



**MINUTES OF THE LA GRANGE PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
July 21, 2009**

PRESENT: Becky Spratford, Jane Byczek, Caroline Coryell-by means of audio conference, Mary Nelson, Rose Taylor, Steve Wolf

ABSENT: Bill Coffee

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

VISITORS:

Meeting opened by President Becky Spratford at 7:02 p.m.

Becky Spratford noted the need to amend the Agenda for the approval of the remote attendance of Caroline Coryell and the addition of two items under New Business--an in-service date and Broadband Grant proposal.

MOTION: Moved by Jane Byczek and seconded by Mary Nelson to amend the Agenda with the above changes. All members approved.

MOTION CARRIES

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

Roll call vote was taken: Jane Byczek-aye, Mary Nelson-aye, Steve Wolf-aye, Becky Spratford-aye

Rose Taylor arrived at 7:04.

Caroline Coryell requested the Treasurer's Report be presented first since she was in the hospital.

MOTION: Moved by Mary Nelson and seconded by Steve Wolf to have the Treasurer's Report presented first. All members approved.

MOTION CARRIES

TREASURER'S REPORT: Caroline Coryell reported we are hoping the rates will look a little better when the Prime Fund and Money Market Fund are combined. We will be talking to someone regarding investing at the August 6th Finance, Planning, and Archives Committee meeting. We are only one month into the year and doing pretty well.

Caroline Coryell noted Thom Rae was not at Building and Grounds Committee Meeting on May 26, 2009. Caroline Coryell and Mary Nelson would like to attend the North Suburban Library System workshop; Jeannie Dilger-Hill will register them.

Caroline Coryell left the meeting at 7:08.

PUBLIC COMMENTS ON THE AGENDA: None

Jeannie Dilger-Hill noted the need for the correction in the spelling of Poblocki, Jeanne Hayden's name and the Western Springs carpet in the Building and Grounds Committee Meeting minutes dated May 26, 2009.

Rose Taylor questioned what we were doing about the carpet. Steve Wolf noted the carpet was worn out already; it no longer cleans up.

MOTION: Moved by Mary Nelson and seconded by Jane Byczek to approve all minutes by omnibus vote with the above amendments.

Roll call vote was taken: Jane Byczek-aye, Mary Nelson-aye, Rose Taylor-aye, Steve Wolf-aye, Becky Spratford-aye

MOTION CARRIES

COMMUNICATIONS: The thank-you notes to Noel Zethmayr were reviewed. Jeannie Dilger-Hill distributed the Village of La Grange TIF distribution notice which was received today.

DIRECTOR'S REPORT: Jeannie Dilger-Hill reported June was very busy with Strategic Planning. BCA merged with PSA Dewberry and should be out at the end of the week to discuss the carpeting issues.

The Library did a "green" book report for the summer. We will not do it every month in this manner, but so far have not received any negative feedback. It looks like we might have some Friends officers and are trying to schedule a meeting for next week.

Becky Spratford noted the Park District Community Family Fest night, which is normally held in August, is the same night as our huge end of the year summer reading event. Bridget Bittman commented the Park District books their events six months in advance. Jeannie Dilger-Hill noted we would need to bump-up our programming schedule a lot or make an effort to get the Park District's schedule once it was done.

Our door count in June was higher than it has ever been. Patrons are locating the fax machine and using it. Steve Wolf asked about the cost; Jeannie Dilger-Hill replied \$1.50 for the first page and \$1.00 for every page thereafter.

Jane Byczek asked about notary training and noted it was not well publicized yet. It is a big issue right now because of fraud and ethics. Jeannie Dilger-Hill responded she would check with Diane Josd.

The Library had a soft launch with the new Media on Demand downloadable audio service on June 17, 2009. We have just started to publicize it. Jeannie Dilger-Hill reported a lot of thanks go out to Reference, Patron Services and Technical Services staff for the weeding/shifting and to Bridget Bittman for the new signage. Rose Taylor noted we do bring business downtown; Steve Wolf commented we've been very crowded, especially on Thursday nights.

Jeannie Dilger-Hill reported Kelly Laszczak has a thriving volunteer team going that helped put together the Strategic Planning packets. Today was last M&M bingo and gave away 25 books. The article regarding the Wii Olympics was discussed.

Comments and suggestions were reviewed. Jeannie Dilger-Hill noted Ken Vesperman is looking into the cost of shelves for bathrooms. Lights will go on the Building and Grounds Agenda. Parking and exterior lights can be set differently from the interior lights. The Building and Grounds Committee need to agree on what the times will be and then we will change them. A copy of a book request has been sent to the selector. The copier and printer issues were discussed; Jeannie Dilger-Hill noted there were numerous issues regarding them. Steve Wolf asked if it might be easier to change it back to what it was. We are hoping to resolve the issue electronically. Study rooms will be discussed in October. DVD rentals were discussed; Steve Wolf felt a week rental was sufficient. Jane Byczek noted we will talk about it when we discuss policy.

Becky Spratford asked for approval of the July 2009 warrants.

MOTION: Moved by Mary Nelson and seconded by Jane Byczek to approve warrant #244 in the amount of \$145,804.65. All members approved.

MOTION CARRIES

Debbie Darwine gave a report on Reference and Reader Services. She reported the main priority of the department is still to provide the best service to our patrons. The last fiscal year had the highest number of reference questions we have received in years and an increase in readers' advisory questions. Jeannie Dilger-Hill noted people are coming back vs. using the internet. Since there are more computers, patrons require more technical help; some people have a good idea what they are doing and some don't. Staff is troubleshooting problems when they come up as much as they can. There are now new printers/copiers, self-check machines, Encore, new databases, etc. The staff is also placing holds for patrons and non-residents, booking study rooms and the Dierkes Room. Some big projects this year included the Technology grant, the Customer-Focused Library, 15 things, and collection development. A current project is Media on Demand downloadable audiobooks. Gayle Morrissey is in charge of selecting titles and will be taking a webinar. We have 382 titles available, 51 check-outs, 26 residents enrolled in program. Jeannie Dilger-Hill noted there are ten libraries in the program; discussion on cost followed. So far there have been very few requests from patrons for help.

Adult summer reading is going very well; 155 adults are registered. There is no projection on how many will finish. We have been doing an afternoon addition to book discussion night; however, there has not been a lot of interest. Bridget Bittman has talked to people at La Grange Pointe in order to steer them to coming on Tuesday afternoon.

We have processed 15 out-of-state ILL transactions ourselves and it is running smoothly. Pam Ferris said there is faster turnover for our patrons. There have not been any complaints regarding the increase in cost.

Several databases have been added and upgraded. Jeannie Dilger-Hill and Bridget Bittman have made all databases available on the library's website. There will be more available if everything goes as planned. Staff attendance to various meetings followed.

Jane Byczek commented that it has been noticed that the Reference Department has been stretched thinner and thinner and questioned what the challenges may be over the next few years. Debbie Darwine responded if the number of questions continues to grow, staff may have to be reallocated and we may need to look for someone to answer technology questions. Steve Wolf asked whether the technology questions are getting to the point where it affects collection development. Jeannie Dilger-Hill noted Microsoft Office software was not the only software program that patrons are asking for assistance in and is more concerned that staff may be expected to know about all software programs. Becky Spratford responded it is impossible to know every single thing.

COMMITTEES:

Building and Grounds—A committee meeting for Friday, July 24, 2009 at 10:00 a.m. was scheduled. Becky Spratford requested Jeannie Dilger-Hill call and advise Caroline Coryell about the meeting.

Finance, Personnel and Archives—The earlier meeting regarding investments was rescheduled to August 6, 2009 at 7:00 p.m.

Legislation & MLS—None

Planning and Policy—Report below

Friends of the Library Liaison—Jane Byczek noted a meeting needed to be set. Bridget Bittman commented there were three people interested in the open officer positions. Jane Byczek felt the Friends need to find a way to set a few reasonable goals without having it become a big event. A meeting with officers will be set and Jane Byczek will be advised when it is scheduled.

Fund Raising & Advocacy—Mary Nelson reported information has been distributed to Rose Taylor and Caroline Coryell. As soon as Caroline Coryell is available, they will hopefully set a meeting date. Becky Spratford felt they should wait until after the August board meeting and set a date in September. Rose Taylor noted the second Monday of the month is not good.

Long Range Planning—Jane Byczek commented that the retreat was fabulous and was very excited about where we’re going; hopefully the staff feels the same way.

Village Liaison—None

UNFINISHED BUSINESS: Jeannie Dilger-Hill reported after the retreat everyone was fairly comfortable with the mission statement. The team is working on a single vision by putting the two draft vision statements together. A time frame of three years or five years was discussed; five years was recommended. Language and initiatives were reviewed. Jane Byczek was not comfortable with getting rid of “and services” after “Enhance Collections”; discussion followed. Becky Spratford noted the next step is to start working on goals.

Jeannie Dilger-Hill reported J&M fence contacted us and their proposal from last month did not include the prevailing wage rate. The new proposal was reviewed. The Village will treat it as improvements and no building permit is needed.

MOTION: Moved by Steve Wolf and seconded by Rose Taylor to accept the change to the J&M fence proposal. All members approved.

MOTION CARRIES

NEW BUSINESS: Jeannie Dilger-Hill reported a requirement for the Per Capita Grant was the TechAtlas Inventory for the library’s 64 computers. The report was reviewed. The library is replacing its eight oldest computers.

Chapter 8, Reference and Reader’s Advisory Services, was reviewed. Jeannie Dilger-Hill noted we didn’t see anything that was not being done. The Board had no questions.

Jeannie Dilger-Hill reviewed the changes to the Reference Services Policy.

MOTION: Moved by Jane Byczek and seconded by Steve Wolf to accept the changes to Reference Services Policy. All members approved.

MOTION CARRIES

Jeannie Dilger-Hill reviewed the changes to the Programs (formerly Programs-Adult) Policy.

MOTION: Moved by Mary Nelson and seconded by Rose Taylor to accept the changes to the Programs Policy. All members approved.

MOTION CARRIES

Jeannie Dilger-Hill reviewed the Groups Visits Policy. Jane Byczek noted we needed to think about the non-La Grange agencies and prioritizing. Jeannie Dilger-Hill noted the last line addresses the issue. As the library gets older, we will not have as many tours. Rose Taylor noted schools may not be in La Grange but have La Grange students. The Group Visits Policy will be moved to the end of the Programs Policy.

MOTION: Moved by Jane Byczek and seconded by Steve Wolf to accept the changes to the Groups Visits Policy. All members approved.

MOTION CARRIES

Jeannie Dilger-Hill reported the staff would like to close the library for the day on November 6, 2009 for an in-service day.

MOTION: Moved by Jane Byczek and seconded by Mary Nelson to approve closing the library on November 6, 2009 for an in-service day. All members approved.

MOTION CARRIES

Jeannie Dilger-Hill presented an MLS Broadband Grant Proposal. MLS is attempting to coordinate a group grant. The library would get five laptops to checkout and use in the building. They can also be used to create classroom situations. The concerns were reviewed. Jane Byczek felt it was a good way to get us moving towards what we want. Steve Wolf commented Broadband is getting cheaper. The Board directed Jeannie Dilger-Hill to pursue the proposal.

Becky Spratford noted she will not be at the August 11, 2009 Board Meeting.

PUBLIC COMMENTS NOT ON AGENDA: None

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

MOTION CARRIES

Meeting adjourned at 8:46 p.m.

Respectfully submitted,

Nancy Roy
Administrative Secretary