

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
**OF THE VILLAGE OF HINSDALE**  
May 25, 2010

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 7:15 p.m. on Tuesday, May 25, 2010.

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

**Also Present:** Mr. Phil Wade, Owner's Representative, Morris Wade Associates; Ms. Lynn Elam, Executive Director; Ms. Tiffany Auxier, Assistant Executive Director; Ms. Nancy Marvan, Office Manager,

**Absent:** Mr. Jeff Finlay, Vice President; Ms. Mary Foster, Trustee

**ON A MOTION BY JAN LETTS AND SECONDED BY JOE LAMANNA, THE  
CONSENT AGENDA WAS APPROVED.**

**CITIZENS' COMMENTS**

None

**EXECUTIVE DIRECTOR'S REPORT**

Director Elam answered questions on her written report. Summer reading program handouts were provided to the Trustees. This year's theme is Read, Reuse, Recycle. It is the first year the Library will have on-line registration. The High School Finals Study Program will begin on May 26 and there has already been an increase in the number of teens visiting the Library. Ms. Elam also presented the Board with an updated circulation report. It details the increase in circulation from 2006 through present.

**PRESIDENT'S REPORT**

President Delaney began the meeting by congratulating Ms. Elam on being elected as President of the Illinois Library Association. She also noted the closing of three library systems in Illinois. Next month she will present the Board with suggestions for art in the Library.

**COMMITTEE REPORTS**

**A. Facilities**

Trustee Lamanna asked if the final Capital Plan was complete. Trustee Nancy Weller said the report would be complete once an evaluation on the condition of the windows was performed. Director Elam will follow up on this.

1. Elevator Upgrade

Covered under new business.

**B. Finance & Personnel**

None

**C. Library Policies**

**1. Employee Handbook Review**

There is a meeting next week to continue review of the last section of the handbook.

**D. Foundation**

The Foundation approved the request of \$1,500 for the purchase of books to be given away at the July 4<sup>th</sup> Parade. They are still working on the Iron Chef event to be held this summer. Karen Foley is looking for someone to take over the presidency of the Foundation.

**E. Friends**

The Friends have received \$550.00 in memory of Joselyn Wallerich. A portion of the money will be used to purchase garden books. The Friends are scheduled to meet on June 8<sup>th</sup>.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**1. Illinois Public Library Annual Report**

**ON A MOTION BY JOHANNA DELANEY AND SECONDED BY JAN LETTS, THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT WAS APPROVED.**

**2. Non-Resident Card Program Resolution**

Director Elam explained this resolution to the Board. She also informed them of the alternative methods of charging non-residents for a library card. The Board decided to implement the household formula in lieu of the tax bill method.

**ON A ROLL CALL VOTE THE NON-RESIDENT LIBRARY CARD PROGRAM RESOLUTION WAS APPROVED AS AMENDED.**

**3. Prevailing Wage Resolution**

This resolution was explained to the Board by Director Elam. This is the first year the Library has brought this resolution to the Board. The Library's attorney recommended the Library implement their own resolution in addition to being covered by the Village's ordinance.

**ON A MOTION BY NANCY WELLER AND SECONDED BY JOHANNA DELANEY, THE PREVAILING WAGE RESOLUTION WAS APPROVED.**

**4. Standards for Illinois Public Libraries Review**

This is a requirement for the Per Capita Grant. Director Elam and the Board discussed six different areas to focus on:

1. Align the Library's Strategic and Working Plan documents with the Standards for Illinois Public Libraries Core and Chapter Standards.
2. Be cognizant of and execute the 5 year review of services to and needs of the community and 10 year review of physical condition of facilities.
3. Develop a comprehensive orientation and continuing education opportunities for trustees focusing on funding, strategic plan, customer service philosophy, public relations and cooperative endeavors of the library and other agencies.
4. Explore forming a cooperative collection development and reference services plans with other libraries or agencies.
5. Conduct an annual walk-through of the building.

6. Share responsibility for promoting statewide tax supported public library service for every Illinois resident.
5. Intergovernmental Agreement for Providing Electronic Database Services Resolution  
Director Elam explained to the Board the pricing that was available through SWAN for obtaining some of our electronic databases. The Board approved the resolution with the stipulation that the Director is able to negotiate the price not to exceed \$15,000.00.

**ON A ROLL CALL VOTE, THE INTERGOVERNMENTAL AGREEMENT FOR PROVIDING ELECTRONIC DATABASE SERVICES RESOLUTION WAS APPROVED AS AMENDED.**

6. Elevator Upgrade Bid Award  
Mr. Phil Wade reported that the bid opening was May 20, 2010 and three firms submitted bids. The Facilities Committee met on May 21<sup>st</sup> to review the bids. They recommend that the Board award the bid to Colley Elevator Company. They also recommend including alternates to the contract to include valve replacement and maintenance. The accessibility grant that was awarded by the state will be approximately \$39,000.00. The state does not have a "return" policy on grant monies. The grant office will work with the Library to use any excess funds on other ADA compliant projects.

**ON A MOTION BY NANCY WELLER AND SECONDED BY JOE LAMANNA, THE BOARD UNANIMOUSLY AGREED TO AWARD THE ELEVATOR UPGRADE CONTRACT TO COLLEY ELEVATOR COMPANY.**

**CITIZEN'S COMMENTS**

None.

**ADJOURNMENT**

**ON A MOTION BY NANCY WELLER AND SECONDED BY PETE DEHAAN, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 9:08 P.M.**

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