



Trustee Orientation
Wednesday, August 19, 2009
6:00 pm
Meeting Room, Library Lower Level
MINUTES

The Trustee Orientation Meeting was called to order at 6:10 pm by President Johanna Delaney.

Attending: Ms. Johanna Delaney, President; Mr. Jeff Finlay, Vice President; Mr. Joe LaManna, Treasurer; Ms. Nancy Weller, Secretary; Ms. Jan Letts, Trustee, Mr. Peter DeHaan, Trustee

Also Attending: Ms. Lynn Elam, Executive Director; Ms. Nancy Marvan, Office Manager

Absent: Ms. Mary Foster, Trustee

This orientation session began with an in-depth tour of the Library lead by Vice President and Facilities Committee Chairman Jeff Finlay. The tour began in the lower level and concluded on the roof. Finlay gave a brief synopsis of the roof top unit replacement project.

President Delaney advised the trustees of the general responsibilities of the Library board officers and trustees. She also summarized the Library's recently completed strategic plan.

Executive Director Elam provided the board with an explanation of the Open Meetings Act. She also covered Parliamentary procedures. Elam explained the financial and warrant procedures the Library follows and answered questions from trustees.

Director Elam gave a brief history of the Friends of the Hinsdale Library and the Hinsdale Public Library Foundation. These external groups support the Library through various fund raising activities.

Director Elam reviewed with trustees the Library's organizational staffing chart.

There being no further business the meeting was adjourned at 8:42 pm.