

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
January 22, 2008

President Susan Nedza-Lastres called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Story Time Room, Library, Lower Level at 7:00 p.m. on Tuesday, January 22, 2008.

Present: Ms. Susan Nedza-Lastres, President; Mr. Bob Shutack, Vice President; Mr. Bob Patterson, Treasurer; Mr. Jack Fredrickson, Secretary; Mr. Jeff Finlay, Trustee; Ms. Johanna Delaney, Trustee; Ms. Mary Foster, Trustee

Also Present: Ms. Lynn Elam, Executive Director; Ms. Tiffany Auxier, Assistant Director; Ms. Nancy Marvan, Office Manager; Mr. Phil Wade, Morris Wade Associates; Ms. Michaela Haberkern, Head of Reference and Information Services

**ON A MOTION BY JEFF FINLAY AND SECONDED BY JACK FREDRICKSON,
THE CONSENT AGENDA WAS APPROVED.**

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Director Elam took questions on her written report. She also informed the board of some staff news and provided them with an update on the heating issues in the library. Assistant Director Auxier reported to the board on the success of the high school finals study program.

PRESIDENT'S REPORT

President Nedza-Lastres informed the board that she has been receiving positive feedback from the community as we near the end of the renovation project. The next major initiative will be the strategic planning process. Director Elam spoke of that process and the need for a community survey. The board discussed changing the library's hours once construction is completed. The proposed hours of the library are: Monday - Thursday 9:00am - 9:00pm, Friday, 9:00am - 5:00pm, Saturday 9:00am - 6:00pm and Sunday 12:30pm - 5:00pm. The hours will commence on Monday, March 10, 2008.

**ON A MOTION BY JEFF FINLAY AND SECONDED BY BOB SHUTACK THE
CHANGING OF THE LIBRARY'S HOURS WAS UNANIMOUSLY APPROVED.**

TREASURER'S REPORT

No questions.

COMMITTEE REPORTS

A. Facilities

1. Project Status

Phil Wade informed the board that the original completion date was 2-8-08. Due to the unforeseen asbestos removal, the project will probably conclude a few weeks late. He reviewed the updated cost report and determined that the contingency fund is still sufficient to cover expenses. The punch lists for phases one and two have been completed. The general contractor and architect are currently working on the punch list from phase three.

2. Budget Update

Covered in the project status report.

B. Finance & Personnel

The finance committee met and is reviewing the library's salary structure. This will be further discussed at the next finance meeting and then brought to the February board meeting. The committee reviewed and discussed the library's investment policy which is currently managed by the village.

C. Library Policies

A revised meeting and study room policy was presented to the board. The committee proposed having the large meeting room available for tutors between the hours of 3 pm and 6 pm on school days. Since the room is not available for other for-profit businesses, it was decided to bring the policy back to committee before final approval. The committee was asked to revise the proposal and to explore including tutors into a library program as they help to promote the library's vision as a center for lifelong learning.

D. Foundation

No Report

E. Friends

No Report

UNFINISHED BUSINESS

A. HVAC

Vice President Shutack informed the board that once the renovation is completed the facilities committee will focus on the HVAC system and the boiler. The committee plans to meet with the mechanical engineers from PSA Dewberry and will bring more information to the board following its next committee meeting.

NEW BUSINESS

- A. Meeting Room/Study Room Policy
Tabled.

- B. Personal Days / Anniversary Policy

Director Elam advised the Board that the staff vacation and sick leave are based on an employee's anniversary date. The personal days have always been based on the library's fiscal year. She thought it would be advantageous to coordinate these days with the vacation and sick leave.

ON A MOTION BY BOB SHUTACK AND SECONDED BY BOB PATTERSON THE PERSONAL DAY POLICY MODIFICATION WAS UNANIMOUSLY APPROVED.

- C. Grace Period / Circulation

Director Elam advised the board that on March 7th she will vote to determine if MLS/SWAN members should retain or remove the circulation three day grace period currently in place.

ON A MOTION BY BOB SHUTACK AND SECONDED BY JOHANNA DELANEY THE DECISION TO RETAIN THE THREE DAY GRACE PERIOD WAS UNANIMOUSLY APPROVED.

- D. Harriet M. Goodall Room Dedication

Director Elam presented the trustees with a brief biography of Harriet M. Goodall and a proposal to name the Youth Service Story Time room in her memory. Goodall bequeathed approximately one quarter of her estate to the library and is the library's largest benefactor to date. Following discussion, the board determined that a more appropriate honor would be to name the lower level in her memory.

ON A MOTION BY JACK FREDRICKSON AND SECONDED BY BOB SHUTACK THE HARRIET M. GOODALL DEDICATION WAS UNANIMOUSLY APPROVED AS AMENDED.

- E. Program Study

Tiffany Auxier and Michaela Haberkern presented the board with a comparison of our programming with other community organizations.. They also included a profile of community organizations and programs. The library is already scheduled to participate in a number of these events. They will continue to analyze our programs and attendance. Trustee Delaney suggested more high school programs. Computer training for obtaining information off databases was another suggestion.

F. Technology Upgrades / Improvements

Director Elam included in the board packet a summary of the technology upgrades which was presented to the facilities committee. This includes forty two new computers for the public and staff. Staff proposed completing this project in conjunction with the grand reopening celebrations at the library. This is a budgeted expense which will be paid from the statutory reserve fund.

ON A MOTION BY BOB PATTERSON AND SECONDED BY BOB SHUTACK THE TECHNOLOGY UPGRADES AND IMPROVEMENT PLAN WAS UNANIMOUSLY APPROVED.

CITIZEN'S COMMENTS

None

ADJOURNMENT

ON A MOTION BY JEFF FINLAY AND SECONDED BY BOB PATTERSON, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 9:00 P.M.

Respectfully submitted by Nancy Marvan,

Jack Fredrickson, Secretary

SCHEDULE OF UPCOMING MEETINGS/EVENTS:

Library Policy Committee	February 15	10:00 am
Finance Committee	February 20	6:15 pm
Facilities Committee	February 22	1:00 pm
Library Board Meeting	February 26	7:00 pm
Friends of the Library	March 11	7:00 pm
Library Foundation Meeting	March 12	7:00 pm
Library Board Meeting	March 25	7:00 pm