

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
August 25, 2009

President Delaney called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Meeting Room, Library Lower Level at 7:00 p.m. on Tuesday, August 25, 2009.

Present: 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 Present: Ms. Lynn Elam, Executive Director; Ms. Tiffany Auxier, Assistant Director;
Ms. Nancy Marvan, Office Manager

Absent: Ms. Mary Foster, Trustee

**ON A MOTION BY JEFF FINLAY AND SECONDED BY PETE DEHAAN, THE
CONSENT AGENDA WAS APPROVED AS AMENDED. CORRECTIONS HAD BEEN
MADE TO THE JUNE 23, 2009 TRUSTEE ORIENTATION MEETING MINUTES.**

CITIZENS' COMMENTS

None

EXECUTIVE DIRECTOR'S REPORT

Director Elam answered questions on her written report. The director distributed an article written about the Kindle electronic book reader. Discussion continued regarding pros and cons of the Library including these in their circulation. She informed them of the Library's plan to include a survey on our website regarding patron's experiences with downloading audio-books. Director Elam advised the board that 46 people attended the Galileo program and about 14 telescopes were sold. Trustee Finlay also questioned the Library case usage. He suggested putting signage up to direct people's attention to them. Elam advised the board that The Hinsdalean will be listing our new arrivals in the paper on a monthly basis.

PRESIDENT'S REPORT

- President Delaney advised the trustees that the employee handbook is scheduled for review this year. It is a large undertaking and President Delaney requested volunteers to form an ad-hoc committee for the review.
- Information was included in the board packet advising the trustees of an upcoming Environmental Leadership Conference.
- Because trustees had toured the Library and discussed current building conditions at the June orientation, President Delaney announced that the Facilities Orientation scheduled for September 22, 2009 would be cancelled.
- President Delaney acknowledged the donors listed in this month's gift report.

TREASURER'S REPORT

The report was reviewed and questions answered.

COMMITTEE REPORTS

A. Facilities

The Facilities Committee meeting did not have a quorum for its August 13th meeting. Vice President Finlay and Assistant Director Auxier had a discussion regarding the tuck pointing estimate.

B. Finance & Personnel

The Finance Committee met in closed session on August 20th to discuss the executive director's annual performance review.

C. Library Policies

The Policy Committee met on August 18th to review the by-laws.

D. Foundation

The Foundation did not meet, but are scheduled to meet on September 8th to continue planning the Dining at Dewey's event. This will be held on November 21, 2009.

E. Friends

The Friends did not meet in August and have a meeting scheduled for September 8th. They are preparing for the book sale to be held on September 12th in conjunction with the Village Garage Sale to be held the Public Works department. There are approximately 130 boxes of books ready for the sale at this time. The Library is fortunate to have a new volunteer, Marianne Matthews, to sort books three days per week.

UNFINISHED BUSINESS

A. FY10 per Capita Grant Administrative Ready Reference Review

Director Elam provided the board with a power point demonstration on WebJunction and the Administrative Ready Reference materials. WebJunction is a service paid for by the State library providing continuing education courses for libraries. She will forward the link to the trustees.

NEW BUSINESS

A. Tuck Pointing Proposal

The trustees were informed of the ongoing roof leaks by Assistant Director Tiffany Auxier and Vice President Jeff Finlay. Following repairs to the roof it was determined that the chimney was the source of the leak and required tuck pointing. Staff obtained and various estimates from contractors, and recommended that Eugene Matthews, Inc. should be awarded the contract.

ON A MOTION BY JEFF FINLAY AND SECONDED BY JOE LAMANNA THE TUCK POINTING PROPOSAL WAS APPROVED.

B. Reserve Fund Consolidation

Treasurer LaManna gave an overview of the statutory and special reserve funds. Both of these funds are used for capital improvements. It was decided to consolidate these funds as recommended by the Library's attorney. The board will be asked to approve a resolution consolidating reserve funds at the next board meeting.

CITIZEN'S COMMENTS

None

ADJOURNMENT

ON A MOTION BY PETE DEHAAN AND SECONDED BY NANCY WELLER, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AND GO INTO EXECUTIVE SESSION AT 8:40 P.M .

**ADDENDUM TO THE MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
AUGUST 25, 2009**

President Johanna Delaney reconvened the meeting of the Board of Trustees of the Hinsdale Public Library in the Meeting Room, Library Lower Level at 9:45 p.m. on Tuesday August 25, 2009.

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

Absent: Ms. Mary Foster, Trustee

A motion was made by Jeff Finlay and seconded by Joe LaManna to approve the compensation recommendation for the Hinsdale Public Library Executive Director, Lynn Elam, as discussed in the Executive Session of this same evening.

A roll call vote was taken as follows; Jeff Finlay - Yes, Joe LaManna - Yes, Jan Letts - Yes, Pete DeHaan - Yes, Nancy Weller - Yes, and Johanna Delaney - Yes.

ON A MOTION BY JOE LAMANNA AND SECONDED BY JEFF FINLAY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 9:48 P.M.

Respectfully submitted by Nancy Weller, _____
Nancy Weller, Secretary