of books they are looking for and what a great idea the program is.

Brooke Sievers presented a report on the reallocation of funds for FY 2009-2010. Brooke reported she had worked with Debbie Darwine to get rid of a few funds in order to get more space on the shelves for selectors. Reports from the previous fiscal year were run to find the total number of items in each fund and the number of items that had circulated in order to get the percentage of circulation for each fund. The amount to appropriate for each fund is the total number of books at the average price of the book multiplied by the percent of circs per fund. Brooke noted nothing seemed out of place. Discussion regarding the length of time it took to put together and frequency followed. Caroline Coryell questioned whether the circulation of science and math materials was because they were not up-to-date. Brooke Sievers responded it was just because there is not as strong of an interest in the areas. Steve Wolf noted fiction is the first thing that goes out, followed by mystery. Bill Coffee asked if grant possibilities have been looked into; discussion followed.

Jeannie Dilger-Hill noted Brooke Sievers was looking into designing a mobile web-site for cell phone for the library which will include directions, hours, catalog links, loans/fines, and a map of where the parking garages are.

Jane Byczek asked for approval of the August 2009 warrants.

MOTION: Moved by Caroline Coryell and seconded by Bill Coffee to approve warrant #245 in the amount of \$123,936.05. All members approved.

MOTION CARRIES

TREASURES REPORT: Caroline Coryell reported the Money Market Fund was 0.174%. We have received the TIF money for last year and this year which makes it close to

\$200,000.00. The new building project budget has received all monies. Things are looking about as good as they generally do.

COMMITTEES:

Jane Byczek reminded the Committee Chairs that they are responsible for submitting minutes for their committee meetings.

Building and Grounds—Steve Wolf reported the carpet situation has not been resolved and the fence is done. Caroline Coryell noted she still had to get the warranty information; she went through boxes from BCA but most of the information was on heating/cooling and mechanicals. Caroline Coryell will give Jeannie an exact list of everything in the boxes including warranty information. Discussion followed regarding the capital maintenance plan. A date needs to be set for another Building and Grounds Committee meeting prior to the September Board meeting. Lights were discussed; the internal building lights still seem to be on. Jane Byczek noted she noticed them on Saturday night at about 9:00.

Finance, Personnel and Archives—Report below

Legislation & MLS—Jane Byczek congratulated Bill Coffee who will officially be sworn in at the September MLS meeting.

Planning and Policy—None

Friends of the Library Liaison—Jane Byczek reported there is a meeting scheduled at the end of the month.

Fund Raising & Advocacy—None

Long Range Planning—Jane Byczek reported there was a meeting last week. Quite a bit has been done and a report will be presented at the next Board meeting.

Village Liaison—None

UNFINISHED BUSINESS: Jeannie Dilger-Hill reported the management team has been looking at collection development, budget, shelving, security and circulation rules for video games; discussion regarding a start date followed.

NEW BUSINESS: The Improv Commandos request for meeting room use in the Dierkes Room for rehearsal purposes was reviewed.

MOTION: Moved by Caroline Coryell and seconded by Bill Coffee to approve the request for the meeting room space. All members approved.

MOTION CARRIES

Caroline Coryell reviewed the Investment Options that were presented by Harris Bank on August 6, 2009. The CDARs were being pushed. The Harris Public Funds Account offer full

liquidity, a “kicker rate” and are fully collateralized. They have regular CD’s but rates are extremely low right now. Discussion regarding TIF money followed. Caroline Coryell noted there were still a lot of unanswered questions and a couple more meetings needed to be set up. Jeannie Dilger-Hill noted one issue that needs to be decided is whether the money is to be FDIC insured or collateralized, which means a little bit higher risk.

Jeannie Dilger-Hill presented a proposal that was made to the Finance Committee; discussion regarding the use of the per capita grant income being designated for a 10-computer laptop lab followed.

MOTION: Moved by Bill Coffee seconded by Caroline Coryell to use the per capita grant income for the 10-computer laptop lab. All members approved.

Steve Wolf noted if the money does not arrive in a timely manner, we can use the TIF money in another way. Discussion regarding restrictions on how TIF money is to be spent followed.

MOTION CARRIES

Jane Byczek reported if the LSTA grant is approved, in January a new website needs to be up and running and a new logo is needed. Jeannie Dilger-Hill contacted several different colleges. Harrington College of Design offers a class for their students and Jeannie Dilger-Hill presented three examples of what we would get; discussion followed. Board members felt it was a great idea and directed Jeannie Dilger-Hill to proceed.

PUBLIC COMMENTS NOT ON AGENDA: None

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

MOTION CARRIES

Meeting adjourned at 8:51 p.m.

Respectfully submitted,

Nancy Roy
Administrative Secretary