

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
October 26, 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 7:03 p.m. on Tuesday, October 26, 2010.

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

Also Present: Ms. Vicky Bush-Joseph, Citizen; Ms. Lynn Elam, Executive Director;
Ms. Nancy Marvan, Office Manager

Absent: Ms. Jan Letts, Trustee; Ms. Mary Foster, Trustee;

ON A MOTION BY JOE LAMANNA AND SECONDED BY PETE DEHAAN, THE CONSENT AGENDA WAS APPROVED AS AMENDED. THE BOARD MEETING IN NOVEMBER 2011 WAS CHANGED TO NOVEMBER 29, 2011 DUE TO THE THANKSGIVING DAY HOLIDAY.

CITIZENS' COMMENTS

Ms. Vicky Bush-Joseph attended the meeting. She has been meeting with the caucus and is considering running for a Trustee position.

EXECUTIVE DIRECTOR'S REPORT

Director Elam answered questions regarding her written report. Her report included the results from the management team SWOT analysis and the customer satisfaction survey. The data from these reports will be helpful in the next strategic planning process. She also reported that Make a Difference Day at the Library was successful.

PRESIDENT'S REPORT

President Delaney acknowledged Director Elam's resignation letter commenting how sorry she and the Board is about her leaving. She advised the Board that there is a Search Committee meeting on Friday to interview consultants for an executive director search. She also informed the Board that the arTeach reception was a success. There were approximately 45 people who attended. The residents of Hinsdale commented that it was nice to have an event in town on a Friday evening.

COMMITTEE REPORTS

A. Facilities

1. Elevator Upgrade

Director Elam advised the Board that the project was nearly complete. At this time we are just waiting for the final inspection. The elevator is up and running, although our temporary certificate has expired. The inspection has been requested; though the Library is still waiting for the date it is to be scheduled. The Library will continue to hold Colley Elevator's invoice pending the completion.

B. Finance & Personnel

The Finance Committee met October 22, 2010. They discussed the Capital Assets Definition & Threshold Amount Policy and the Purchasing and Authority to Spend Policy. These will be covered under Unfinished Business and New Business. They are continuing to work on the investment policy and capital reserve plan. This will be on the November board meeting agenda.

C. Library Policies

None

D. Ad-Hoc Committee

1. Employee Handbook Review

The committee has been editing the policy and it is in its final stages. It is planned to be on the November's agenda for discussion.

E. Foundation

The Foundation continues preparing for the Dining at Dewey event. There have been approximately 75 seats sold. New to the event this year is a silent auction.

F. Friends

The Friends met October 5, 2010. They are planning an event in March and are hoping to get another columnist, author or speaker.

G. Art Committee

Johanna Delaney reported that the arTeach show was successful and the committee will begin working on drafting bylaws and operational policies. The next meeting is scheduled for October 28 at 7:00pm.

UNFINISHED BUSINESS

A. Capital Assets Definition & Threshold Amount

Tabled. This will be on the November agenda.

B. Elevator Upgrade Invoice Approval

This will be on the November agenda as the project is not complete.

NEW BUSINESS

A. Tax Levy Review

Director Elam gave an overview of the tax levy process. The tax levy resolution will be on next month's agenda for board approval.

B. Semi-Annual Review of Executive Session Minutes

All of the executive session minutes reviewed have dealt with personnel issues which can remain closed according to the Open Meetings Act.

ON A MOTION BY NANCY WELLER AND SECONDED BY JEFF FINLAY, THE EXECUTIVE SESSION MINUTES WILL REMAIN CLOSED.

C. Purchasing and Authority to Spend Policy

Tabled. This will be on the November agenda.

CITIZEN'S COMMENTS

Ms. Bush-Joseph thanked the Board for their time and efforts.

ADJOURNMENT

ON A MOTION BY JEFF FINLAY AND SECONDED BY JOHANNA DELANEY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:44 P.M.

Respectfully submitted by Nancy Marvan, _____
Nancy Weller, Secretary