

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
**OF THE VILLAGE OF HINSDALE**  
November 24, 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, November 24, 2009.

**Present:** Ms. Johanna Delaney, President; Mr. Jeff Finlay, Vice President;  
Mr. Joe LaManna, Treasurer; Ms. Mary Foster, Trustee; Mr. Peter DeHaan,  
Trustee

**Also Present:** Ms. Lynn Elam, Executive Director; Ms. Tiffany Auxier, Assistant Director;  
Ms. Nancy Marvan, Office Manager; Ms. Joan Roth, Citizen, Mr. Bill Wreletz,  
Citizen

**Absent:** Ms. Nancy Weller, Secretary; Ms. Jan Letts, Trustee

**ON A MOTION BY JOHANNA DELANEY AND SECONDED BY JOE LAMANNA, THE  
CONSENT AGENDA WAS APPROVED AS AMENDED. THE OCTOBER FINANCIAL  
STATEMENT WAS REMOVED FROM THE TREASURERS REPORT AND WILL BE  
INCLUDED ON JANUARY'S CONSENT AGENDA.**

**CITIZENS' COMMENTS**

None

**EXECUTIVE DIRECTOR'S REPORT**

Director Elam answered questions on her written report. She advised the board that 17% of our total circulation is reciprocal borrowers. Trustee DeHaan commented on Lynn being nominated for President of ILA. It is an honor to be nominated and she is still giving it consideration.

**A. FY2009 HPL Mid-Year Budget Review**

The board was presented with a mid-year budget review. Most of the budget lines are at the targeted 50% point.

**PRESIDENT'S REPORT**

- President Delaney advised the board that she attended the meeting with the village to discuss the intergovernmental agreement. They discussed the new roof top units and if the library was going to see any of the savings since they consume less energy. They also discussed the need for more parking.
- She also advised the board of our volunteer, Marianne Matthews, who comes in three times a week to sort books.
- Discussed the proposal to Clarendon Hills Library to collaborate certain services in an effort to save funds.
- Programming will be discussed in January.
- She informed the board that Dining with Dewey was a huge success. Author, Cristina Henriquez, a local Hinsdalean, gave a wonderful presentation. The event brought in \$12,000.00.

## TREASURER'S REPORT

The report was reviewed and questions answered. Jeff Finlay noted he did not have any questions.

## COMMITTEE REPORTS

### **A. Facilities**

Chairman Jeff Finlay reported that the Facilities Committee did not meet since the last board meeting. He did remind them that there is an action item on this month's agenda to award the position of Owner's Representative to Mr. Phil Wade of Morris Wade, Inc. He was the owner's rep on the renovation project and the HVAC project. He's very familiar with the library. This project will be sent out to bid as it exceeds the public project threshold for maximum expenditures without receiving multiple bids. The committee discussed establishing a schedule of capital improvements and feel that Mr. Wade may be able to assist with that also.

### **B. Finance & Personnel**

The Finance Committee did not meet. They will be scheduling a meeting in early January.

### **C. Library Policies**

The policy committee met on November 18<sup>th</sup>. They are currently reviewing the internet policy. They will bring this to the board at the January meeting.

### **D. Foundation**

None

### **A. Friends**

None

## UNFINISHED BUSINESS

### **A. Tax Levy Resolution**

The tax levy was explained to the board at the October meeting.

**ON A ROLL CALL VOTE THE ANNUAL TAX LEVY RESOLUTION WAS UNANIMOUSLY APPROVED.**

## NEW BUSINESS

### **A. Freedom of Information & Open Meetings Act Officer**

Information was provided in the board packet outlining changes in the Freedom of Information & Open Meetings Act that will be effective 1/1/2010.

**ON A MOTION BY JEFF FINLAY AND SECONDED BY JOE LAMANNA, LYNN ELAM, EXECUTIVE DIRECTOR, WAS DESIGNATED TO SERVE AS THE LIBRARY'S CHIEF OPEN MEETINGS ACT OFFICER AND THE LIBRARY'S CHIEF FREEDOM OF INFORMATION ACT OFFICER.**

### **B. FY2010 ISL-Live & Learn Public Library Construction Grant**

#### **1. Elevator Upgrade**

Director Elam explained the grant and the ADA accessibility compliance act to the board. If awarded, this grant could pay up to 50% of the project cost.

**ON A MOTION BY PETE DEHAAN AND SECONDED BY JEFF FINLAY THE BOARD UNANIMOUSLY APPROVED APPLYING FOR THE FY2010 ILS-LIVE & LEARN PUBLIC LIBRARY CONSTRUCTION GRANT.**

**ON A MOTION BY JOHANNA DELANEY AND SECONDED BY JEFF FINLAY, THE BOARD UNANIMOUSLY AGREED TO AWARD THE POSITION OF OWNER’S REPRESENTATIVE DURING THE ELEVATOR UPGRADE PROJECT, TO MR. PHIL WADE OF MORRIS WADE, INC.**

C. MLS Public Library Certification

**ON A MOTION BY JEFF FINLAY AND SECONDED BY JOHANNA DELANEY, THE MLS PUBLIC LIBRARY CERTIFICATION WAS APPROVED.**

**CITIZEN’S COMMENTS**

The 2 attendees from Sugar Grove Library commented that they realize that they are “in the same boat” as other libraries.

**ADJOURNMENT**

**ON A MOTION BY PETE DEHAAN AND SECONDED BY JEFF FINLAY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:38 P.M.**

Respectfully submitted by Nancy Marvan, \_\_\_\_\_  
Nancy Weller, Secretary