

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
September 21, 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 7:07 p.m. on Tuesday, September 21, 2010.

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

Also Present: Mr. Phil Wade, Morris Wade Associates; Mr. Robert D. Sweeney, Citizen; Ms. Lynn Elam, Executive Director; Ms. Tiffany Auxier, Assistant Director; Ms. Nancy Marvan, Office Manager

Absent: Mr. Peter DeHaan, Trustee

ON A MOTION BY NANCY WELLER AND SECONDED BY JOHANNA DELANEY, THE CONSENT AGENDA WAS APPROVED AS AMENDED. THE WORD WELLS WAS CORRECTED TO WELLER IN THE LIBRARY BOARD MEETING MINUTES OF AUGUST 24TH, THIRD PAGE, 6TH PARAGRAPH.

CITIZENS' COMMENTS

Mr. Robert Sweeney, Hinsdale Caucus, advised the Board that they will be meeting weekly until the candidates are selected in November. He left his contact information with the Board members in the event they had any suggestions for candidates or any other issues.

EXECUTIVE DIRECTOR'S REPORT

Director Elam answered questions regarding her written report. She informed the Board that Indian Prairie Library would be closing for a month due do some remodeling, beginning October 11, 2010. We expect to see more circulation and ILL's as well. Elam also discussed the SWOT analysis she has been working on with the management team. She will include a full report in next month's board packet. She provided the board with an update on the library system merger.

PRESIDENT'S REPORT

President Delaney advised the Board that the Friends of the library sold approximately 700 books at the village merchant's garage sale grossing \$1,250.00. She also noted that Marianne Matthews did an extraordinary job at selecting and organizing the books sold. Johanna thanked Tiffany Auxier for a job well done on managing the elevator upgrade project. President Delaney attended the Laconi State of the State meeting to learn more about the library systems merger. She also attended the Hinsdale Caucus meeting to stress to the group that the Library needs trustees who will support the Library. Due to the Thanksgiving holiday, the November board meeting has been scheduled for November 30th.

COMMITTEE REPORTS

A. Facilities

1. Elevator Upgrade

The elevator is up and running. We are currently operating with a temporary certificate. Colley Elevator has to schedule Simplex Grinnell to wire the fire alarm for the elevator. They also have to adjust the electronic eye and install a full door sensor. This should be

done by next week. The Library will be holding their invoice pending the completion of these items.

2. Capital Improvements & Maintenance Schedule

The documents for the Capital Improvement Binder are now complete and included in the board packet. They are still waiting for PSA to come back with the window assessment.

B. Finance & Personnel

The Finance Committee met September 20th. They discussed capital expenditures, the investment policy and the policy on purchasing and the authority to spend. Assistant Village Manager and Finance Director Darrell Langlois also attended the meeting and discussed the audit. They will be submitting items for approval at the October board meeting.

C. Library Policies

None

D. Ad-Hoc Committee

1. Employee Handbook Review

President Delaney is editing the policy.

E. Foundation

The Foundation is preparing for the Dining at Dewey event. Invitations will be mailed on October 1st. Their website had been updated with the Dewey information. They will meet again on October 6th.

F. Friends

No report

G. Art Committee

President Delaney reported that the Art Committee had their first meeting. The group is diverse and enthusiastic. The Committee took a tour of the Library and discussed optimal places to display art. They established goals for the next meeting in October. There will be an art exhibit displayed in the Library from October 16 thru November 11th. This artwork is an exhibit of local art teacher's work. There is a reception planned for October 22nd.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Per Capita Grant

ON A MOTION BY NANCY WELLER AND SECONDED BY JEFF FINLAY, THE PER CAPITA GRANT WAS APPROVED.

B. Capital Assets Definition & Threshold Amount

This item was tabled. A revised policy was presented to the Board for review and will be on the October agenda.

C. Elevator Upgrade Invoice Approval

The Board, upon recommendation from the Facilities Committee, has decided to hold all invoices until the project is completed. This will be on the agenda again in October.

CITIZEN'S COMMENTS

None.

ADJOURNMENT

ON A MOTION BY MARY FOSTER AND SECONDED BY JOHANNA DELANEY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:24 P.M.

Respectfully submitted by Nancy Marvan, _____
Nancy Weller, Secretary