

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
February 26, 2008

President Susan Nedza-Lastres called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Large Meeting Room, Library, Lower Level at 7:01 p.m. on Tuesday, February 26, 2008.

**Present:** Ms. Susan Nedza-Lastres, President; Mr. Bob Shutack, Vice President; Mr. Bob Patterson, Treasurer; Mr. Jack Fredrickson, Secretary; Mr. Jeff Finlay, Trustee; Ms. Johanna Delaney, Trustee

**Also Present:** Ms. Tiffany Auxier, Assistant Director; Ms. Nancy Marvan, Office Manager; Mr. Phil Wade, Morris Wade Associates; Mr. Doug Pfeiffer, PSA Dewberry

**Absent:** Ms. Lynn Elam, Executive Director; Ms. Mary Foster, Trustee

Trustee Finlay questioned purchase of a forty year bond and federal home loan bank bonds listed on the investment report. He requested that Doug Cooper, Assistant Village Manager, attend the next board meeting to explain our holdings and assure the board that they are in line with board policy.

**ON A MOTION BY JEFF FINLAY AND SECONDED BY JACK FREDRICKSON  
THE CONSENT AGENDA WAS APPROVED.**

**CITIZENS' COMMENTS**

None

**EXECUTIVE DIRECTOR'S REPORT**

Assistant Director Auxier took questions on Director Elam's written report.

**PRESIDENT'S REPORT**

No report.

**TREASURER'S REPORT**

Covered with the consent agenda.

**COMMITTEE REPORTS**

**A. Facilities**

1. Project Status

Phil Wade informed the board that the project is about 95% complete. They are waiting for the final punch list. He provided the board with an updated cost report. He reported that the screen divider for the teen lounge has a

longer lead time than originally planned. Other options were brought to the table, but it was decided to wait for the original screen. He advised the board that Nicholas will be getting the painting contractor back at the beginning of April. This will be to do the final touch up work as needed. He was still awaiting a proposal from Hallett for relocating the books on the 2<sup>nd</sup> floor. The renovation project is still well within budget. Phil is working on a job reconciliation to be able to do a comparison with the village's cost accounting on the project.

2. Budget Update

Covered in the project status report.

**B. Finance & Personnel**

The finance committee met and is reviewing the library's salary structure. They reviewed the first pass of the budget. They brought issues to Director Elam which needed more explanation. These will be covered at their next meeting in March.

**C. Library Policies**

A revised meeting and study room policy was presented to the board. Chair Fredrickson asked the board to review it and bring any questions to the next board meeting. They will vote on whether to approve it or not at that time.

**D. Foundation**

The Foundation met on February 13<sup>th</sup>. They discussed the information kiosk and decided that there were too many unknowns to have it installed by the grand reopening of the library. They will look into it further with the technology department. The group did decide to hold an annual benefit for the library. This will be Dining on the Avenue and will be held on September 20<sup>th</sup>. Their next meeting is March 12<sup>th</sup>.

**E. Friends**

The Friends of the Library met on February 12<sup>th</sup>. They are still hoping increase their membership. They have decided not to hold the spring book sale. How the Friends group proceeds will be discussed with the strategic planning of the library. They need to get more community involvement and plan on passing out flyers at other community functions. The library is in the process of setting up the larger storage room for the friend's books and sorting area. The smaller room will be used for library storage.

**UNFINISHED BUSINESS**

**A. HVAC**

Vice President Shutack informed the board that the team at PSA put together an engineering proposal updated from the old one. The library will go out to other

engineering companies for quotes to cover all bases. Executive Director Elam along with the finance committee will explore funding options. This will be discussed further at the April and May board meetings. President Nedza-Lastres thanked the facilities committee for their diligence and hard work.

## **NEW BUSINESS**

### A. Inter Library Loan Policy

**ON A MOTION BY BOB SHUTACK AND SECONDED BY JOHANNA DELANEY THE INTER LIBRARY LOAN POLICY WAS UNANIMOUSLY APPROVED AS AMENDED.**

### B. Investment Policy

The library's investments are currently managed by the village. As expected, it is extremely conservative.

**ON A MOTION BY JACK FREDRICKSON AND SECONDED BY BOB SHUTACK THE INVESTMENT POLICY WAS UNANIMOUSLY APPROVED.**

### C. Recognition Signage

Assistant Director Auxier provided a visual of the signage that would be put in Youth Services honoring Harriett Goodall.

**ON A MOTION BY JACK FREDRICKSON AND SECONDED BY BOB SHUTACK THE RECOGNITION SIGNAGE WAS UNANIMOUSLY APPROVED.**

## **CITIZEN'S COMMENTS**

None

## **ADJOURNMENT**

**ON A MOTION BY BOB SHUTACK AND SECONDED BY JEFF FINLAY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:33 P.M.**

Respectfully submitted by Nancy Marvan,

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Jack Fredrickson, Secretary

## **SCHEDULE OF UPCOMING MEETINGS/EVENTS:**

Library By-Law Review	March 5	10.00 am
Library Policy Committee	March 5	11:00 am
Finance Committee	March 12	8:30 am

Facilities Committee	March 20	12:30 pm
Library Board Meeting	March 31	7:00 pm
Friends of the Library	April 29	7:00 pm
Library Foundation Meeting		