



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
September 15, 2009**

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

**ABSENT:** Jane Byczek, Steve Wolf

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

**VISITORS:**

Meeting opened by President Becky Spratford 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.

Discussion regarding the next Building and Grounds meeting followed.

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

**MOTION CARRIES**

**COMMUNICATIONS:** Becky Spratford noted board members should have received a memo from Jeannie Dilger-Hill in their mailboxes. A thank-you note to Noel Zethmayr was presented. Jeannie Dilger-Hill noted the Museum Adventure Pass Program has been popular; Brookfield Zoo and Morton Arboretum passes are out all the time. The only issue we have had so far is Brookfield Zoo has changed the number of passes from four to two. Jeannie Dilger-Hill noted the Library Journal Directors' Summit, "Successful Fundraising in a Tough Economy" was free for the first hundred people and had some big names. Discussion regarding the NSLS Seminar notes taken by Caroline Coryell followed.

**DIRECTOR'S REPORT:** Jeannie Dilger-Hill reported in addition to the Museum Pass Cards, we were launching teacher cards and the new databases. A lot of staff training took place in August with many webinars, Macy's online training and web demos for event calendars.

The Friends of the Library have a new president and vice president. Discussion regarding a fundraising campaign followed. Becky Spratford congratulated Bridget Bittman on her appointment as the 2010 Big Read Program Committee Chair.

Jeannie Dilger-Hill noted the increase in Adult Program attendance and presented some Youth Services charts; Kelly Laszczak will be giving her department report later. Becky Spratford commented she was very glad Technical Services had done the inventory project making sure everything is in sync; this is very important.

Jeannie Dilger-Hill reported two employees, Patty Prodanich and Samantha Cappetta, will be leaving the Library. Public computer use statistics followed.

E-mail and written comments and suggestions were reviewed. Jeannie Dilger-Hill noted we allow the same time limit for computer usage for non-residents as we do for residents. Discussion regarding sharing survey results, as well as the printer and copier problems followed.

Kelly Laszczak showed a PowerPoint presentation for the Youth Services Department. Youth Services has been very busy. The department does 51% of print circulation in the building. Circulation is up by 25,000 this year and programming has increased in both the number of programs offered and in the number of people attending. Programs are almost always full to capacity. To date, there are sign-ups for 25 programs and only one is not full; programs offered without registration are also generally filled to capacity with the fire code.

Kelly Laszczak noted she was working with a fantastic staff and gave various staff updates. Staff members completed two or three bibliographies each before the summer reading program which are displayed in the department. Monthly staff meetings have been implemented, focusing on something different each month. In August, databases were the focus. Another addition was the creation of a desk schedule so someone would always be at the desk. This is working out very well. Kim Krueger, Jennifer Hatcher, Patti Eaton and Patti Prodanich all attended Microsoft Office 2007 training. Kelly reported monthly circulation statistics are now being tracked for collection development. Reference and non-fiction items have been weeded in order to create space for a homework shelf. St. Francis has already given us textbooks to display. The shelves will also display battle of the books. Video game selection is being worked on and the inventory of picture books has been completed. There are 12 story times a week plus a Saturday morning a month for Fall programming along with two to four after school programs a week and one to three additional programs per month. This is a lot for a staff of six people. Tyler's programming started a second season this year. Tumblebus is the first Tyler program this year. Kelly then gave statistics on the Summer Reading Program and the Outreach Program.

Becky Spratford commented Kelly, Dave Durov and Patti Eaton went above and beyond at the auction. Jeannie Dilger-Hill thanked Becky Spratford for the donation.

Becky Spratford asked for approval of the September 2009 warrants.

**MOTION:** Moved by Mary Nelson and seconded by Caroline Coryell to approve warrant #246 in the amount of \$150,410.26. All members approved.

**MOTION CARRIES**

**TREASURES REPORT:** Caroline Coryell reported the Illinois Funds interest is still going down. There were some C.D.'s due today. We have been spending a little less than normal for this time of year; we are still on an even keel.

**COMMITTEES:**

Building and Grounds—Caroline Coryell reported Jeannie Dilger-Hill had taken them around the building and noted there are glitches in all new buildings. Discussion regarding the carpeting situation followed. Mary Nelson made a suggestion of a chair rail. Bill Coffee asked about the light situation. Jeannie Dilger-Hill responded damaged panels were found. Since we have been having ongoing issues and we were still under warranty, every single panel has been replaced. There have not been any reports from anyone since then.

Finance, Personnel and Archives—Jeannie Dilger-Hill spoke to Lou Cipparrone who suggested we put the TIF funds into working cash which is what the village is doing but to first make sure as a municipal library we could. Jeannie reported she then spoke to an MLS consultant who checked with the State Library and was told we don't want to do that. Paying down a bond might save a little in interest but not significantly. MLS suggested keeping the TIF funds in the Operating Fund. Jeannie then spoke to Dan Berg who said leaving it in the Operating line was the most conservative and most flexible. Discussion regarding designation options followed. Becky Spratford noted she appreciates the fact that MLS consultants were contacted versus paying attorney fees.

Legislation & MLS—Bill Coffee reported there was an emergency meeting because of the budget; his first official meeting will be next week.

Planning and Policy—Report below

Friends of the Library Liaison—Jeannie Dilger-Hill reported there is full slate of officers. They will not do a major event this year but will focus on getting more people involved, volunteer opportunities, book sales, etc. All things the library requested were approved. Video games were a big bulk of what we asked for and the video games have come in. Discussion regarding a possible tree trimming party and a swing sign followed.

Fund Raising & Advocacy—Mary Nelson recommended the book "Fundraising for Libraries". A meeting for October 13, 2009 at 7:00 p.m. was tentatively scheduled; Rose Taylor will let Jeannie Dilger-Hill know.

Long Range Planning—Report below

Village Liaison—None

Logo Design Team Liaison—Bill Coffee reported a meeting is scheduled for Thursday, October 1, 2009 from 2:00 – 4:00.

**UNFINISHED BUSINESS:** Becky Spratford suggested waiting for Jane Byczek to give Strategic Planning Update.

The outstanding Committee Meeting minutes were reviewed. Caroline Coryell noted the Finance, Personnel and Archives were received today.

**NEW BUSINESS:** The 2010 Holiday Schedule was presented.

**MOTION:** Moved by Bill Coffee and seconded by Caroline Coryell to approve the 2010 Holiday Schedule. All members approved.

Caroline Coryell commented that it would be nice to have some of the holidays open when schools were closed. Rose Taylor commented not all schools are closed on the same days. Becky Spratford noted one problem is the press advertises all libraries are closed. Bill Coffee noted other than Easter and Mother's Day all were official national holidays. Mary Nelson commented she would like to see more Sundays open in the summer.

### **MOTION CARRIES**

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

Bill Coffee reviewed the changes to the Behavior Policy. Previously, patrons were banned from smoking or using chewing tobacco. The phrase "inside or within 20 feet of the library" has been added.

A section regarding how disruptions are handled was also added. Language has been added regarding extreme disruptions which allow us to ban patrons for more than one day on the first offense, if it is a severe offense. The librarian in charge has the authority to make this decision.

### **MOTION CARRIES**

**MOTION:** Moved by Bill Coffee and seconded by Rose Taylor to accept the changes to the Internet Public Access Policy. All members approved.

Jeannie Dilger-Hill reviewed the changes to the Internet Public Access Policy. At the moment everyone gets the same amount of time for computer usage. Becky Spratford noted if we get the laptops that will add ten computers. Discussion regarding the reservation system followed. The following sentence addition was made to the policy: "Violations of this policy will be treated the same as violations of the Behavior Policy."

### **MOTION CARRIES**

**MOTION:** Moved by Mary Nelson and seconded by Bill Coffee to submit the FY 2010 Per Capita Grant. All members approved.

The Building Maintenance and Capital Replacement Plan was reviewed. Caroline Coryell commented that generally speaking, tuckpointing is normally done every 5 - 10 years since it should last for a long time; Jeannie Dilger-Hill recorded the change. Jeannie Dilger-Hill noted

the Building and Ground Committee did a lot of work on creating it and long term it would be nice to have some projected costs for replacement.

**MOTION CARRIES**

**MOTION:** Moved by Caroline Coryell and seconded Bill Coffee by to use the TIF money for Mobile Laptop Lab Funding until the Grant money is received. All members approved.

**MOTION CARRIES**

The Strategic Planning draft was then presented. Caroline Coryell asked about the Mission Statement; discussion followed. Jeannie Dilger-Hill noted under each of the goals, there will be two or three objectives added which are still being worked on. Afterwards, Department Heads will start looking at action steps; examples were given.

**PUBLIC COMMENTS NOT ON AGENDA:** None

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

**MOTION CARRIES**

Meeting adjourned at 9:01 p.m.

Respectfully submitted,

Nancy Roy  
Administrative Secretary